Course: DPR Preparation
Day 1

Session 1

e-Governance Project LifeCycle
Agenda

- e-Governance Project Development lifecycle
e-Governance Project Lifecycle (eGLC)

1. e-Governance Strategy Development
2. Current State Assessment
3. Future State Definition
4. Implementation approach and sourcing
5. Develop and implement IT system
6. Operate and sustain

Project Management Office/Unit
Change Management and Communications
e-Governance Project Lifecycle (eGLC)

- **Needs Assessment**
  - Critical assessment of current business processes and pain areas
  - Best practices in similar environments
  - Assess legal framework and current limitations
  - Assess current ICT systems and their ability to support future plans
  - Assessment of current capacities at all levels and their preparedness for e-governance

- **Define clear vision & objectives**
  - Process reengineering and to – be process definition
  - Identity IT enablement opportunities and requirements
  - Define changes to the legal and regulatory environment
  - Develop People change and capacity building plan
  - Develop project awareness and communication requirements

- **Prioritization of services and projects**
  - Define implementation approach and phasing plan (functional and geographic)
  - Assess detailed funding requirements and business model
  - Develop vendor evaluation and selection criteria
  - Develop KPIs and performance levels for services and systems
  - Develop RFP

- **Incorporate domestic and global learnings**
  - Definition of detailed functional and technical requirements
  - System design and development
  - Software quality assurance, acceptance testing and auditing
  - Training and capacity building
  - Project documentation

- **Identify institutional structures & capacities for implementation**
  - Definition of detailed functional and technical requirements
  - System design and development
  - Software quality assurance, acceptance testing and auditing
  - Change management and project communications

- **Define funding requirements**
  - Rollout services and systems (functionality and geography)
  - Objectives and benefits evaluation and reinforcement

- **Define monitoring and evaluation approach**
  - Sustained change, capacity building and communications

- **Develop and implement IT system**
  - Software change management
  - System operations and maintenance

- **Operate and sustain**
What is a Detailed Project Report or DPR?

• The Detailed Project Report is an essential building block for firming up a proposed project initiative

• The DPR contains details about the proposed project to enable appraisal, approval, and subsequently implementation

• Usually prepared according to funding agencies’ templates and guidelines e.g. DIT guidelines for NeGP projects, World Bank guidelines…

Refer www.mit.gov.in – e-Governance/Reference documents section
What is a DPR used for?

It is a comprehensive proposal prepared for all types of projects and used as a basis for:

- Investment decision making
- Approval of plans and designs
- Project planning
- Implementation scheduling and budgeting
When is a DPR prepared?

**e-Governance Project Lifecycle (eGLC)**

<table>
<thead>
<tr>
<th>Vision &amp; Strategy Development</th>
<th>Current State Assessment</th>
<th>Future State Definition</th>
<th>Implementation approach and sourcing</th>
<th>Develop and implement T system</th>
<th>Operate and sustain</th>
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<tbody>
<tr>
<td>Stakeholder Needs Assessment</td>
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<td>Assess legal framework and current limitations</td>
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<td>Prepare DPR</td>
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<td>Assessment of current capacities at all levels and their preparedness for e-governance.</td>
<td>Develop project awareness and communication requirements...</td>
<td>Develop KPIs and performance levels for services and systems</td>
<td>Change management and project communications</td>
<td>Sustained change, capacity building and communications</td>
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When is a DPR prepared?
**When is a DPR prepared?**

**e-Governance Project Lifecycle (eGLC)**

### Vision & Strategy Development
- Stakeholder Needs Assessment
- Define clear vision & objectives
- Prioritization of services and projects
- Incorporate domestic and global learnings
- Identify institutional structures & capacities for implementation
- Define funding requirements
- Define monitoring and evaluation approach.

### Current State Assessment
- Critical assessment of current business processes and pain areas
- Best practices in similar environments
- Assess legal framework and current limitations
- Assess current ICT systems and their ability to support future plans
- Assessment of current capacities at all levels and their preparedness for e-governance.

### Future State Definition
- Process reengineering and to-be process definition
- Identity IT enablement opportunities and requirements
- Define changes to the legal and regulatory environment
- Develop People change and capacity building plan
- Develop project awareness and communication requirements…

### Implementation approach and sourcing
- Define implementation approach and phasing plan (functional and geographic)
- Assess detailed funding requirement and business model

### Develop and implement T system
- Develop definition of detailed functional and technical requirements
- System design and development
- Software quality assurance, acceptance testing and auditing
- Training and capacity building
- Change management and project communications
- Project documentation

### Operate and sustain
- System operations and maintenance
- Software change management
- Rollout services and systems (functionality and geography)
- Objectives and benefits evaluation and reinforcement
- Sustained change, capacity building and communications...

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**The highlighted activities in the eGLC provide inputs to the DPR**

However, the DPR may make provisions of detailed study or implementation in some of these areas e.g. Legal reforms may be a separate project.
Main Sections of a DPR

Section I:
Background of project and other basic information

Section II:
Project overview

Section III:
Project details including its implementation model
Section I: Background of project and other basic information

- Title of the Project
- Whether existing Mission Mode Project (MMP)
- Eligibility Tests- NeGP or Best Practice Alignment
- Whether Pilot or Roll out
- Project Initiator details
- Implementing Agency details
- Location of project implementation
## Section II: Project overview

### From EGLC Phases:

- **A.** Vision & Strategy Development
- **B.** Current State Assessment
- **C.** To-be State Definition

### Proposed Services

<table>
<thead>
<tr>
<th>Category of services: G2C, G2B or G2G</th>
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<tbody>
<tr>
<td>Proposed Services</td>
</tr>
<tr>
<td>Past experience and lessons learnt</td>
</tr>
<tr>
<td>Key activities and timelines</td>
</tr>
<tr>
<td>Project costs</td>
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<tr>
<td>Source of funding</td>
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</tbody>
</table>

*Sliding image displaying the structure of the project overview.*
Section III: Project details

Goal and Objectives

- As a result of Vision & Strategy Development in EGLC
- Objectives should be S.M.A.R.T (Specific, Measurable, Achievable, Realistic and Time Bound)

Stakeholder Analysis

- As a result of Vision & Strategy Development in EGLC
- Discussed in previous section

Services and Service levels

- As a result of Vision & Strategy Development in EGLC
- Service is the core services delivered by the Agency
- Service levels are parameters for measuring efficiency, transparency & reliability of services
- Service Levels defined in terms of - Quality, Quantity, Delivery time & Cost
Section III: Project details (contd..)

Implementation Strategy

- As a result of Implementation approach and sourcing in EGLC
- Horizontal or vertical functionality implementation
- Prioritization criteria of implementation
- Delivery channel strategy

Scoping Study

- Description and Recommendations for each sub-activity
- Discussed in previous section

Process Reengineering

- As a result of Future State Definition in EGLC
- Scope and purpose of intended process change
- Mapping of existing processes
- Identification of areas of inefficiency, duplication of efforts, redundancy etc
- Preparation of blue print for improving efficiencies
Section III: Project details (contd..)

Change Management

- As a result of Future State Definition in EGLC
- Capacity Building, Awareness Creation, Legal Issues

Infrastructure

- As a result of Future State Definition and Current State Assessment in EGLC
- Back-end, Middle ware:, Front-end , Network Architecture/ Devices, Information Security
- As-Is, Option Analysis, To-Be

Monitoring, Evaluation and Assessment

- As a result of Vision & Strategy Development in EGLC
- Impact/ Outcome Indicators, Output Indicators, Process Indicators
- Means of verification
Section III: Project details (contd..)

Other Activities like civil works, etc

Organization structure
- As a result of Vision & Strategy Development in EGLC
- Existing and Proposed Organization Structure
- Staffing and deployment strategy

Assumptions and Risk Management
- Assumptions
- Risk Assessment
- Measures for risk mitigation

Estimated demand and growth rate of proposed services
- In short, medium and long term
Section III: Project details (contd..)

Project Costs, Procurement and Financing

- As a result of Vision & Strategy Development in EGLC
- Project Cost
  - Investment Costs
  - Recurring Costs
- Financing
  - Year-wise breakup of source
  - Amount of funds in form of assistance

Public Private Partnership (PPP)

- Financial Analysis
- Business Model
- Key Implementation Design Features
Section III: Project details (contd..)

Sustainability Plans

- Procedural, staffing, budgetary and contractual arrangements to ensure sustainability of project outcomes

Implementation arrangements

- As a result of Future State Definition in EGLC
- Management arrangements
- Contracting arrangements
- Accounting and audit arrangements

Detailed Work Plan

- As a result of Future State Definition in EGLC
- Phasing of project activities
- Schedule of implementation for each phase
- Identify critical dependencies in the project and
- Expected timelines for completion of key milestones
Thank You