

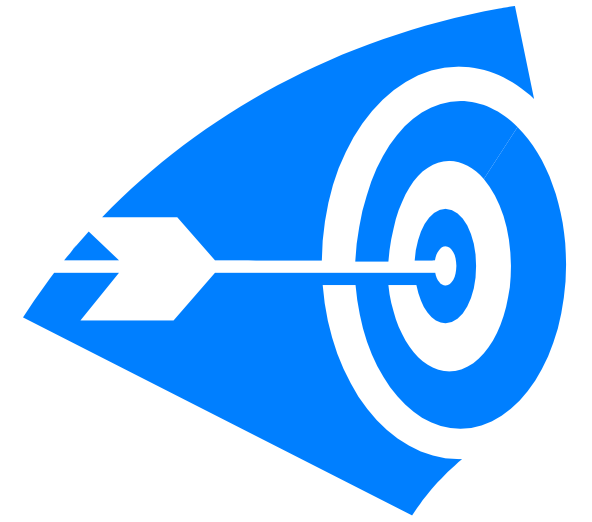
Course: DPR Preparation

Day 1

Session 1

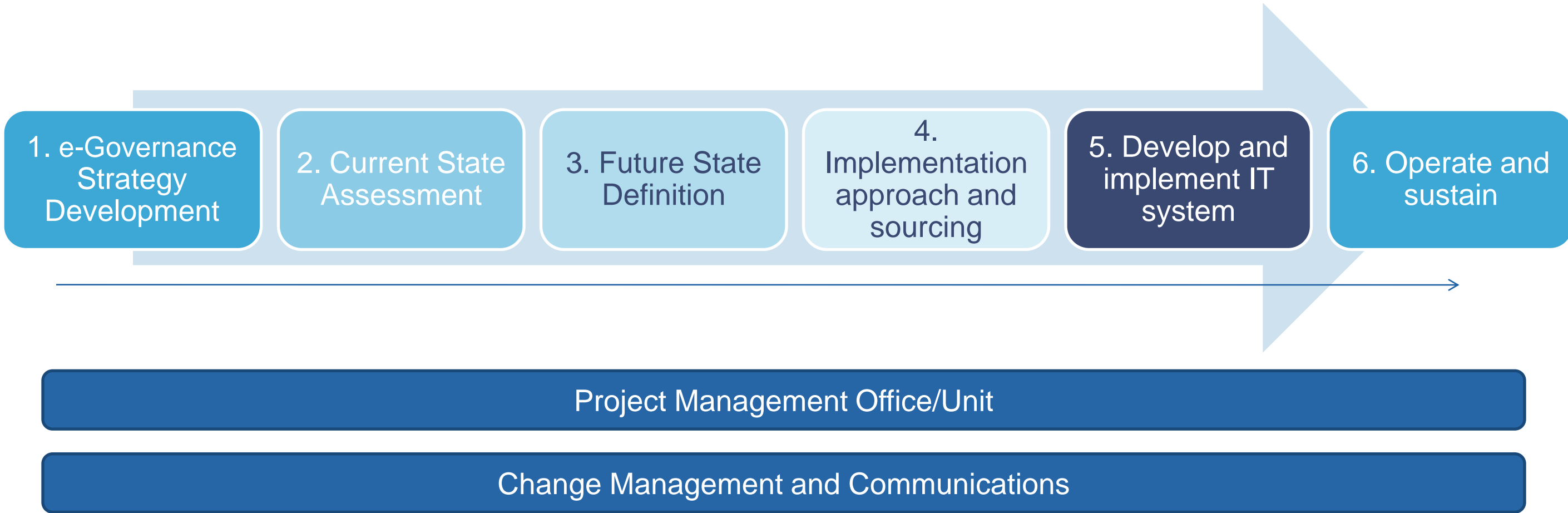
e-Governance Project LifeCycle

Agenda



- e-Governance Project Development lifecycle

e-Governance Project Lifecycle (eGLC)



e-Governance Project Lifecycle (eGLC)

e-Governance
Strategy
Development

Current State
Assessment

Future State
Definition

Implementation
approach and
sourcing

Develop and
implement IT
system

Operate and
sustain

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...

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..

Process reengineering
and to –be process
definition

Identify 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...

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

Bid evaluation and
vendor selection

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

Project go-live

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..

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

DPR involves a detailed study on various aspects of the project and should be prepared before the Selection of Vendors.

When is a DPR prepared?

e-Governance Project Lifecycle (eGLC)

Vision & Strategy Development

Current State Assessment

Future State Definition

Implementation approach and sourcing

Develop and implement T system

Operate and sustain

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.

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.

Process reengineering and to –be process definition

Identify 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...

Define implementation approach and phasing plan (functional and geographic)

Assess detailed funding requirements and business model

Prepare DPR

Develop vendor evaluation and selection criteria

Develop KPIs and performance levels for services and systems

Develop RFP

Bid evaluation and vendor selection

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

Project go-live

System operations and maintenance

Software change management

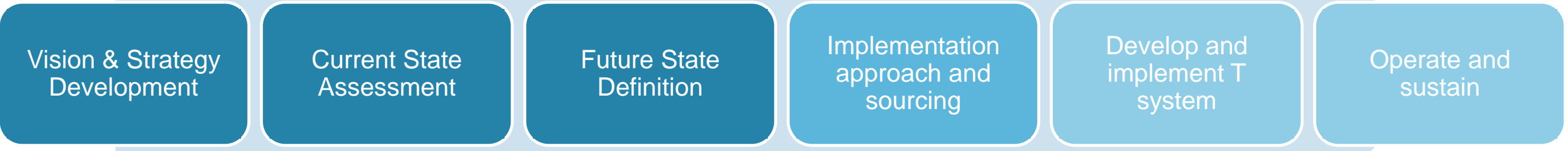
Rollout services and systems (functionality and geography)

Objectives and benefits evaluation and reinforcement

Sustained change, capacity building and communications..

When is a DPR prepared?

e-Governance Project Lifecycle (eGLC)



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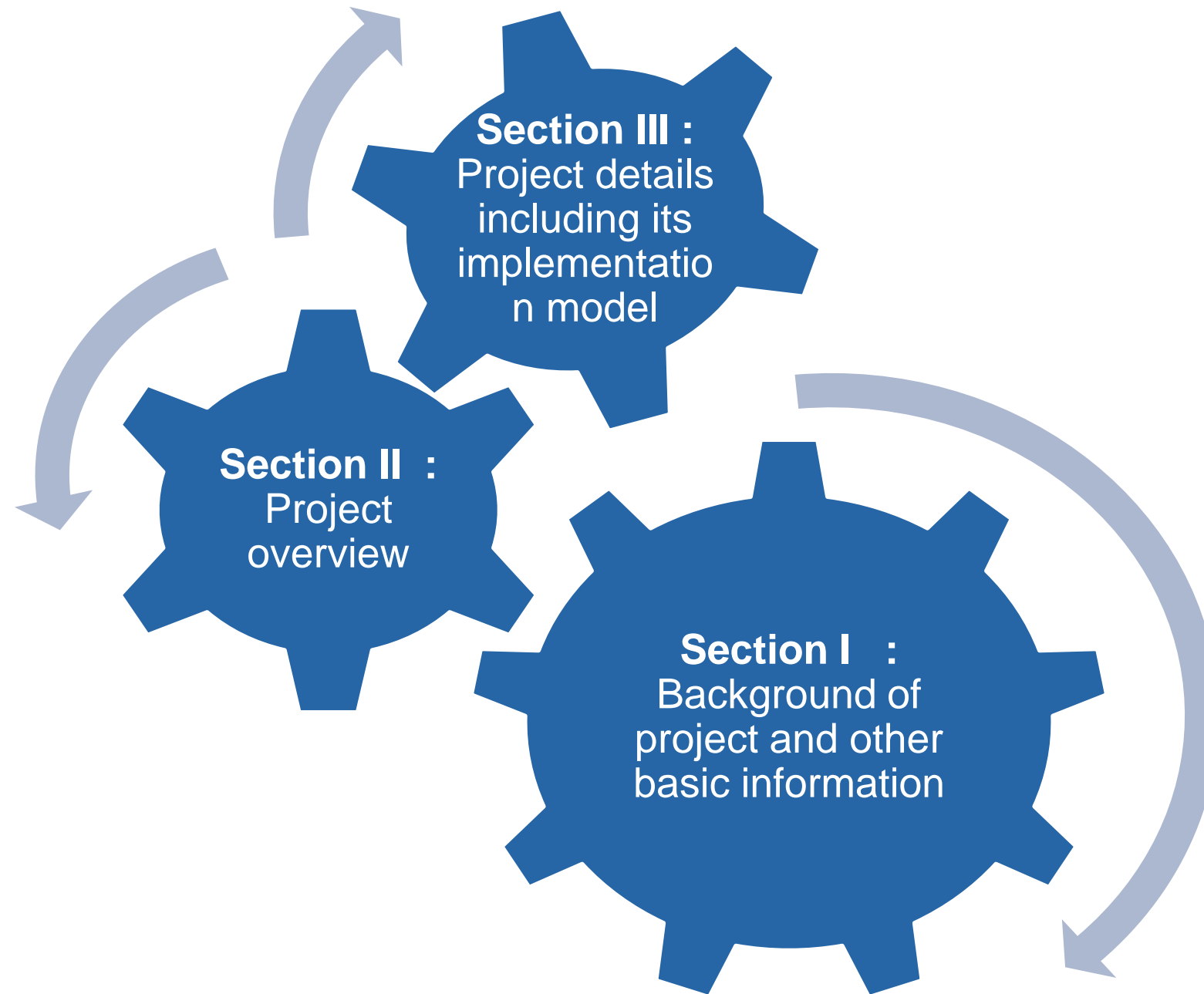
Bid evaluation and vendor selection

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

Project go-live

Main Sections of a DPR



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

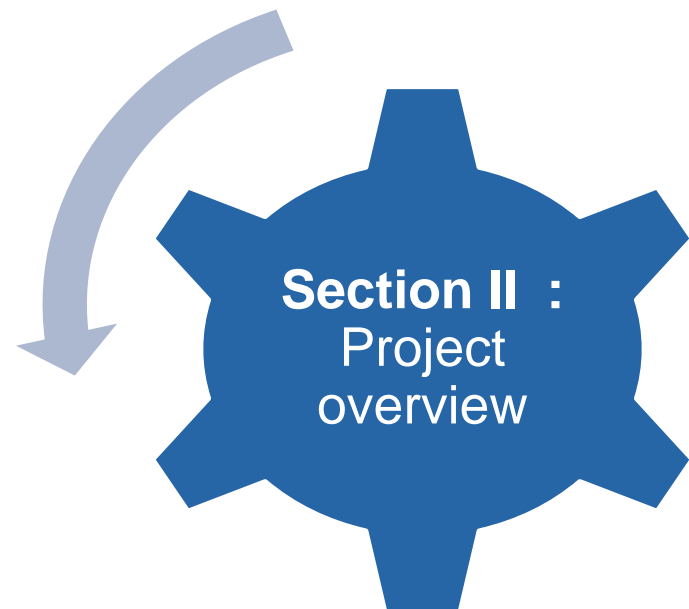
Project Initiator details

Implementing Agency details

Location of project implementation



Section II: Project overview



Identification of stakeholders

Problem to be addressed by project

Causes and effects of the problem

Category of services: G2C, G2B or G2G

Proposed Services

Past experience and lessons learnt

Key activities and timelines

Project costs

Source of funding

From EGLC Phases:

A. Vision & Strategy
Development

B. Current State
Assessment

C. To-be State Definition

From EGLC Phases:

A. Implementation
Approach and Sourcing

Section III: Project details

Section III :
Project
details
including its
implementatio
n model

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..)

Section III :
Project details
including its
implementation
model

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..)

Section III :
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on model

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..)

Section III :
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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..)

Section III :
Project
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n model

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..)

Section III :
Project
details
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n model

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