



Business Case Template

iAuditor Project / BC000001

Complete

Score	0%	Failed items	0	Actions	2
Document Number					BC000001
Company Name					SC Consulting
Registered Address					17 Larnock Ave, Pymble NSW 2073, Australia (-33.7426047, 151.1564225)
Department					Information Technology
Project Name					iAuditor Project
Project Sponsor					Fritz McNeill
Project Manager					Stacy Petersen
Date Prepared					7 Mar 2022 15:32 PST

Actions

2 actions

Business Case Template / 2. Introduction / 2.5 Related Projects

Briefly state any other projects that are being undertaken that relate to the same strategic and highlight whether there are interdependencies between this project and any of those projects.

To do | Assignee Juhlian Pimping | Priority Low | Due 14 Mar 2022 16:28 PST | Created by SafetyCulture Staff

Add related projects

Business Case Template / 4. Procurement

State what procurement action would need to be undertaken, including an indicative timetable and justification for the proposed approach.

To do | Assignee Howie Mann | Priority High | Due 14 Mar 2022 16:35 PST | Created by SafetyCulture Staff

Create procurement actions with timetables and justification

1. Executive Summary

1.1 Overview

Provide a précis of the introduction, background, problem statement and objectives, including information about the priority and importance of the project in the context of the Strategic Objectives of and benefits to the facility/organization.

This business case describes how the iAuditor Project will solve current company challenges, as well as the project's benefits, recommendations, and justification. The business case also goes into specific project objectives, performance metrics, assumptions, restrictions, and alternative solutions.

1.2 Options Appraisal

Provide a brief summary of the options considered and the reasons for choosing the preferred option.

Various ideas and alternatives were examined to discover the best method to use technology to improve SC Consulting's business processes and lower overhead costs. The method outlined here enables us to achieve our company goals of increasing efficiency, lowering expenses, and leveraging technology.

The proposed iAuditor Project will migrate the data and functions of our current mainframe system to our new web-based platform in a methodical manner, preserving data integrity and providing sufficient time for all employees and managers to be trained on their responsibilities and administrative functions.

The web-based platform will increase the efficiency and accuracy of reporting across the organization by being compatible with all other current IT systems. The following are some of the ways in which this technology will achieve its goals:

- Instead of phoning their data to their regional manager for submission into the mainframe system, employees will be able to enter and amend their timesheet data at any time from any location.
 - Data from timesheets and payroll will be immediately available for quality control and reporting, reducing the requirement for non-billable employees to acquire, analyze, and assemble data.
 - Employees will be able to enroll for training, which will relieve management and training personnel of some of their responsibilities.
-

1.3 Costs and Benefits

Summarize the main points and include sufficient detail so that your executive or approval committee can use this as a ready reference.

Payroll and other administrative tasks will be migrated from the outdated mainframe system to a web-based platform, resulting in increased efficiency in terms of company resources and business processes. Because it employs technology to improve the way we do business, the iAuditor Project is also in line with corporate strategy and objectives.

While other options including the status quo were considered, the iAuditor Project was chosen for proposal in this business case because it offers the best chance of achieving benefits quickly while also providing for the greatest efficiency and expense savings. Other options carried more risk, had less rewards, were too complex to define, or were not well linked with the company's current strategy and/or objectives.

The iAuditor Project's initial projections are as follows:

- In the first 12 months, overhead costs were reduced by 15%.
- In the first year, there was a 10% reduction in staff turnover.
- A 50% reduction in the time it takes to compile weekly and monthly financial reports.
- A 25% reduction in the time it takes to resolve payroll issues immediately.

2. Introduction

1 action

2.1 Background

Provide a brief history of how the project came into being, and from where the authority and drive for it comes, including background on the nature of the work conducted that explains why you want to take on the project.

SC Consulting has transitioned to a decentralized company model in the previous two years due to an expanding customer base. The management of our employees has become more complicated as we continue to assist more clients in more places. Many of our internal needs, such as reporting, payroll, and resource management, were previously handled by antiquated mainframe systems. These old mainframe systems have proven insufficient to efficiently manage these administrative duties as our staff grows in size and area.

Over the previous 12 months, this deficiency has manifested itself in rising costs and increased personnel turnover. SC Consulting needs transition to a web-based application in order to better manage our administration, save costs, and eliminate staff turnover, as detailed in this business case for the iAuditor Project. Employees will have a bigger part in managing their administrative difficulties, have safe online access to timesheets, and the company will be able to handle its administration from a single, centralized platform.

2.2 Problem Statement

Summarize the problem that the project is aiming to address. Highlight any previous analyses of the problem that have been done and where the impetus for change exists; that is, where is the 'pain' and who is feeling it; and, if necessary, why your area or the department should be doing something about this and what are the likely consequences of not addressing the problem.

To administer payroll and other administrative personnel responsibilities, SC Consulting has relied on a mainframe system from its start. The strain imposed on headquarters to properly manage the company's administration at acceptable levels increases as the number of employees increases. SC Consulting has engaged five personnel to help manage and administer the day-to-day administrative activities in the last two years. These roles generate little or no return on investment because they are non-billable and solely serve to perpetuate the status quo; they do nothing to improve the administration of the organization. Employees must also call their regional supervisors to input their work hours and to discuss any payroll or administrative difficulties. This places a significant load on managers, who must balance these demands with their day-to-day billable responsibilities.

The legacy mainframe system has another flaw: reporting. All financial reports must be created manually on a weekly and monthly basis, which has a high risk of error and takes a long time. These laborious chores add to the company's financial load and expenditure.

2.3 Strategic Objectives

Objective

Objective 1

Specify

Tools

Measure

As the iAuditor Project is set up and becomes operational, the previous legacy administration platform will be phased out completely. This will necessitate training employees on the iAuditor features and how to utilize them in conjunction with other organizational tools.

Objective 2

Specify

Operations

Measure

The iAuditor Project makes administrative and payroll processes more efficient and streamlined. Managers will have less work to do as a result of the increased efficiency, while employees will have more liberty in controlling their own time. Tasks and actions related to administration and payroll.

Objective 3

Specify

Roles and Responsibilities

Measure

In addition to giving employees more autonomy and relieving managers of some of their responsibilities, the iAuditor Project will minimize the amount of manpower required to properly staff human resources and payroll departments. While we love our employees highly, the elimination of non-billable overhead positions will have a direct impact on our bottom line and give a quick return on our investment. The IT department will administer the new platform, and we do not expect any changes in IT staffing requirements.

Objective 4

Specify

Hardware/Software

Measure

In addition to the project's software and licensing, SC Consulting will need to buy more servers to meet the platform's expected growth over the next ten years.

2.4 Project Objectives

Highlight the products that are to be produced as a result of this project.

SC Consulting will be able to manage its employee payroll systems and administrative duties in a more smooth and unified manner by moving to a centralized web-based administrative platform. The overhead costs associated with the huge workforce currently required to manage these duties will be reduced as a result of this technological shift. Employees that work in a decentralized environment will have more control over their payroll elections, training, reporting, and other administrative chores. As a result of our regional managers' capacity to enter and regularly update their financial indicators, the company will benefit from more timely and accurate financial reporting. This real-time access cuts down on errors, improves cycle time, and is accessible to any authorized user.

2.5 Related Projects

1 action

Briefly state any other projects that are being undertaken that relate to the same strategic and highlight whether there are interdependencies between this project and any of those projects.

To do | Assignee Juhlian Pimping | Priority Low | Due 14 Mar 2022 16:28 PST | Created by SafetyCulture Staff

Add related projects

3. Options Analysis

Option

Option 1

Description

Keep the mainframe legacy system in place

Benefits

Disadvantages

Lack of automation and continued occurrence of a high number of data errors

Timescale

Costs

Unnecessary expenditure of funds for increased staffing levels

Major Risks

Poor and untimely reporting

Option 2

Description

Outsource the implementation of a web-based platform

Benefits**Disadvantages**

Expertise already exists in house

Timescale**Costs**

Significantly higher cost

Major Risks

Vendor's lack of familiarity with our internal requirements

Option 3**Description**

Develop software internally

Benefits**Disadvantages**

Timeframe required is too long

Timescale**Costs**

Significant cost associated with software design

Major Risks

Lack of qualified resources

Option 4**Description**

Replace SC Consulting's legacy payroll and administration mainframe system with a web-based platform

Benefits

This will considerably improve the efficiency of day-to-day payroll and administrative operations and reporting. As a result of providing employees with more autonomy and freedom, they have fewer overhead costs and lower turnover. Managers will also be refocused on billable duties rather than spending a substantial amount of time on non-billable tasks, or administrative chores that aren't billable.

Disadvantages

There are limited IT resources available to support the iAuditor Project and other, ongoing, IT initiatives, and as implementation will be done internally and not by the product developers or vendors, there will be limited support from the hardware/software providers.

Timescale

When the project is chosen, it will replace our current system in a phased implementation strategy, with the old system being archived and no longer in use once the new system is operational.

Costs

Net First Year Savings: \$247,239.00

Major Risks

3.1 Preferred Option

State the preferred option and why.

Replace SC Consulting's legacy payroll and administration mainframe system with a web-based platform because this action still allows for growth for the next 10 years.

4. Procurement

1 action

State what procurement action would need to be undertaken, including an indicative timetable and justification for the proposed approach.

To do | Assignee **Howie Mann** | Priority **High** | Due **14 Mar 2022 16:35 PST** | Created by **SafetyCulture Staff**

Create procurement actions with timetables and justification

5. Project Strategy

Key Milestones and Deliverables

Event / Milestone

Event / Milestone 1

Specify

Hardware/Software will be purchased and the iAuditor system will be created in the web-based environment and tested by the IT development group.

Deliverable

Date (or elapsed time from start of project)

1 Apr 2022 16:00 PST

Event / Milestone 2

Specify

IT group will stand up a temporary legacy platform in the technology lab to be used for day to day operations for payroll and administration activities. This will be used as a backup system and also to archive all data from the company mainframe.

Deliverable

Date (or elapsed time from start of project)

15 Apr 2022 16:00 PST

Event / Milestone 3

Specify

The web-based platform will be populated with all current payroll and administrative data. This must be done in conjunction with the end of a pay cycle.

Deliverable

Date (or elapsed time from start of project)

29 Apr 2022 16:00 PST

Event / Milestone 4

Specify

All employees will receive training on the new web-based platform.

Deliverable

Date (or elapsed time from start of project)

13 May 2022 16:00 PST

Event / Milestone 5

Specify

The web-based platform will go live and the legacy mainframe system will be archived and stood down.

Deliverable

Date (or elapsed time from start of project)

27 May 2022 16:00 PST

6. Costs–Benefits Analysis

Outline how calculations for savings and benefits have been made – include attributable costs.

As an initial investment for the iAuditor Project, we will need to purchase web-based product and licenses (\$400,000.00), as well as software installation and training (\$100,000.00) for the IT group to install new software and for the training group to train all workers.

We can save money by reducing HR and payroll staff by 5 people (-\$183,495.00), which equates to the annual compensation of 3 HR specialists and 2 payroll analysts. Managers will also no longer be forced to work nonbillable payroll and administrative activities (-\$471,744.00), since 18 regional managers now work an average of 16 hours non-billable time each week. This number is expected to be reduced to no more than two hours per week.

With an hourly rate of \$36.00, this equates to an increase in income of \$9072.00 per week (\$36.00 x 14 hours/week reduced non-billable time x 18 managers). Because IT resources would be used less frequently on non-value added jobs, system maintenance will be required every six months rather than monthly, resulting in a \$42,000 annual savings.

7. Project Management and Control

7.1 Business Case

Write a brief statement on how this document will be kept up to date during the course of the project; that is, review points particularly where the expected scope, costs, benefits and savings figures are re-adjusted or confirmed.

Weekly iAuditor progress update reporting

How will different versions be identified?

Refer to the document number automatically generated to this business case template.

7.2 Governance

Who will oversee progress (E.g. committee, executive sponsor, divisional head) Business Case Analysis Team

Who will manage the project? Stacy Petersen, Project Manager

How will the facility executive be kept informed of progress?

Via iAuditor heads up and collaborative actions features

7.4 Progress Monitoring

Enter here the mechanisms that you will establish to monitor and compare actual achievements against your baseline plan.

Conduct quarterly review with the management

8. Completion

Additional Comments

For the iAuditor Project, the following assumptions apply. They will be added as project planning progresses and more assumptions are discovered:

- On the new web-based system, all staff and employees will be properly trained in data input, timesheet entry, and reporting activities.
- Assistance with training is provided.
- There is money available to buy web-based system hardware and software.
- All department heads will lend their support to ensure that the project is completed successfully.
- Executive support and backing for the project.

Project Manager Name & Signature



Stacy Petersen
7 Mar 2022 17:28 PST