



HM Treasury



Llywodraeth Cymru
Welsh Government

GUIDE TO DEVELOPING THE PROGRAMME BUSINESS CASE

BETTER BUSINESS CASES:
for better outcomes



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Foreword

Increasing demand for public services creates ever more pressure on the public resources available, increasing the need to make better use of these limited resources. The challenge to those preparing and advising on spending decisions has never been greater. In this context, it is vital that spending and investment decisions are based on highly competent professionally developed proposals. This best practice guidance from the Treasury and the Welsh government has been refined and tested over many years, and it provides a clear framework for thinking about spending proposals and a structured process for appraising, developing and planning to deliver best social value for money: all of which is captured through a well prepared business case to support objective, evidence based decisions.

This latest version of the best practice guidance is updated to maintain its alignment with the refreshed Green Book 2018. It provides a practical “step by step” guide to the development of business cases, using the Five Case Model – in a scalable and proportionate way. It recognises and aligns with other best practice in procurement and the delivery of programmes and projects. Experience has demonstrated that when this guidance is embedded in public sector organisations, better more effective and efficient spending decisions and implementation plans are produced. At the same time the approach when correctly understood and applied provides a more efficient planning and approval process saving between 30% and 40% in time taken and cost of production of business cases compared with unstructured approaches.

The guide provides a framework for thinking and a process for developing and gaining approval which is flexible and scalable as well as a range of tools that can be applied proportionately to provide clarity in the decision support process. It also provides a clear audit trail for purposes of public accountability.

All centrally funded public spending proposals including those subject only to approval by UK Departments or other centrally funded organisations are required to use this approach and the five case model method, as are major programmes and projects considered by the Treasury and Cabinet Office. Colleagues with responsibility for developing proposals should be professionally trained and accredited through the better business cases programme established in 2013.

Since the beginning of 2014 training in a correct understanding and use of the method has been widely available. Links to access training can be found on the same GOV.UK web page as this guide and on the Welsh government web pages. We are therefore very pleased to recommend the use of this guidance and the approved training and accreditation to all who are concerned with delivering best social value for money from decisions on the use of public resources.

Tom Scholar
Permanent Secretary HM Treasury

Shan Morgan
Permanent Secretary Welsh Government

Editor's Note

This Green Book methodology brings together the Green Book approach to appraising public value with the Cabinet Office, Infrastructure and Projects Authority (IPA) project assurance, and the latest commercial standards and procurement methodologies from the Crown Commercial Service (CCS). It also supports Treasury spending scrutiny and approval processes. It is best practice methodology and should be used by those responsible for using public resources in developing proposals to scope, analyse, plan, procure and manage delivery to achieve best value.

This refreshed edition of the guidance is an updated version of the 2013 edition reflecting the updated Green Book published in March 2018 Programme and Project guidance is published in two separate guides to allow greater clarification of the how the model should be applied in practice when thinking about these two different but related activities.

For some years, in addition programmes to the UK and Welsh governments the New Zealand Treasury and the States of Guernsey have used the guidance tailored to meet the needs of their processes and governance. Since 2014 there has been a growth in international interest in both the guidance and the professional accreditation scheme and use of the scheme by governments around the world, international NGOs' and private companies has been growing. The five principles adopted by the G20 in 2018 for the preparation of infrastructure schemes nationally and regionally are the central pillars of the five case model. To support the international process of professional accreditation and examinations new international editions of the guidance have also been produced and are available separately to these UK versions.

Thanks are due to Joe Flanagan for origination of the five case model and authorship of the guidance, with whom I have been privileged to work on both this publication and the Better Business Cases accreditation and training programme. This programme, jointly run by the Treasury and the Welsh Government, recognises that guidance is necessary but alone is not sufficient to ensure best use of resources. Training and professional accreditation is now widely available, and more information is [available at this link](#). Accreditation is now expected of to all who work in developing practical best value proposals for delivery of public services using the five case model.

Others who have made contributions to the development of the guidance over the years and to whom thanks are also, due include: Simon Brindle; Paul Nicholls; Dr Courtney Smith; Stefan Sanchez; Phil Saw; The Health Finance Management Association (HFMA); Barry Williams and to many other colleagues in HM. Treasury and across the UK civil service whose experience contributed to development of this supplementary Green Book Guidance.

Joseph Lowe

Editor of the Green Book
HM Treasury 2018

1

Introduction

A programme management approach and supporting business case are essential for ensuring the successful delivery of a set of related projects and activities.

This guidance has been prepared for:

- Senior managers and executives responsible for designing, delivering and approving programmes, including Senior Responsible Owners (SROs), programme directors, programme managers and business case practitioners and reviewers.

It will also be of interest to:

- Members of Senior Management Boards with responsibility for approving business cases, and
- Directors of Finance, Planning and Procurement and others with responsibility for operational aspects of the programme.

What is a programme?

A programme is a series of planned measures, related events and co-ordinated activities in pursuit of an organisation's long-term goals.

Managing Successful Programmes (MSP), is an international standard for programme management, it defines a programme as 'a temporary, flexible organisation created to co-ordinate, direct and oversee the implementation of a set of related projects and activities in order to deliver outcomes and benefits related to the organisation's strategic objectives'.

Large projects are often referred to as programmes. In practice, the key differences between programmes and projects are:

- programmes focus on the delivery of outcomes and projects on the delivery of outputs
- programmes are comprised of enabling projects and activities
- programmes usually have a longer lifespan and usually consist of a number of tranches that take several years to deliver, and
- programmes are usually more complex and provide an umbrella under which their enabling projects can be co-ordinated and delivered.

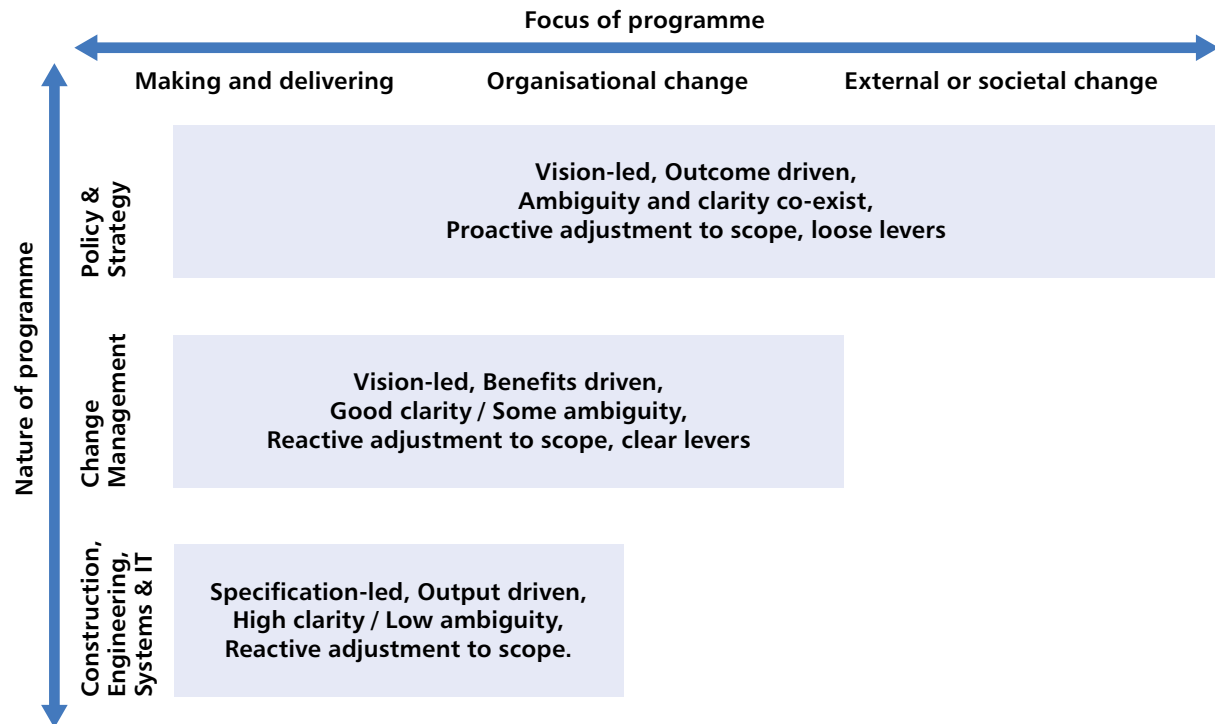
There are different types of programmes and the content of the supporting business case will be influenced by the nature of the change being delivered and the degree of analysis required.

Different types of Programmes

Programmes may be set up to deliver change in parts of an organisation, across the entire organisation, across several organisations, or within the environment in which the organisation operates. A programme may be used to deliver a range of different types of change.

Figure 1 illustrates how different types of change provide a different focus for the programme.

Figure 1. The different nature of different programme types



Making and delivering: where the change being delivered is based on making and delivering new facilities, the programme will tend to be led by the specification of the outputs required – *Figure 2, bottom left*. There will be relatively low levels of ambiguity about what the programme is to deliver. The scope will be reasonably well defined and adjusted according to circumstances.

Organisational change: where the change is more focused on changing the way an organisation works, the programme will tend to be led by a vision of the desired outcome and the benefits it will deliver – *Figure 2, (middle)*. There will typically be some level of ambiguity about what the precise changes are and how they will be delivered; but there are fairly clear levers that can be employed to achieve the vision.

External or societal change: where the change is focused on interventions and improvements in society, the programme will be driven by the desired outcome, but will typically be highly ambiguous and complex to define in terms of what it will involve – *Figure 2, (top right)*. The scope may need to be adjusted as ambiguities are clarified over time.

Developing a Programme Business Case applies to all types of programmes and needs to be undertaken by trained people who have the capabilities and competencies to undertake the tasks involved.

How does a programme align with the strategic planning process?

A programme is a major undertaking for most organisations and that involves significant funding and change for the parties involved.

Figure 2 below shows a typical environment for programme management.

Figure 2



Organisations achieve their vision and mission through business strategies, policies, initiatives and targets that are influenced and shaped by the political, economic, sociological, technological, and legal environment in which they operate.

These business strategies consist of strategic portfolios that scope, define and prioritise the programmes needed to deliver the agreed business changes, outcomes and benefits.

The programmes within these strategic portfolios, in turn, initiate, align and monitor the projects and activities required to deliver the necessary outputs. These outputs may consist of new products and services, new processes and service capabilities, or changes to business operations. But it is not until the projects deliver and implement the required outputs into business operations, to improve organisational capabilities and achieve outcomes, that the full benefits of the programme can be achieved.

A continual process of alignment is required to ensure that the programme remains linked to strategic objectives, because even as programmes are implementing changes and improvements to business operations, they may need to respond to changes in strategies or to accommodate new initiatives and policies.

A case study showing the relationship between strategy, programmes and projects is provided at Annex A.

What is the importance of the Programme Business Case using the Five Case Model?

The Programme Business Case is important because programmes will only deliver their intended outcomes and benefits if they are properly scoped, planned and costs justified from the outset.

Preparing a programme business case using the Five Case Model provides decision makers and stakeholders with a proven framework for structured 'thinking' and assurance that the programme:

- Provides a strategic fit and is supported by a compelling case for change.**
This dimension of the five cases focuses on business planning and is the 'strategic case' section within the programme business case.
- Will maximise social value to society through the selection of the optimal combination of projects and related activities.**
This dimension of the five cases focuses on options appraisal and is the 'economic case' section within the programme business case.
- Is commercially viable and attractive to the supply side.**
This dimension of the five cases focuses on the development and procurement of the potential Deal and is the 'commercial case' section within the programme business case.
- Is affordable and is fundable over time.**
This dimension of the five cases focuses on the whole life costs of the proposed Deal and is the 'financial case' section within the programme business case.
- Can be delivered successfully by the organisation and its partners.**
This dimension of the five cases focuses on the implementation arrangements for the proposal and is the 'management case' section within the programme business case.

What are the advantages of the Programme Business Case?

The Programme Business Case provides management with a tool for transparent and evidenced based decision making and a framework for the co-ordination, delivery, monitoring and evaluation of the resultant outputs, outcomes and benefits.

A well prepared programme business case:

- enables the organisation and its key stakeholders to understand and influence the direction of the programme early on in the planning process
- improves decision making through early consideration of the key issues and available evidence base and assists decision makers to avoid committing resources to projects that should not proceed
- facilitates benefits realisation and risk management for the entire programme rather than a single project
- demonstrates the continuing viability of the programme to senior management and stakeholders
- streamlines the tasks and resources required for the preparation of supporting Programme Business Cases

When should the Programme Business Case be developed and how should it be maintained?

A Programme Business Case is recommended best practice and should be prepared following senior management's approval to the organisational strategy, mandate and brief for the programme.

The organisational strategy provides the rationale and context for the programme and is important, because experience demonstrates that a programme begins most effectively when it is launched as part of a clear organisational strategy.

The programme mandate provides the formal trigger for the start of the programme. The programme brief develops the concept for the programme and provides the basis for an initial assessment of the programme's viability and achievability.

The programme's mandate and brief should be prepared in accordance with a recognised programme management methodology and are dependent upon the organisation's senior executives and top management team having already defined and agreed the policies and business strategies for the organisation.

Governance and reporting

Following approval of the programme brief and mandate, a plan for regular review of the programme's progress must be made and agreed with the authorising body. This plan should include arrangements for reporting key milestones, monitoring progress and regular reviews meetings with the Authority responsible for authorising expenditure.

The Programme Business Case development process

The Programme Business Case using the BBC process is developed as follows:

The Strategic Assessment

Step 1: determining the strategic context

The Strategic Case

Step 2: making the case for change

The Economic Case

Step 3: exploring the preferred way forward

Step 4: determining potential Value for Money (VfM)

The Commercial Case

Step 5: preparing for the potential Deal

The Financial Case

Step 6: ascertaining affordability and funding requirement

The Management Case

Step 7: planning for successful delivery

The Programme Business Case is a working document which must be revisited and updated upon completion of each tranche of the programme, prior to obtaining approval to commence a further tranche.

The actions to be undertaken in conjunction with these key steps are explained in this guidance, together with the recommended use of supporting workshops and programme assurance.

Annex B provides an overview of the key activities.

What is Programme Assurance?

Programme Assurance provides independent and impartial confirmation that the programme, or any one of its key projects and activities, is on track. It also confirms that the programme is applying best practice and that the business rationale for the programme remains aligned with the organisational strategy.

Experience shows that there is significant value in an organisation subjecting its programmes to rigorous assurance, since the resources saved by re-focussing or cancelling a programme far outweighs its continued cost.

Programmes and projects may be subject to one or more of the following assurance reviews:

- Project / Programme Validation Review
- Project / Programme Assessment Review
- Cabinet Office Gateway Reviews

The Project/ Programme Validation Review

This is a short independent peer assessment that takes place at the early stages of the policy-to-delivery lifecycle for programmes and projects.

The project / programme validation review is designed to provide organisations with assurance on how well the practical service delivery issues are being addressed in preparing for change through a programme or project.

Project / Programme Assessment Reviews

These reviews are complementary to Gateway reviews but are more specific and in-depth in nature.

Working in collaboration with the programme, programme assessment reviews (PARs) provide assurance that the programme and projects scoping and delivery options are being developed in accordance with national strategies and policies to optimise social value at an affordable cost.

Cabinet Office Gateway Reviews

The Gateway review process is now well established in the UK public sector and has demonstrated its significant value in improving service delivery and avoiding unnecessary costs.

The initial Cabinet Office Gateway Review (Gateway 0 – Strategic Assessment) is designed specifically for the assurance of programmes on continuing basis and provides SRO and key stakeholders with confirmation that there is a realistic chance of the programme delivering its agreed objectives.

Gateway 0 does this by testing whether the stakeholders' expectations of the programme are realistic in terms of the costs, outcomes, resource needs, timetable and general achievability and provides independent and impartial assurance that:

- the programme's purpose and scope have been adequately researched
- there is a clear and shared understanding of what is to be achieved by the main players and of the timescales for delivery
- the programme fits within the organisation's overall policies, strategies and priorities
- the programme's governance arrangements – structure, monitoring and resources – are appropriate, and there is a realistic possibility of securing the resources required
- the programme is organised effectively – in tranches and projects – to deliver its overall objectives
- the risks that could affect delivery have been identified and counter measures planned.

Gateway Risk Profile Assessment

A Risk Profile Assessment (RPA) should be completed prior to starting the programme business case and undertaking a Gateway 0 (strategic assessment).

The RPA assesses the 'risk impact' of the programme on a continuum of very high, high, medium and low, and indicates how subsequent Gateway Reviews should be resourced and conducted.

It is recommended that programmes are delivered through the ongoing use of Gateway 0 (for strategic assessment) and Gateway 5 (for operational reviews and benefits realisation) and the use of Gateways 1 to 4 is applied to the programme's projects.

2

An Overview of the Five Case Model

Introduction

This chapter provides an overview of the Five Case Model Methodology for the preparation of business cases.

The Five Case Model is applicable to policies, strategies, programmes and projects and is comprised of five key dimensions:

- The Strategic Case
- The Economic Case
- The Commercial Case
- The Financial Case
- The Management Case

The Strategic Case

The purpose of the strategic dimension of the business case is to make the case for change and to demonstrate how it provides strategic fit.

Demonstrating that the scheme provides synergy and holistic fit with other projects and programmes within the strategic portfolio, requires an up-to-date organisational business strategy. Such a strategy should reference all relevant local, regional and national policies and targets.

Making a robust case for change requires a clear understanding of the rationale, drivers and objectives for the spending proposal, which must be made SMART – specific, measurable, achievable, relevant and time constrained – for the purposes of post evaluation.

Key to making a compelling case for intervention is a clear understanding of the existing arrangements (Business As Usual (BAU)), business needs (related problems and opportunities), potential scope (the required organisational capabilities) and the potential benefits, risks, constraints and dependencies associated with the proposal.

The challenges are:

- to explain how further intervention and spend on key 'inputs' will deliver 'outputs' that improve the organisation's capability to deliver better outcomes and benefits to stakeholders and customers, while recognising the associated risks
- to ensure the organisation's proposals focus on business needs that have been well researched and are supported by service demand and capacity planning, and
- to ensure schemes are planned and delivered as part of an approved organisational strategy that has a well defined portfolio of related programmes and projects.

Box 1: Contents of the Strategic Case

Strategic Context

Organisational overview
Business strategy and aims
Other relevant strategies

The Case for Change

Spending objectives
Existing arrangements
Business needs – current and future
Potential scope and service requirements
Main benefits and risks
Constraints and dependencies

The Economic Case

The purpose of the economic dimension of the business case is to identify the proposal that delivers best social value to society, including wider social and environmental effects.

Demonstrating social value requires a wide range of realistic options to be appraised ('the long-list'), in terms of how well they meet the spending objectives and critical success factors for the scheme; and then a reduced number of possible options ('the short-list') to be examined in further detail.

The 'short-list' must include the BAU, a realistic and achievable 'do minimum' that meets essential requirements, the preferred way forward (if this is different) and any other options that have been carried forward. These options are subjected to cost benefit analysis (CBA) or cost effectiveness analysis (CEA), where more appropriate, to identify the option that offer best social value to society.

The challenges are:

- to begin by selecting the 'right' options for scope, solution, service delivery, implementation and funding, otherwise options will represent sub-optimal VfM from the outset
- to cost justify higher cost options in relation to the 'BAU' and the 'do minimum', and
- to measure and monetise the benefits and risks.

Box 2: Contents of the Economic Case

Critical Success factors

Long-listed options
Preferred Way Forward

Short-listed options (including the 'BAU' and 'do minimum')
Net Present Social Cost (NPSC)/Net Present Social Value (NPSV) findings
Benefits appraisal
Risk assessment
Sensitivity analysis
Preferred option

The Commercial Case

The purpose of the commercial dimension of the business case is to demonstrate that the preferred option will result in a viable procurement and a well structured Deal between the public sector and its service providers.

Demonstrating a viable procurement requires an understanding of the market place, knowledge of what is realistically achievable by the supply side and research into the procurement routes that will deliver best value to both parties.

Putting in place a well structured Deal requires a clear understanding of the services, outputs and milestones required to be achieved and of how the potential risks in the design, build, funding and operational (DBFO) phases of the scheme can best be allocated between the public and private sectors and reflected in the charging mechanism and contractual arrangements.

The challenge for the public sector is to be an 'intelligent customer' and to anticipate from the outset how best social value can continue to be secured during the contract phase in the face of inevitable changes to business, organisational and operational requirements.

Box 3: Contents of the Commercial Case

- Procurement strategy and route
- Service requirements and outputs
- Risk allocation
- Charging mechanism
- Key contractual arrangements
- Personnel implications
- Accountancy treatment

The Financial Case

The purpose of the financial dimension of the business case is to demonstrate the affordability and funding of the preferred option, including the support of stakeholders and customers, as required.

Demonstrating the affordability and fundability of the preferred option requires a complete understanding of the capital, revenue and whole life costs of the scheme and of how the Deal will impact upon the balance sheet, income and expenditure and pricing arrangements (if any) of the organisation.

The challenge is to identify and resolve any potential funding gaps during the lifespan of the scheme.

Box 4: Contents of the Financial Case

- Capital and revenue requirements
- Net effect on prices (if any)
- Impact on balance sheet
- Impact on income and expenditure account
- Overall affordability and funding
- Confirmation of stakeholder/customer support (if applicable).

The Management Case

The purpose of the management dimension of the business case is to demonstrate that robust arrangements are in place for the delivery, monitoring and evaluation of the scheme, including feedback into the organisation's strategic planning cycle.

Demonstrating that the preferred option can be successfully delivered requires evidencing that the scheme is being managed in accordance with best practice, subjected to independent assurance and that the necessary arrangements are in place for change and contract management, benefits realisation and risk management.

The challenges are:

- to manage the risks in the design, build, funding and operational phases of the scheme and put in place contingency plans
- to deal with inevitable business and service change in a controlled environment, and
- to ensure that objectives are met, anticipated outcomes delivered and benefits evaluated.

Box 5: Contents of the Management Case

Programme management governance arrangements (roles, responsibilities, plans etc.)
Project management governance arrangements
Use of specialist advisers
Change and contract management arrangements
Benefits realisation arrangements (including plans and register)
Risk management arrangements (including plans and register)
Post implementation and evaluation arrangements
Contingency arrangements and plans.

3

The Strategic Assessment

Introduction

The purpose of the strategic assessment is to determine the strategic context for the programme, because a programme begins most effectively when it is launched in the context of a clear business strategy that explains:

- Where we are now.
- Where we want to be.
- How we will get there.
- How performance will be measured.

All organisational strategies must be reviewed regularly and in advance of a new programme to verify continued fit with: the organisation's overarching policies and goals, and other programmes and projects within the strategic portfolio.

Step 1: Determining the strategic context

Step 1 Determining the strategic context

Action 1 Ascertain strategic fit

Undertake a strategic assessment to confirm how the programme:

- supports national, regional, local or organisational policies, initiatives and targets
- fits within the organisation's business strategy and plans for the achievement of these goals, and
- aligns with the other programmes and projects within the organisation's strategic portfolio.

Completing a strategic assessment provides the Organisation and its key stakeholders with an early opportunity to influence the direction, scope and content of the programme and requires:

- a clear understanding of the critical path for the delivery of the programmes and projects within the strategic portfolio: anticipated outcomes, outputs, milestones, timescales, benefits and risks
- validating that the programmes and projects within the strategic portfolio are well structured, organised and funded; and that the required governance, standards, resources, competencies and capabilities are in place for successful delivery

- a detailed understanding of the business needs and service opportunities that the programme is seeking to address.

Related activities

Consideration should be given to the following activities at this stage:

- Undertaking a review of organisational policies and strategies and further research prior to the commencement of the programme, if this is required.
- The completion of a mandate and brief for the programme, using a recognised programme management methodology.
- The completion of a Cabinet Office Risk Profile Assessment (RPA) for the intended programme.
- A workshop for undertaking the strategic assessment, consisting of the senior responsible owner (SRO), key stakeholders, members of the senior management team and other personnel with the required business, technical and user input.

Consideration should be given to holding this workshop in conjunction with Workshop 1 – the Case for Change.

- The completion of a Gateway Review 0 (Strategic Assessment) to validate the findings of the Strategic Assessment undertaken by the in-house team and workshop.
- The completion of a scoping document for the potential coverage and technical content of the Programme Business Case (PBC) – which can then be shared with the approving authority, in order to make the most appropriate use of the guidance and assist early approval of the programme.
- The business case development process is scalable and the guidance should be used proportionately.

Annex C provides a template for the Programme and Project Scoping Document together with guidance on how the business case process may be tailored and streamlined in certain circumstances.

Checklist for Step 1

There should now be a clear understanding of the strategic context for the programme and how it fits with other programmes and projects within the strategic portfolio to achieve organisational goals.

Senior management and key stakeholders should now have a high degree of confidence that the programme is required, deliverable and deserving of a supporting business case.

4

Preparing the Strategic Case

Introduction

The purpose of the strategic case is to confirm and agree the strategic context for the programme and to make the case for change.

Completing the strategic case requires the following:

Step 2: Making the case for change

Step 2	Making the case for change
Action 2	Agree the strategic context
Action 3	Determine the spending objectives, existing arrangements and business needs
Action 4	Determine the potential scope for the programme
Action 5	Determine programme benefits, risks, constraints and dependencies

A facilitated workshop is recommended for the completion of Step 2.

Action 2: Agree strategic context

Agree the strategic context for the programme by providing an overview of the sponsoring organisation and explaining how the programme is strategically placed to contribute to the delivery of organisational goals.

Draw on the findings of the strategic assessment for completion of this section of the business case.

Organisation Overview

Provide a brief overview of the organisation.

This summary introduces the organisation to the reader of the business case and can assist evaluation of the programme at a later stage, because public sector organisations are often re-organised and renamed before their programmes deliver all of their outcomes.

The key areas to focus upon include:

- the purpose of the organisation, including its vision and mission statements, strategic goals, business aims and key stakeholders
- the range of services presently being provided, including key customers, service levels, current demand and annual turnover
- the organisational structure, including staffing and governance arrangements, and

- the organisation's existing financial position, including funding streams and levels of spend.

This information may be gleaned from existing documents, including annual reports. These should be briefly summarised or attached to the Programme Business Case.

Alignment to existing policies and strategies

Describe how the programme supports the existing policies and strategies of the organisation and will assist in achieving the business goals, strategic aims and business plans of the organisation.

This section should explain:

- all relevant international, national, regional, sector and local policies, initiatives and targets, as required, and focus on those that are most relevant to the programme
- how the organisation's policies, strategies and work programmes support these policies, as required, and
- the relationship between the proposed programme and other programmes and projects within the organisation's strategic portfolio, including relevant milestones and timescales on the critical path for delivery.

Any linkages and interdependencies with another organisation's programmes and projects should be explained, especially where the proposed programme is intended to contribute to shared outcomes across multiple organisations.

This information may be gleaned from existing documents, including organisational strategies and business plans. These should be briefly summarised or attached to the Programme Business Case.

Action 3: Determine spending objectives, existing arrangements and business needs

A robust case for change requires a clear understanding of:

- What we are seeking to achieve (the SMART spending objectives)
- What is currently happening (the existing arrangements or Business As Usual (BAU))
- What is required to close the gap (the business needs)

Analysing a proposal in this way helps to establish a compelling case for change based on business needs, rather than the contention it is 'a good thing to do and will deliver benefits'.

Determining spending objectives

Specify spending objectives for the programme that focus on the 'target' outcomes we are seeking to achieve in support of the organisation's business strategy.

Setting robust spending objectives is essential for post evaluation.

The programme's spending or investment objectives should be:

- aligned with the underlying policies, strategies and business plans of the organisation and bound by the strategic context for the programme

- SMART – specific, measurable, achievable, relevant, and time-constrained – to facilitate options appraisal, monitoring and evaluation
- customer outcome focused and distinguishable from the means of provision, so focus is on what needs to be achieved rather than the potential solution
- defined so as not to preclude important options or to cause unrealistic options to be considered at the options appraisal stage, and
- focused on the vital outcomes, since a single or large number of spending objectives can undermine the clarity and focus of the programme.

The setting of clear, concise and meaningful SMART spending objectives is an iterative exercise and will be driven by the nature and focus of the programme.

The programme's spending objectives will typically address one or more of the following generic five drivers for spend. These are:

- to improve the **quality** of public services by delivering better social outcomes (**effectiveness**); for example, by meeting new policy initiatives and operational targets
- to improve the delivery of public services by the better use of inputs and outputs (**efficiency**); for example, by improving the throughput of services whilst reducing unit costs
- to reduce the cost of public services (**economy**); for example, by spending on innovative technologies
- to meet statutory, regulatory or organisational requirements and accepted best practice (**compliance**); for example, new health and safety legislation or building standards
- to re-provide services in order to avert service failure (**replacement**); for example, re-procurement of an existing service or replacement of an asset.

The key is to consider what the organisation is seeking to achieve through intervention in terms of identifiable and measurable social, economic and environmental outcomes.

Determining existing arrangements

Set out the existing arrangements for the service explaining:

- how services are currently organised and provided to customers on behalf of stakeholders
- the associated throughput and turnover and existing cost, and
- current asset availability, utilisation and condition.

Providing a summary of the organisation's current model of service delivery provides the baseline for identifying business needs and measuring future improvements.

A clear picture of the existing arrangements also provides an evidential base against which to challenge current perceptions of what are the difficulties. Any critique of the difficulties associated with existing arrangements should be provided separately in order not to muddy the clarity of the evidential base.

Identifying business needs

Specify the organisation’s business needs in terms of the improvements and changes that are required for the programme to fulfil its agreed spending objectives.

This requires a clear understanding of the problems and difficulties associated with existing arrangements and a clear understanding of the opportunities for bridging any existing or future gaps in business operations and service provision.

Specifying the business needs and drivers for the programme helps to identify the potential scope for the programme, and to ensure that it is predicated on operational needs rather than potential benefits.

This analysis should take service demand and capacity planning into consideration and include:

- confirmation of the continued need for existing business operations with supporting evidence, and
- projections of the nature and level of demand for future services, including customer demographics and alternative sources of supply.

A useful technique for framing this section of the Programme Business Case is to complete the following template shown below for each of the programme’s spending objectives:

Spending objective	<i>Outcome we are seeking to achieve</i>
Existing arrangements	<i>Current situation</i>
Business needs	<i>The opportunities and problems associated with the current situation – service gaps</i>

Action 4: Determine potential business scope and key service requirements

Identify the potential scope of the programme in terms of the operational capabilities and service changes required to satisfy the identified business needs.

Consider the range of business functions, areas and operations to be affected and the key services required to improve organisational capability on a continuum of need, where:

- the ‘core’ coverage and services required represent the ‘essential’ changes without which the programme will not be judged a success
- the ‘desirable’ coverage and services required represent the ‘additional’ changes which the programme can potentially justify on a cost/benefit and thus Value for Money basis
- the ‘optional’ coverage and services required represent the ‘possible’ changes which the programme can potentially justify on a marginal low cost and affordability basis.
- This will assist in avoiding ‘scope creep’ during the options appraisal stage of the programme.

A table for the use of workshops and capturing this information is provided below.

Table: For use in workshop to record agreed levels of scope

Range	Core	Desirable	Optional
Potential scope			
Key service requirements			

Action 5: Determine benefits, risks, constraints and dependencies

Identify the benefits, risks, constraints and dependencies in relation to the agreed scope and key service requirements for the programme.

This assists with the early appraisal of the options for delivery of the programme and the preparation of supporting economic appraisals.

Identifying the main benefits

Specify the main benefits of the programme to be delivered by:

- Benefit category – type
- Beneficiary – to whom it will be of value
- Benefit class – how the benefit will be measured

The approach to benefits identification and measurement should be prudent, proportionate and appropriate. Focus on the 20% of the benefits which are likely to provide 80% of the programme's benefit value.

Benefit category and beneficiary

The categorisation of benefits can be undertaken in different ways and depends upon the nature and focus of the programme.

Consider the spending objectives for the programme and linking targeted outcomes from the programme to the beneficiaries; because understanding to whom the benefits will be of value is the key to identifying benefits and not confusing them with outcomes.

Benefits in the appraisal of social value

These are:

- Direct public sector benefits (to originating organisation):
 - cash releasing benefits (CRB)
 - monetisable non-cash releasing benefits (non-CRB)
 - quantifiable but not readily monetisable benefits (QB)
 - qualitative but not readily quantifiable benefits (Qual).

- Indirect public sector benefits (to other public sector organisation):
 - cash releasing benefits (CR)
 - monetisable non-cash releasing benefits (non-CRB)
 - quantifiable but not readily monetisable benefit (QB)
 - qualitative but not readily quantifiable benefits (Qual).
- Wider benefits to UK society (e.g. households, individuals, businesses)
 - monetisable, including cash benefits
 - quantifiable but not readily monetisable benefits
 - qualitative but not readily quantifiable benefits.

Examples of the different classes of benefits are:

Benefit Classification	Example
Cash releasing (CRB)	Reductions in operating cost Increases in revenue stream
Non-cash releasing (non-CRB)	Re-deployment of existing resources, including staff and infrastructure onto other business Improved efficiency
Quantifiable (QB)	Improved social outcomes Improved retention of trained staff Customer satisfaction
Qualitative (Qual)	Widening the cultural appreciation of school children

Capture the supporting analysis and assumptions in the preliminary benefits register for the programme (to be made more detailed later).

In principle, all benefits are measurable and monetisable. The issue is the extent to which it is practical and proportionate to do so given the evidence base and associated costs. This should be agreed between the programme and the approving authority prior to preparing the Programme Business Case PBC.

The scoping document should;

Identify the main risks

Specify the main risks associated with the achievement of the programme’s outcomes and the proposed counter measures for mitigation and management.

Risk is the possibility of an event occurring that adversely impacts on the programme or one or more of its projects. Focus on the 20% of the risks which are likely to provide 80% of the programme’s risk values.

Identifying, mitigating and managing the key risks is crucial to successful delivery, since the key risks are likely to be that the programme will not deliver its intended outcomes and benefits within the anticipated timescales and spend.

Consider the following key categories of risk in relation to the scope of the programme:

Risk categories	Description
Business risks	These risks remain with the organisation (100%), cannot be transferred by the organisation, and include political and reputational risks.
Service risks	These risks fall within the design, build, financing, and operational phases of the programme and may be shared with the others from outside of the organisation.
External risks	These risks affect all society and are not connected directly with the proposal. They are inherently unpredictable and random in nature. They include technological disruption, legislation, general inflation and catastrophic risks.

The extent to which it is necessary and prudent to provide indicative values for these risks depends on the nature of the programme and should be agreed between the programme and the approving authority prior to the commencement of the business case. The scoping document should be used for this purpose.

Adopt a prudent and evidence based approach and capture supporting analysis and assumptions in a preliminary risk register for the programme (to be made more detailed later).

Identify the constraints

Specify any constraints that have been placed on the programme.

Constraints are the external conditions and agreed parameters within which the programme must be delivered, over which the programme has little or no control.

These can include policy decisions, ethical and legal considerations, rules and regulations, and timescales within which the programme must be delivered. Affordability constraints may include agreed limits on capital and revenue spend.

Constraints on the programme need to be managed from the outset, since they will constrain the options that can be considered for programme delivery.

Identifying the dependencies

Specify any dependencies outside the scope of the programme upon which the ultimate success of the programme is dependent.

These should include:

- Inter-dependencies between other programmes and projects.

These are the dependencies that are external to the programme but are still within the perimeters of the organisation's programme and project management environment, and most likely linked to the scope of another programme or project within the strategic portfolio.

- External dependencies outside the programme environment.

These are the dependencies that extend beyond the boundaries of all the programmes into other parts of the organisation or even other organisations. These dependencies are outside the control of the programme management environment; potentially in business operations, partnering organisations and include external dynamics, such as legislation, strategic decisions and approvals.

A useful technique for completing the strategic case section of the programme business case is to build upon the earlier recommended template for each spending objective (Step 2, Action 3) as follows:

Spending objective	Outcome we are seeking to achieve.
Existing arrangement	Current situation.
Business need	Opportunities and problems associated with the current situation.
Potential scope and services	What we need to put in place to address our needs.
Potential benefits	The anticipated benefits as a result.
Potential risks	The risks that might arise.
Potential constraints	The limitations we face.
Potential dependencies	The things that must be in place and/or managed elsewhere.

Workshop 1 – Case for Change

At least one workshop is recommended for the completion of this section of the Programme Business Case, so that the key stakeholders are engaged earlier on, can challenge and assist to shape the direction of the programme. This may comprise more than one actual workshop depending on need.

The purpose, objectives, key participants and outputs of this workshop are as follows:

Workshop 1	Determining the Case for Change
Objectives	<ul style="list-style-type: none"> <input type="checkbox"/> To identify and agree spending objectives, existing arrangements, business needs, and potential scope for the programme. <input type="checkbox"/> To identify the key service requirements for the programme, related benefits and risks, constraints and inter-dependencies.
Key participants	<ul style="list-style-type: none"> <input type="checkbox"/> Senior Responsible Owner. <input type="checkbox"/> Board Members. <input type="checkbox"/> Programme Director. <input type="checkbox"/> Programme Manager and team members. <input type="checkbox"/> External stakeholders and commissioners. <input type="checkbox"/> Customer and/or user representatives. <input type="checkbox"/> Technical adviser(s). <input type="checkbox"/> Financial adviser(s). <input type="checkbox"/> Facilitator.
Outputs	<ul style="list-style-type: none"> <input type="checkbox"/> SMART spending objectives. <input type="checkbox"/> Business needs and potential scope for the programme. <input type="checkbox"/> Key benefits and risks, constraints and dependencies.

Checklist for Step 2

There should now be a clear understanding of the programme's:

- spending objectives
- existing arrangements and related business needs
- potential scope and service requirements
- potential benefits, risks, constraints and dependencies

Output from Step 2

The strategic case section of the Programme Business Case is now complete and must be kept under review.

5

Preparing the Economic Case

Introduction

The purpose of the economic case is to identify and appraise the options for the delivery of the programme and to recommend the option that is most likely to offer best Value for Money (VfM), or social value, to society, including wider social and environmental effects as well as economic value.

This is achieved in two steps: first, by identifying and appraising a wide range of realistic and possible options ('the long-list' – Step 3); and second, by identifying and appraising a reduced number of possible options in further detail ('the short-list' – Step 4 refers).

It should be noted that the 'preferred way forward' for the programme emerges from the appraisal of the long-list (Step 3) and the 'preferred option' for the programme from the appraisal of the short-list (Step 4).

Completing the first stage of the economic case requires the following:

Step 3: Exploring the preferred way forward

Step 3	Exploring the preferred way forward
Action 6	Agree critical success factors (CSFs)
Action 7	Determine long-list options and SWOT analysis
Action 8	Recommend a preferred way forward

A facilitated workshop is recommended for the completion of Step 3.

Action 6: Agree critical success factors for the programme

Identify and agree the critical success factors (CSF's) for the programme.

These are the attributes essential for successful delivery of the programme, against which the initial assessment of the options for the delivery of the programme will be appraised, alongside the spending objectives.

The critical success factors for the programme must be crucial, not merely desirable, and not set at a level which could exclude important options at an early stage of identification and appraisal.

Table: A starting point for identifying and agreeing the critical success factors based on the Five Case Model.

Key Critical Success Factors	Broad Description
Strategic fit and business needs	How well the option: <input type="checkbox"/> meets the agreed spending objectives, related business needs and service requirements, and <input type="checkbox"/> provides holistic fit and synergy with other strategies, programmes and projects.
Potential Value for Money	How well the option: <input type="checkbox"/> optimises social value (social, economic and environmental), in terms of the potential costs, benefits and risks.
Supplier capacity and capability	How well the option: <input type="checkbox"/> matches the ability of potential suppliers to deliver the required services, and <input type="checkbox"/> is likely to be attractive to the supply side.
Potential affordability	How well the option: <input type="checkbox"/> can be funded from available sources of finance, and <input type="checkbox"/> aligns with sourcing constraints.
Potential achievability	How well the option: <input type="checkbox"/> is likely to be delivered, given the organisation's ability to respond to the changes required, and <input type="checkbox"/> matches the level of available skills required for successful delivery.

Action 7: Determine the long-list options and undertake SWOT analysis

Identify a wide range of possible options for achieving the programme's business needs, potential scope and service requirements, and undertake an assessment of how well each option meets the spending objectives and critical success factors agreed for the programme.

Provide a full description of each option, together with an assessment of its strengths, weaknesses, opportunities and threats (SWOT analysis) and a conclusion in terms of how well it meets the spending objectives and critical success factors agreed for the programme.

Identifying options

A wide range of realistic and possible options for the delivery of the programme must be identified. This is known as the 'long-list'.

The long-list must include an option that provides the baseline for measuring improvement and Value for Money. This option is known as the 'Business As Usual ('BAU)'. It must also include a realistic 'do minimum' based on the core functionality and essential requirements for the programme.

These options should be generated through facilitated workshops comprising of senior managers and stakeholders (business input), customers (user input) and specialists (technical input) amongst other interested parties (as required) – see Workshop 2.

Options may be ruled out for ethical, legal, financial or political reasons. In such cases, it is important to ensure that these constraints have not been imposed artificially.

When identifying options for the programme, consider:

- researching existing reports and consulting widely with practitioners and experts to gather the set of data and information relevant to the objectives and scope of the problem
- analysing the data to understand significant dependencies, priorities, incentives and other drivers
- identifying from the research, best practice solutions, including international examples, if appropriate
- the full range of issues likely to affect the spending objectives
- the full range of policy instruments or projects that may be used to meet the programme's objectives; this may span different sorts or scales of intervention; regulatory (or deregulatory) solutions may be compared with self-regulatory, spending or tax options
- radical options. These may not become part of the formal appraisal but can be helpful to test the parameters of feasible solutions. Well-run brainstorming sessions can help to generate such ideas
- undertaking a feasibility study, and
- use of the Options Framework in accordance with the HM Treasury Green Book.

The Options Framework

The Options Framework recommended by the Green Book 2018 provides a structured approach to identifying and filtering a broad range of options for delivering policies, strategies, programmes and projects (Flanagan, JC 2006 refers).

This tool and technique has been used on a wide range of public sector schemes. It has proven useful in getting senior management, stakeholders and customers signed up to a preferred way forward early on in the scoping and planning stage in the development of schemes.

The Options Framework identifies and filters these choices for the operational scope, service solutions, service delivery vehicles, implementation timeframes and funding mechanism for the programme.

Key dimensions	Description
Scope	<p>The 'what', in terms of the potential coverage of the programme.</p> <p>Potential scopes are driven by business needs, service requirements and the scale of organisational change required to improve service capabilities.</p> <p>Examples include coverage in terms of: business functions, levels of service, geography, population, user base and other parts of the business.</p>
Service solution	<p>The 'how' in terms of delivering the 'preferred' scope for the programme.</p> <p>Potential service solutions are driven by available technologies, recognised best practice, and what the market place can deliver.</p> <p>These solutions provide the potential 'outputs' and key activities for the programme, and as such the portfolio of enabling projects and activities required.</p>

Key dimensions	Description
Service delivery	<p>The 'who' in terms of delivering the 'preferred' scope and service solution for the programme.</p> <p>Potential options for service delivery are driven by available resources, competencies and capabilities – both internal and external to the organisation.</p> <p>Examples include: in-house provision, outsourcing, alliances and strategic partners.</p>
Service implementation	<p>The 'when' in terms of delivering the 'preferred' scope, solution and service delivery arrangements for the programme.</p> <p>Potential implementation options are driven by deadlines, milestones, dependencies (between outputs), economies of scale, benefit realisation, and risk management.</p> <p>The optimal option provides the <u>critical path for delivery of the agreed projects and activities</u> and the basis for the programme plan. Options for implementation include: piloting, modular delivery, big bang and phasing (tranches).</p>
Funding	<p>The 'funding' required for delivering the 'preferred' scope, solution, service delivery and implementation path for the programme.</p> <p>Potential funding options are driven by the availability and opportunity cost of public funding, Value for Money and the characteristics of the programme.</p> <p>Potential funding options include the public or private capital, the generation of alternative revenue streams, operating and financial leases, and mixed market arrangements.</p>

Using the Options Framework to identify the long-list

The Options Framework should be used as follows:

1. **Convene at least one workshop** comprising of senior managers (business), customers and stakeholders (users) and experts in relevant fields (technical) to be facilitated by an experienced and trained practitioner.
2. **Confirm the spending objectives and potential scope for the programme**, as set out in the strategic case section.
3. **Agree the critical success factors** for the programme.
4. **Identify potential 'scopes'** for the coverage of the programme, ranging from the BAU, through to the 'do minimum' and 'do maximum' and intermediate options.

These options focus on the scale of potential change required. To avoid 'scope creep', they must not exceed the potential scope for the programme as defined within the strategic case section: if they do, the 'case for change' requires revisiting and updating.

The 'do minimum' scope must be a realistic option that meets the 'core' scope and essential business needs of the programme. The 'do maximum' is predicated on meeting the full scope of the programme and all needs. The intermediate options focus on key differences in relation to the desirable and optional scopes for the programme.

Be pragmatic: scoping options discounted for delivery in the short to medium terms may be retained in the strategic portfolio for delivery in the longer term.

- i. Subject each option to SWOT analysis – noting advantages and disadvantages and how well it meets the agreed spending objectives and CSF's.
- ii. Discount unrealistic options. Carry forward (C/F) possible options, including the BAU and 'do minimum' scopes.

- iii. Identify the preferred way forward (PWF) – the ‘scope’ which is considered most likely to optimise social value.

Scopes identified for the programme that are more ambitious than the ‘do minimum’ must be justified on their potential for optimising benefits in relation to costs.

Consider numbering the options and colour coding the results. The case study below is summarised for illustrative purposes.

Case study: for a service improvement programme where the ‘scope’ for change has been defined in terms of organisational coverage: the number of departments and functions that might be affected by the change within the Organisation.

The workshop identified and appraised the options as follows:

Programme	Business As Usual (BAU)	Do Minimum	Intermediate Option	Intermediate Option	Do Maximum
1. Service scope – as outlined in strategic case section	1.0 All Departments	1.1 Dept A (Front Office)	1.2. Dept A plus Dept B and C	1.3 Dept A, B, C plus Dept D	1.4 All Dept A, B, C, D plus E
	Carried forward	Carried forward	Preferred Way Forward	Carried forward	Discounted

5. **Identify potential ‘solutions’** for improving organisational capabilities within the programme’s preferred way forward for potential scope, ranging from the BAU through to the ‘do minimum’ and ‘do maximum’ and intermediate options.

These options focus on the outputs, activities and potential projects required.

6. The ‘do minimum’ solution must be a realistic option that meets the ‘core’ requirements and essential business needs of the programme. The ‘do maximum’ solution must not exceed the agreed scope for the programme as agreed within the strategic case section (which must be revisited if it does). Limit intermediate options to those that have key differences in relation to their desirable and optional outputs and activities.

Be innovative and think in terms of what other organisations have achieved, what is likely to work, and what is available in the market place.

- i. Subject each option to a structured SWOT analysis – noting advantages and disadvantages and how well it meets the agreed spending objectives and CSFs.
- ii. Discount unrealistic solutions. C/F possible options, including the BAU and ‘do minimum’ solutions.
- iii. Identify the PWF – ‘the “solution” which is likely to provide optimal outcomes in terms of the potential projects required.

Solutions identified for the programme that are more ambitious than the ‘do minimum’ must be justified on their potential for delivering additional value.

Case study: for a service improvement programme where ‘service solution’ relates to the number of outputs and activities – potential projects – that might be required within the programme.

The workshop identified and appraised the options as follows:

Programme	Business As Usual (BAU)	Do Minimum	Intermediate Option	Intermediate Option	Do Maximum
2. Service Solution – in relation to the preferred scope (Option 1.2 above refers)	2.0 Current Services	2.1 Core: Quality Management System (QMS) + training	2.2 Core and Desirable plus: New services and IT	2.3 Core and Desirable plus: Refurbished Office	2.4 Core, Desirable and New Offices
	Carried forward	Carried forward	Carried forward	Preferred Way Forward	Discount

7. **Identify potential options for ‘service delivery’** of the programme’s preferred way forward in relation to potential scope and service solution.

These options focus on the delivery of the outputs, activities and potential projects required.

In this instance, the ‘do minimum’, intermediate, and ‘do maximum’ choices relate to the varying levels and degrees of ‘ambition’ for service delivery, so a ‘do maximum’ is not necessarily required.

Be innovative and challenge whether the organisation is currently sourcing and delivering the services it provides in the most efficient and cost effective way.

- i. Subject each option for service delivery to SWOT analysis – noting advantages and disadvantages and how well it meets the agreed spending objectives and CSFs.
- ii. Discount unrealistic options. C/F possible options, including the BAU and ‘do minimum’ solutions.
- iii. Identify the PWF – the method of ‘service delivery’ which is likely to provide the optimal outcome in terms of programme and operational delivery.

Case study: for a service improvement programme where ‘service delivery’ relates to how the required outputs and activities or potential projects might be provided within the programme.

The workshop identified and appraised the options as follows:

Programme	Business As Usual (BAU)	Less ambitious	Intermediate Option	Intermediate Option	More ambitious
3. Service Delivery – in relation to preferred scope and solution (Options 1.2 and 2.3 above refer)	3.0 Current arrangements	3.1 In-house	3.2 Outsource	3.3 Mix in-house and Outsource	3.4 Strategic Partner
	Carried forward	Carried forward	Discount	Preferred Way Forward	Discount

8. **Identify potential options for ‘implementation’** of the programme’s preferred scope, service solution and method of service delivery.

These options focus on the sizing, sequencing and phasing of the potential outputs, activities and projects required.

In this instance, the ‘do minimum’, intermediate, and ‘do maximum’ choices relate to the varying levels and degrees of ‘ambition’ for implementation, so a ‘do maximum’ does not necessarily apply.

- Create tranches that provide synergies, holistic fit and sufficient critical mass for delivering economies of scale and **size** accordingly.
- Focus on the critical path for delivering the required outputs and activities and **sequence** accordingly.
- Design and build projects that optimise benefits delivery whilst managing the risks and **phase** accordingly.
- i. Subject each implementation option for the sizing, sequencing and phasing of the potential projects within the programme to SWOT analysis – noting advantages and disadvantages and how well it meets the agreed spending objectives and CSFs.
- ii. Discount unrealistic options for implementation. C/F possible options, including the BAU and ‘do minimum’ option.
- iii. Identify the PWF – the approach to the sizing, sequencing and phasing of potential projects that is most likely to deliver successful outputs and outcomes.

Case study: for a service improvement programme where ‘implementation’ options relate to how the required outputs and activities might be delivered over time.

The workshop identified and appraised the options as follows:

Programme	Business As Usual (BAU)	Do Minimum	Intermediate Option	Intermediate Option	Do Maximum
4. Implementation – in relation to preferred scope, solution and method of service delivery (Options 1.2, 2.3 and 3.3 above refer)		4.1 First tranche Programme A – QMS & training Programme B – refurbished offices & new IT Second tranche Programme C – new services 1 & 2 Programme D – new services 3 & 4 Phased 3 years	4.2 First tranche Programme A – refurbish offices & new IT Programme B – QMS & training Second tranche Programme C – new services 2 & 4 Programme D – new services 1 & 3 Phased 2 years	4.3 Single tranche Programme A – QMS & training Programme B – refurbished offices & new IT Programme C – new services 1, 2, 3 & 4 Big bang 1 years	
	N/A	Carried forward	Preferred Way Forward	Discount	

9. **Identify possible ‘funding options’** for resourcing of the programme’s preferred scope, solution, method of service delivery and implementation.

These options focus on the range of different ways in which the programme’s portfolio of projects and activities could be funded, including both traditional and innovative sources of finance.

In this instance, the 'do minimum', intermediate, and 'do maximum' choices relate to the varying levels and degrees of 'ambition' for funding the service, so a 'do maximum' does not necessarily apply.

- i. Subject each funding option for the delivery of the programme to SWOT analysis – noting advantages and disadvantages and how well it meets the agreed spending objectives and CSF's.
- ii. Discount unrealistic options for funding. C/F possible options.
- iii. Identify the PWF – the funding option which is most likely meet the requirements of the programme, to optimise VfM and be affordable.

Case study: for a service improvement programme where potential projects and activities could be funded in their design, build and operational phases through a number of sources.

The workshop identified and appraised the options as follows:

Programme	Business As Usual (BAU)	Do Minimum	Intermediate Option	Intermediate Option	Do Maximum
5. Funding – in relation to preferred scope, solution, method of service delivery and implementation	5.0 N/A	5.1 Public funding	5.2 Private finance	5.3 Mixed public and private	
		Carried forward	Discount	Preferred Way Forward	

The Options Framework is a useful tool, because in this simplified case study for a service improvement programme over twenty main options have been considered – for scope, solution, service delivery, implementation and funding – and indirectly over a thousand possible combinations of different options.

Use of the Options Framework also provides senior management with a single page summary of the options that have been considered.

Figure: Summary of the long-list using the Options Framework.

Programme	Business As Usual (BAU)	Do Minimum	Intermediate Option	Intermediate Option	Do Maximum
1. Service scope – as outlined in strategic case	1.0 All Departments	1.1 Dept A (Front Office)	1.2. Dept A plus Dept B and C	1.3 Dept A, B, C plus Dept D	1.4 All Dept A, B, C, D plus E
	Carried forward	Carried forward	Preferred Way Forward	Carried forward	Discounted
2. Service Solution – in relation to the preferred scope	2.0 Current Services	2.1 Core: Quality Management System (QMS) and training	2.2 Core & Desirable plus: New services and IT	2.3 Core & Desirable plus: Refurbished Office	2.4 Core, Desirable & New Offices
	Carried forward	Carried forward	Carried forward	Preferred Way Forward	Discount
3. Service Delivery – in relation to preferred scope and solution	3.0 Current arrangements	3.1 In-house	3.2 Outsource	3.3 Mix in-house & Outsource	3.4 Strategic Partner
	Carried forward	Carried forward	Discount	Preferred Way Forward	Discount
4. Implementation – in relation to preferred scope, solution and method of service delivery	4.0 N/A	4.1 First tranche Programme A -QMS & training Programme B – refurbished offices & new IT Second tranche Programme C – new services 1 & 2 Programme D – new services 3 &4 Phased 3 years	4.2 First tranche Programme A – refurbish offices & new IT Programme B – QMS & training Second tranche Programme C – new services 2 & 4 Programme D – new services 1 & 3 Phased 2 years	4.3 Single tranche Programme A -QMS & training Programme B – refurbished offices & new IT Second tranche Programme C – new services 1, 2, 3 & 4 Big bang 1 years	
		Carried forward	Preferred Way Forward	Discount	
5. Funding – in relation to preferred scope, solution, method of service delivery and implementation	5.0 N/A	5.1. Public funding	5.2 Private finance	5.3 Mixed public & private	
		Carried forward	Discount	Preferred Way Forward	

Drafting the long-list

Consider using the following headings for recording the relevant details and facts in relation to the appraisal of the long-listed options in the Programme Business Case.

Heading	Rationale
Description	Full details of the option under consideration with reference to a category of choice within the Options Framework.
Main advantages	Strengths and opportunities in terms of the critical success factors
Main disadvantages	Weaknesses and threats in terms of the critical success factors.
Conclusions	Overall assessment of how well the option meets the programme spending objectives and critical success factors and whether it is the preferred way forward, should be carried forward or discounted in respect of the short-list.

Action 8: Recommend a preferred way forward

Identify the preferred way forward for the programme – scope, solution, service delivery, implementation and funding – together with the short-listed against which the preferred way forward will be appraised.

Note: the preferred way forward is NOT the preferred option at this stage. The preferred option is identified from the appraisal of the short-listed options.

Short-listed options

The Programme Business Case should identify a minimum of three to four short-listed options for further appraisal. These should include:

- BAU – the benchmark for VfM
- the ‘do minimum’ option – a realistic way forward that also acts as a further benchmark for VfM, in terms of cost justifying further intervention
- the ‘recommended’ preferred way forward at this stage
- one or more other possible options based on realistic ‘more ambitious’ and ‘less ambitious’ choices that were not discounted at the long-list stage.

Care must be taken to avoid ‘rigging’ and ‘retro-fitting’ options that have been pre-determined. The programme should seek guidance from its reviewers if it finds itself in this position.

Using the Options Framework to filter the short-list

The Options Framework can be used to filter the options considered at the long-list stage to generate the potential short list for the programme, as illustrated below.

Case Study: the options workshop for the service improvement programme generated the following short-list of options on the basis of the summary of the long-list using the Options Framework for further consideration and appraisal.

Options	Business As Usual (BAU)	'Do Minimum'	Preferred Way forward (PWF)	Less ambitious PWF	More ambitious PWF
Programme scope	1.0	1.1	1.2	1.1	1.3
Programme solution	2.0	2.1	2.3	2.2	2.3
Service Delivery	3.0	3.1	3.3	3.1	3.3
Programme implementation	N/A	4.1	4.2	4.1	4.2
Programme funding	N/A	5.1	5.3	5.1	5.3

Drafting the short-list

The short-listed options should be described and a further assessment of their strengths, weaknesses, opportunities and threats undertaken, as required.

The format used for drafting the long-list can be used for this purpose – see action 7.

A summary of the short-listed options can usefully be provided and colour coded as follows:

Fig: – Summary assessment of options

Reference to:	Option ...	Option...	Other Options...	Option
Description of option:	Business As Usual (BAU)	Do Minimum	Intermediate	Maximum
Spending objectives				
1.	x	?		
2.	x	?		
3.	x	?		
4.	?	?		
5.	x	?		
Critical success factors				
Business need	x	?		
Strategic fit	x	x		
Benefits optimisation	x	?		?
Potential achievability			?	?
Supply-side capacity and capability				?
Potential affordability	x		?	X
Summary	Discounted	Possible	Preferred	Discounted

Indicative costs and delivery arrangements

Indicative costs and benefits for each of the above short-listed options should be provided at this stage to test the affordability of the programme before a more detailed appraisal takes place.

The costs should include some allowance for 'optimism bias' and the 'cost of risk', and together with the benefits, be discounted to provide indicative net present social values for the short-listed options, as required – see the Step 4, Action 12.

Workshop 2 – Identifying and assessing the options

At least one workshop is recommended for the completion of this section of the Programme Business Case, so as to ensure that the key stakeholders are engaged earlier, and can challenge and assist to shape the direction of the programme.

The purpose, objectives, key participants and outputs of this workshop stage are as follows:

Workshop 2	Identifying and assessing the Options
Objectives	<ul style="list-style-type: none"> <input type="checkbox"/> To identify the Critical Success Factors. <input type="checkbox"/> To identify and appraise the long-listed options. <input type="checkbox"/> To identify and provide initial appraisal of the short-listed options . <input type="checkbox"/> To identify the potential costs, benefits and risks associated with the short-listed options.
Key participants	<ul style="list-style-type: none"> <input type="checkbox"/> External stakeholders or commissioners. <input type="checkbox"/> Director of Finance. <input type="checkbox"/> Commercial Director. <input type="checkbox"/> Economic adviser. <input type="checkbox"/> Customer and/or user representatives. <input type="checkbox"/> Programme manager. <input type="checkbox"/> Facilitator.
Outputs	<ul style="list-style-type: none"> <input type="checkbox"/> Appraisal of the long-list. <input type="checkbox"/> Short-listed options with preliminary assessment. <input type="checkbox"/> Information and data for appraisal of the short-listed option.

Multi Criteria Decision Analysis (MCDA)

A form of MCDA, making use of a professionally trained facilitator, using swing weighting, to guide a team of expert representatives and stakeholders, can be useful for considering certain options at the long-list stage. This kind of objective, consultative weighting and scoring should only be undertaken by experts and will require several long meetings, if undertaken to the required standards.

Checklist for Step 3

There should now be:

- a clear understanding of the programme’s critical success factors
- a long-list of options that has been subjected to SWOT analysis
- a preferred way forward for the programme
- a short-list of options (minimum 4), including BAU and realistic ‘do minimum option’
- indicative net present social values for the short-listed options.

Review Point

An early version of the Programme Business Case is now available. It is recommended at this stage that consideration should be given to:

- sharing the Programme Business Case with senior management and stakeholders, in order to obtain feedback and early agreement to the proposed way forward, and
- to undertaking a further Gateway 0 (strategic alignment), as required.

Step 4: Determining potential VfM

This next step in the development of the economic case appraises the social, environmental and economic costs, benefits and risks for the short-listed options and identifies the preferred option: the option most likely to be, offer the best social value for the delivery of the programme.

Whilst bringing together a variety of information on costs, benefits and risks to aid decision making, option appraisal should not be seen as unequivocally providing the 'right' answer. The goal is 'optimal': we are seeking to identify the option which best balances the expected costs in relation to the benefits and risks.

The main actions in this step are:

Step 4	Determining potential VfM
Action 9	Revisit and confirm the short-list
Action 10	Prepare the economic appraisals for short-list options
Action 11	Undertake benefits appraisal
Action 12	Undertake risk appraisal
Action 13	Select preferred option and undertake sensitivity analysis

At least one facilitated workshop is recommended for the completion of Step 4.

Action 9 – Revisit the short-list

Revisit and refine the efficacy of the preferred way forward and other options in the short-list, because more detailed information of the associated inputs, outputs and activities will be required for preparing the economic appraisals.

Review and test the recommended short-list against the following 'long-list to short-list' criteria:

- Do any of the options fail to deliver the spending objectives and CSFs for the programme?
- Do any of the options appear unlikely to deliver sufficient benefits, bearing in mind that the intention is to deliver a positive NPSV?
- Are any options clearly impractical or unfeasible – for example, the technology or land are unavailable?
- Is any option clearly inferior to another, because it has greater costs and lower benefits?
- Do any of the options violate any of the constraints – for example, are any clearly unaffordable?
- Are any of the options sufficiently similar to allow a single representative option to be selected for detailed analysis?
- Are any of the options clearly too risky?

This action will help to avoid wasted effort while preparing the economic appraisals in support of short-listed options. It should be undertaken in a structured way with the results recorded

Action 10 – Prepare the economic appraisals for short-listed options

Calculate the discounted costs and benefits for the short-listed options and record the discounted values and Benefit Cost Ratios (BCRs) for each option.

Estimating the costs and benefits for the economic appraisals

This section provides guidance on:

- HM Treasury Green Book principles
- the key differences between economic and financial appraisals
- relevant costs to include in the economic appraisals
- estimating benefits for the economic appraisals, and
- adjusting estimates of costs and benefits.

HM Treasury Green Book principles

The Treasury Green Book sets out rules that must be followed for the treatment of costs and benefits. These are that:

- the relevant costs and benefits to society of all the (short-listed) options should be valued and the net benefit and costs calculated. 'Relevant' in this instance means all those costs and benefits that can be affected by the decision at hand
- costs and benefits should cover the useful lifetime of the assets; or the contractual period for the purchase of the service outputs and outcomes
- the costs and benefits should be based on resource costs and reflect the best alternative uses (the 'opportunity cost') that the goods, assets and services could be put to
- the wider social and environmental costs – for which there is no market price – should also be taken into account
- the sources and assumptions underlying each cost and benefit line in the economic appraisals must be explained in full within an accompanying appendix, and
- the costs and benefits must be base year. The base year is defined as 'year 0' and must be at real relative prices the same for all options.

Economic and financial appraisals

Practitioners can confuse the appraisals of the economic case with those of the financial case. An explanation of the key differences is provided below.

Economic appraisals focus on social value from the perspective of society and take into account all social, economic, environmental costs and all effects on public welfare. Financial appraisals focus on affordability from the perspective of the public purse, often expressed in terms of public funding the programme.

The key differences can be summarised as follows:

Economic Appraisals	Financial Appraisals
Focus: <input type="checkbox"/> NPSV for money.	Focus: <input type="checkbox"/> Funding and affordability – cash flow and stock.
Coverage: <input type="checkbox"/> UK Society as a whole.	Coverage: <input type="checkbox"/> Relevant public organisation(s) budget.
Relevant standards: <input type="checkbox"/> HM Treasury Green Book and supplementary guidance. <input type="checkbox"/> Discount rate applied.	Relevant standards: <input type="checkbox"/> Public sector accounting rules and standing orders.
Analysis: <input type="checkbox"/> real (base year) prices <input type="checkbox"/> use of opportunity costs <input type="checkbox"/> includes quantifiable welfare costs and benefits to society <input type="checkbox"/> includes environmental costs <input type="checkbox"/> excludes Exchequer 'transfer' payments – for example, VAT <input type="checkbox"/> excludes general inflation <input type="checkbox"/> excludes sunk costs. <input type="checkbox"/> excludes depreciation, impairment and capital charges.	Analysis: <input type="checkbox"/> current (nominal) prices <input type="checkbox"/> benefits – cash releasing only <input type="checkbox"/> includes capital and revenue costs <input type="checkbox"/> includes transfer payments (for example, VAT) <input type="checkbox"/> includes inflation.

Relevant costs for the economic appraisals

The costs should be appraised from the standpoint of UK society, which includes two main categories:

- Public Sector costs – those falling to the spending organisation (Direct Costs) and those falling to other parts of the public sector (Indirect Costs).
- Wider Social costs – those other indirect costs falling to other sectors, including the private sector.

The following provides an overview of the costs which should be included in the economic appraisals. All are expressed in terms of real resource costs excluding VAT and any similar tax effects:

- Capital costs.** These include the opportunity cost of existing assets such as buildings and land, and can broadly be broken down into: land and property; construction and refurbishment costs; professional fees; equipment (furniture, fittings, lighting and wiring); technology and maintenance costs.

Assets may require replacement, refurbishment or upgrading over the lifetime of the appraisal period. These 'life-cycle' costs should also be included as part of the whole life costs. The assumed maintenance policy on which costs are based must be explicitly and transparently set out and applied appropriately to all options.

- Revenue costs.** These are the operational, running, management and overhead costs that it should not be assumed will remain unchanged over time.

The assessment of revenue costs must:

- distinguish and explain clearly the differences between alternative maintenance options

- include all the running costs, e.g. utility bills, and
- explain the underlying assumptions, e.g. in service performance, efficiency savings and real cost trends.
- **Fixed, variable, semi-variable and step costs.** These costs must be separately identified within the economic appraisals and their relationships explained:
 - fixed costs are constant over time; e.g. the overhead costs of fixed capital assets
 - variable costs vary according to the volume of activity, e.g. training costs and network usage
 - semi-variable costs include both fixed and variable components, e.g. a combination of fixed maintenance contract costs and variable call-out charges, and
 - step costs for a pre-determined level of activity that eventually rise by a given amount – for example, the need for a new call centre after a certain volume of calls.
- **Opportunity costs.** These must be explored in full. In relation to land, buildings and manpower, they should be assessed against the most valuable alternative use rather than current use. Full time equivalents (FTE) costs should be used to estimate the costs of employees' time to the employer and must include all employment costs in addition to basic pay – for example, pensions, national insurance and allowances etc.
- **Sunk costs.** These are amounts that have already been spent and cannot be recovered. They should be noted in the case and excluded from the economic appraisals.
- **Full economic costs.** The full costs (direct, indirect and attributable) of each option, rather than its net cost in relation to a baseline must be shown. This means 'bottom up' costing, which provides a better understanding of the cost differences between options and is more transparent.
- **Attributable costs.** These include the opportunity cost of staff time spent in relation to the implementation of the proposal. These costs are likely to be significant in relation to business change and business re-engineering programmes.
- **Organisational development.** These costs can form a significant proportion of the overall costs and should not be underestimated, because if insufficient resources are allocated to developing staff and changing working practices, the full benefits of the programme will not be achieved.
- **Avoided costs.** These should be included as a cost in the 'BAU' option and not as a benefit in the other options.
- **Inflation.** Some cash flows may be significantly out of line with general inflation. In such cases, the differential should be reflected in the economic appraisals.
- **Contingent liabilities.** Commitments to future expenditure if certain events occur should be included in the economic appraisals. For example, the cancellation costs for which a public sector body may be liable if it prematurely cancels a contract. Note that although redundancy costs are transfer payments, they can occasionally fall into this category. In such cases, the advice of an economist should be sought on measuring the wider social and economic consequences of these payments.

Estimating benefits for the economic appraisals

The purpose of valuing benefits is to ascertain whether an option's benefits are worth its costs, and to allow alternative options to be compared in terms of their net social value.

Every effort should be made to value the benefits of different options, building on the programme benefits identified earlier.

The approach to benefits measurement should be prudent, proportionate, and appropriate. Prudent, in terms of avoiding claiming for benefits that cannot be measured or assessed in any realistic way, because there is no real evidence base; proportionate, in terms of the resources required to cost justify the programme; and appropriate, in terms of the anticipated scope and spend of the programme.

The benefits for the programme must be appraised from the standpoint of UK society as follows:

- Direct public sector benefits (to originating organisation):
 - cash releasing benefits (CRB)
 - monetisable non-cash releasing benefits (non-CRB)
 - quantifiable but not readily monetisable benefits (QB)
 - qualitative but not readily quantifiable benefits (Qual).
- Indirect public sector benefits (to other public sector organisation):
 - cash releasing benefits (CR)
 - monetisable non-cash releasing benefits (non-CRB)
 - quantifiable but not readily monetisable benefit (QB)
 - qualitative but not readily quantifiable benefits (Qual).
- Wider benefits to UK society (e.g. households, individuals, businesses):
 - monetisable, including cash benefits
 - quantifiable but not readily monetisable benefits
 - qualitative but not readily quantifiable benefits.

All the benefits – cash releasing and non-cash releasing should be accounted for in the economic appraisals to derive the NPSV for the programme.

Any costs associated with benefits delivery should be taken into account. A cost is a predictable negative effect of the proposal and is the measurable reduction resulting from an outcome perceived as negative by one or more stakeholders, which detracts from one or more organisational objectives. For example, an electronic prescription service: while allowing GPs to print fewer prescription forms, might, in practice, require pharmacists to print more forms and increase their costs.

The cost of mitigating significant risks should be identified to ascertain whether it is a price worth paying.

Real or estimated market prices

Market prices, real or estimated, are the prime reference for the valuation of benefits. Where valuing at market prices is not possible, values based on welfare economics, as recommended by the HM Treasury Green Book are the way in which public welfare values are calculated and include:

- stated preference which has two forms: willingness to pay and willingness to accept (i.e. estimation of a price by means of carefully constructed questionnaires and interviews to indicate how much people are prepared to pay for a thing or how much they would pay to avoid it; for example, improved access to services or to avoid undesirable outcomes), and
- revealed preference approach (i.e. inferring a price from consumer behaviour).

The HM Treasury Green Book provides guidance on the appraisal of social value. This includes many values for costs and benefits that occur frequently in public spending proposals, such as the value of energy savings and of greenhouse gas emissions.

Adjustments required to the values of costs and benefits

While developing the proposal, all adjustments should be shown separately and clearly stated in supporting tables of data, and the rationale for their inclusion clearly set out.

Relative price changes

The costs and benefits presented in the economic appraisals must be expressed in 'real relative prices', as opposed to current prices. The term 'real' means that the effects of general inflation are removed; however, the term relative allows some prices that are expected to change relative to general inflation to be adjusted to allow these relative changes.

Where particular prices are expected to increase at significantly higher or lower rates than general inflation, the relative price change should be calculated and factored into the economic appraisals.

Other relevant values

These include Winners, Losers and Distributional Analysis, and Regional and other Sub-National issues.

Winners, Losers and Distributional Analysis

All interventions may produce winners and losers and on some occasions may have significantly unequal effects on welfare and income distribution. There is, therefore, a need at both the long-list and short-list stages of options analysis to consider whether significant gains or losses to any groups with society appear likely.

Where a change in income distribution or some other retributive effect is the intention of a policy, programme or programme, then some form of objective analysis is clearly required to quantify these effects. Similarly, if a proposal involves, as a side effect, significant redistribution of welfare, then decision support analysis needs to show this.

As with all analysis, this is subject to the principle of proportionality. Where such Distributional Analysis is needed, it should be undertaken as a separate analytical process. The results of this analysis should be shown separately from the UK social value figures, but should be included within the consideration of total public welfare. This improves transparency and avoids the

possible swamping of these effects, which may be significant for a minority, but would be overshadowed and lost within the overall total. It also allows uncertainty in the estimation of welfare distribution to be reflected in the analysis.

The need to abide by ethical and legal standards and frameworks, such as legislation on equalities, also requires consideration of distributional effects where they are significant, and this is transparently supported by this approach.

Regional and other Sub-National issues

Proposals targeted at producing localised effects within the UK, whether at a regional, city, town, village or rural level, cannot be best assessed by a framework that identifies only total national UK benefit. This is because local Sub-National policies are likely to contain a considerable element of resource and benefit and redirection to a specific location, as well as some overall 'additionality' in UK welfare.

A separate analysis of these local proposals should be carried out alongside the total UK analysis and the results set out separately alongside the UK NPSV in order for the local benefit of the proposal to be estimated and an appropriate option selection to be made.

Presenting the economic appraisals

Following the identification and measurement of the costs and benefits for each option, calculate the NPSV for each option, using the Green Book discount rate.

This section is concerned with compiling the economic appraisals for the short-listed options, including the BAU or 'do minimum' in their most basic format. Guidance is provided on the following:

- discounting in the public sector
- calculating the NPSV
- calculating the Benefit Cost Ratio (BCR)
- the treatment of privately financed schemes, if applicable.

Discounting in the public sector – the Social Discount Rate and Time Preference

There is a universal human tendency to discount the future by giving more weight to current values and events than to the future, which also applies to preference for current over future welfare.

The social discount rate is an annual percentage reduction specified by the HM Treasury Green Book that is applied to values in each year going forward that progressively reduces future values.

By recognising this human tendency to discount future values it is possible to compare alternative options for projects, programmes and policies with different lengths of life and different profiles over time by, in effect, putting them onto a common basis of present values thus allowing their whole life costs and benefits to be added and compared. This is known as their present value. Over time the discount rate is reduced to allow for increasing uncertainty in its estimation.

The use of Private Finance

The option of Public Private Partnerships (PPP) or any form of private finance for sourcing the programme should be considered strategically and as part of the long-list appraised using the Options Framework filter.

This is because private finance provides service delivery as well as funding opportunities:

- Potential options for service delivery may include: strategic partnerships, alliances, and outsourcing arrangements.
- Potential options for funding may include: free standing projects, joint ventures, operating leases and services. All are fundamentally different approaches for the delivery of services and infrastructure in partnership with the private sector.

When the use of private finance is carried forward as an option into the short-list of options for the programme, at least one of the other short-listed options must be based on a comparable provision by the public sector. This enables the partnership option to be appraised fairly against a public sector comparator (PSC), as it is known, which should include the cost of the risks retained by the public sector during the design, build, funding and operational (DBFO) phases of the programme. Similarly, if different partnership options are being taken forward, alternative PSCs must be provided.

The following criteria provide a useful starting point for assessing a service’s suitability for the use of private funding against a number of favourable characteristics.

Spending criteria	High	Medium	Low
1. Output/service-delivery driven			
2. Substantial operating content within the programme or programme			
3. Significant scope for additional/alternative uses of the asset			
4. Scope for innovation in design			
5. Surplus assets intrinsic to transaction			
6. Long contract term available			
7. Committed public sector management			
8. Political sensitivities are manageable			
9. Risks primarily commercial in nature			
10. Substantial Deal			
11. Complete or stand alone operations to allow maximum synergies			

For technical guidance on the valuation of privately financed schemes see HM Treasury Green Book.

Action 11 – Undertake benefits appraisal

Undertake an appraisal of the quantifiable and qualitative benefits and explain why these are important enough to affect the decision for the ranking of the options.

The main aim is to identify benefits that are quantifiable and can be expressed in monetary equivalent terms and to avoid defining benefits that cannot be measured, assessed or evaluated in any realistic way because there is no established evidence base.

Every reasonable attempt should be made to quantify benefits, even if they cannot be expressed in monetary equivalent terms. For example, the benefit of an intervention that increases people's propensity to exercise might be quantifiable but not readily expressible in monetary terms. Where quantification is particularly challenging, because the evidence base is spurious or the research costs would be disproportionate to the expenditure, it may be acceptable to express a benefit in qualitative terms; but even then it should be possible to provide evidence on the likely order of magnitude of the benefit.

When a qualitative or non-monetised benefit is considered too important to be ignored in the decision, a separate calculation and judgement needs to be made about whether its cost is 'a price worth paying' in terms of its additional value. This calculation provides the basis upon which alternative options without these benefits can be generated and appraised.

In all cases, the appraisal of benefits that cannot be expressed in monetary equivalent terms should be grounded in a review of the best available evidence. The evaluation of similar interventions previously undertaken usually provides a particularly important source of evidence.

The quantifiable (non-monetised) and qualitative benefits must be recorded in the Benefits Register with their sources and assumptions.

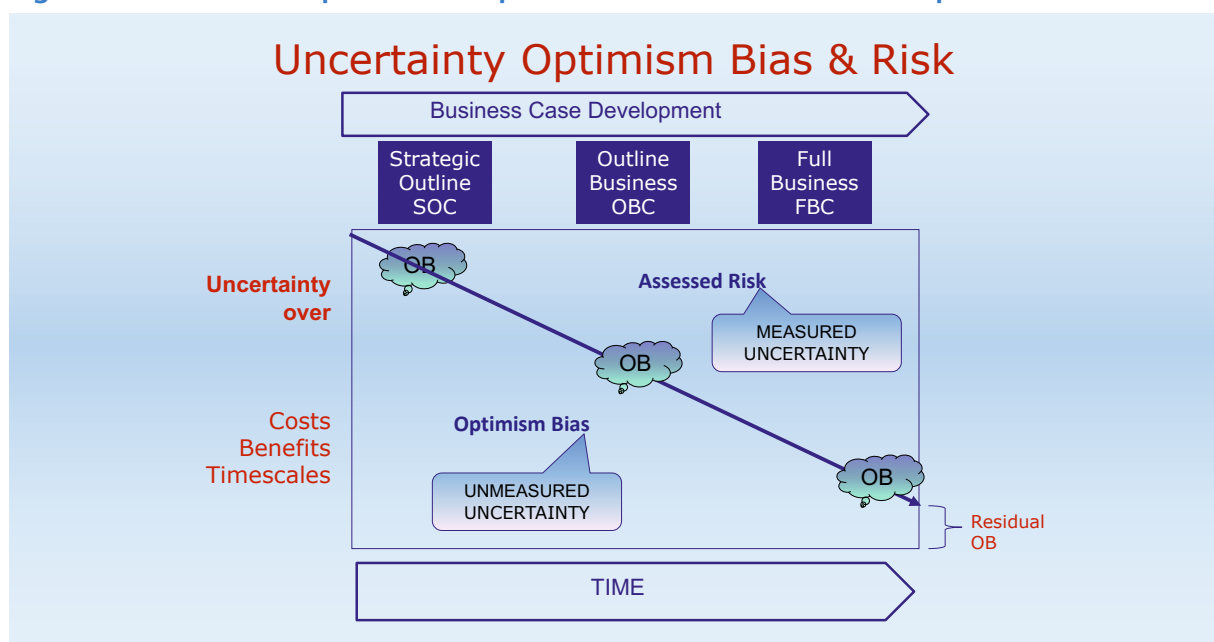
Action 12 – Undertake risk appraisal

Identify and quantify the risks associated with the options contained in the economic appraisals for the programme's short-listed options.

The HM Treasury Green Book requires public sector organisations to undertake a risk assessment of the short-listed options. The programme's service risks should be estimated and quantified in monetary terms, as equivalent likelihood values – that is the cost of mitigation multiplied by the likelihood of occurrence.

Early on in the process an initial allowance must be made for optimism bias. Later on in the process, service risks in the design, build and operational phases of the programme must be identified and their costs estimated and built into the programme.

Figure. The relationship between optimism bias and risk in development



Optimism bias

Within both the public and private sectors, there is a demonstrated and systematic tendency for programme appraisers to be optimistic. This is a worldwide phenomenon, whereby appraisers tend to overstate benefits, and understate timings and costs, both capital and operational.

To redress this tendency, appraisers are now required to make explicit adjustments for this bias. These will take the form of increasing estimates of the costs and decreasing and delaying the receipt of estimated benefits. Sensitivity analysis should be used to test assumptions about operating costs and expected benefits.

Adjusting for optimism provides a better estimate earlier on of key programme or project parameters. Enforcing these adjustments for optimism bias is designed to complement, rather than replace, existing good practice in terms of calculating programme or project specific risk. It is also designed to encourage more accurate costing. Adjustments for optimism bias may be reduced accordingly as more reliable estimates of relevant risk costs are built up resulting from work on the specific proposal at hand.

Adjustments should be empirically based – for example, using data from past projects or similar programmes elsewhere, and adjusted for the unique characteristics of the programme. Guidance for generic programme or project type is available and should be used in the absence of more specific evidence. Where Departmental guidance is available it should be referred to at this stage.

Guidance for generic programme and project types

The definitions of programme and project types are as follows:

- **Standard building** – these involve the construction of buildings which do not require special design considerations (i.e. most accommodation projects – for example, offices, living accommodation, general hospitals, prisons, and airport terminal buildings).
- **Non-standard building** – involves the construction of buildings requiring special design considerations due to space constraints, complicated site characteristics, specialist innovative buildings or unusual output specifications (i.e. specialist/innovative buildings – for example, specialist hospitals, innovative prisons, high technology facilities, and other unique buildings or refurbishment projects).
- **Standard civil engineering** – involves the construction of facilities, in addition to buildings not requiring special design considerations – for example, most new roads and some utility projects.
- **Non-standard civil engineering** – involves the construction of facilities, in addition to buildings requiring special design considerations due to space constraints or unusual output specifications – for example, innovative rail, road, utility projects, or upgrade and extension projects.
- **Equipment and development** – concerned with the provision of equipment and/or development of software and systems (i.e. manufactured equipment, information and communication technology development projects or leading edge projects).
- **Outsourcing** – concerned with the provision of hard and soft facilities management services – for example, information and communication technology services, facilities management and maintenance projects.

Applying adjustments for optimism bias

The table below provides adjustment percentages for these generic project categories that should be used in the absence of more robust evidence. It has been prepared from the results of a study by Mott MacDonald into the size and causes of cost and time over-runs in past projects.

Programme or Project Type	Optimism Bias (%)			
	Works Duration		Capital Expenditure	
	Upper	Lower	Upper	Lower
Standard buildings	4	1	24	2
Non-standard buildings	39	2	51	4
Standard civil engineering	20	1	44	3
Non-standard civil engineering	25	3	66	6
Equipment/development	54	10	200	10
Outsourcing	n/a	n/a	41*	0*

*Optimism bias for outsourcing projects is measured for operating expenditure.

Recommended steps

Apply the steps set out below to derive the appropriate adjustment factor to use for each type of programme or project:

1 – Decide which type to use

Careful consideration needs to be given to the characteristics of a project within the programme portfolio when determining its type. A programme or project is considered 'non-standard', if it is innovative has mostly unique characteristics; and Construction involves a high degree of complexity and/or difficulty.

A programme or project which includes several project types (for example, an element of standard building, non-standard building, standard civil engineering, outsourcing and equipment/development) should be considered as a 'programme' with five 'projects' for assessment purposes.

2 – Always start with the upper limit

Use the appropriate upper bound value for optimism bias (see above table), as the starting value for calculating the level of optimism bias.

3 – Consider whether the optimism bias factor can be reduced

Reduce the upper bound level for optimism bias according to the extent to which the contributory factors have been managed.

The extent to which these contributory factors are mitigated can be reflected in a mitigation factor. The mitigation factor has a value between 0.0 and 1.0. Where 0.0 means that contributory factors are not mitigated at all, 1.0 means all contributory factors in a particular area are fully mitigated and values between 0.0 and 1.0 represent partial mitigation.

Optimism bias should be reduced in proportion to the amount that each factor has been mitigated. Ideally, the optimism bias for a programme should be reduced to its lower bound before contract award. This assumes that the cost of mitigation is less than the cost of managing any residual risks.

4 – Apply the optimism bias factor

The present value of the capital costs should be multiplied by the optimism bias factor. The result should then be added to the total net present cost (or NPSC) to provide the base case. The base case, as defined in the Green Book, is the best estimate of how much a proposal will cost in economic terms, allowing for risk and optimism.

5 – Review the optimism bias adjustment

Clear and tangible evidence of the mitigation of contributory factors must be observed, and should be verified independently, before reductions in optimism bias are made. Procedures for this include the Gateway Review process.

Presenting the results

Following these steps will provide an optimism bias adjustment that can be used to provide a better estimate of the base case. Sensitivity testing should be used to consider uncertainties around the adjustment for optimism bias. ‘Switching values’ (see below – Action 13) should be shown where appropriate. If the adjustment for optimism is shown as a separate piece of analysis, sensitivity analysis should be used to show the range of potential outcomes, not just the single optimism bias adjustment.

Reducing optimism bias

Programme and programme appraisers should review all the contributory factors that lead to a cost and time over-run, as identified by the research. The main strategies for reducing the bias are:

- full identification of stakeholder requirements (including consultation)
- accurate costing, and
- risk mitigation and management.

The lower bound values represent the optimism bias level to aim for in projects with effective risk management by the time of contract award.

Case study

The capital costs of a non-standard civil engineering project within a major change programme are estimated to be £50m NPSC. No detailed risk analysis work has taken place at this stage, although significant costing work has been undertaken.

The project team reports to the project board and applies an optimism bias adjustment of 66% showing that, for the scope of the work required, the total cost may increase by £33m to £83m in total. This is based on consultants’ evidence and experience from comparable civil engineering projects at a similar stage in the appraisal process.

As this potential cost is unaffordable, the chief executive requests reductions in the overall scope of the project, and more detailed work. As the project progresses, more accurate costs and quantified risks are identified. The adjustment for optimism bias is able to be reduced until there remains only a general contingency of 6% for unspecified risks.

Without applying optimism bias adjustments, a false expectation would have been created that a larger project could be delivered at a lower cost.

Operating costs and benefits

The application of optimism bias should also be considered for operating costs and benefits. If there is no evidence to support adjustments to operating costs or benefits, appraisers should use sensitivity analysis to check switching values (see below – Action 13). This should help to answer key questions such as:

- By how much can we allow benefits to fall short of expectations, if the proposal is to remain worthwhile? How likely is this?
- By how much can operating costs increase, if the proposal is to remain worthwhile? How likely is this to happen?
- What will be the impact on benefits if operating costs are constrained?

Risk identification and measurement

There is always likely to be some difference between what is expected and what eventually happens, because of biases unwittingly inherent in the appraisal, and the risks and uncertainties that materialise during the design, build, and operational phases of the programme. As a result, risk management strategies should be adopted for the appraisal and implementation of large policies, programmes or projects and the principles applied to smaller proposals. This is because things can always go better than expected ('upside risk') as well as worse ('downside risk').

A risk register should be developed from the beginning of the programme (see management case), updated and reviewed regular basis and used as the source for:

- identifying the main business and service risks (in the strategic case section)
- quantifying and appraising the business and service risks (in the economic case section)
- apportioning and transferring service risks (in the commercial case section), and
- mitigating and managing risks over the entire life cycle of the scheme.

Risk identification

There are a number of techniques which may be used to identify the risks associated with programmes and projects. Three commonly used methods are:

- structured review meetings – these involve the programme and project teams and encourage participation and ownership of the risks by key personnel
- risk audit interviews – these are conducted by experienced managers and/or advisers, with all those involved in the programme or project with responsibility for risk, and
- risk workshops – these include all members of the programme and project teams and encourage imaginative ideas for the mitigation and management of risk.

General types of risk

Risks fall into three main categories:

- business
- service
- external risks

Business related risks remain with the public sector and can never be transferred.

Service related risks occur in the design, build, funding and operational phases of a programme and may be shared between the public and private sectors.

External systemic risks affect all society and are unpredictable and random in nature. They are dealt with as part of the social discount rate and do not need any further separate treatment.

The generic types of risk that are likely to be encountered within these categories are set out in broad terms below:

Generic Risks	Description
Business risk	The risk that the organisation cannot meet its business imperatives.
Reputational risk	The risk that there will be an undermining of customer’s/media’s perception of the organisation’s ability to fulfil its business requirements – for example, adverse publicity concerning an operational problem.
Service risk	The risk that the service is not fit for purpose.
Design risk	The risk that design cannot deliver the services to the required quality standards.
Planning risk	The risk that the implementation of a programme fails to adhere to the terms of the planning permission or that detailed planning cannot be obtained; or, if obtained, can only be implemented at costs greater than in the original budget.
Build risk	The risk that the construction of physical assets is not completed on time, to budget and to specification.
Programme intelligence risk	The risk that the quality of initial intelligence (for example, preliminary site investigation) will impact on the likelihood of unforeseen problems occurring.
Decant risk	The risk arising in accommodation projects relating to the need to decant staff/clients from one site to another.
Environmental risk	The risk that the nature of the programme has a major impact on its adjacent area and there is a strong likelihood of objection from the general public.
Procurement risk	The risk that can arise from the contractual arrangements between two parties – for example, the capabilities of the contract or when a dispute occurs.
Operational risk	The risk that operating costs vary from budget and that performance standards slip or that a service cannot be provided.
Availability and performance risk	The risk that the quantum of service provided is less than that required under the contract.
Demand risk	The risk that the demand for a service does not match the levels planned, projected or assumed. As the demand for a service may be partially controllable by the public body concerned, the risk to the public sector may be less than perceived by the private sector.
Volume risk	The risk that actual usage of the service varies from the levels forecast.
Occupancy risk	The risk that a property will remain untenanted – a form of demand risk.
Maintenance risk	The risk that the costs of keeping the assets in good condition vary from budget.
Technology risk	The risk that changes in technology result in services being provided using sub-optimal technical solutions.
Funding risk	The risk that the availability of funding leads to delays and reductions in scope as a result of reduced monies.
Residual value risk	The risk relating to the uncertainty of the values of physical assets at the end of the contract period.
External systemic and catastrophe risks	The risks that affect all society and are not foreseeable or related to factors within the programme or project. These risks are accounted for in the discount rate and include, for example policy and technological disruption risks.
Policy risk	The risk of changes in policy leading to unforeseen change.
Technological disruption risk	The risk of new techniques emerging that completely transform the way things are done, such as the appearance of affordable internet downloading and data sharing.

Risk quantification

It is good practice to quantify the cost of risk through a 'risk cost' which is added to the costs of the options to provide the full expected value of the options. As the appraisal proceeds, more specific risks will be identified, thus reducing the more general optimism bias.

An 'expected value' provides a single value for the expected impact of all risks. It is calculated by multiplying the likelihood of the risk occurring (probability) by the cost of mitigation and summing the results for all risks and outcomes.

Single point probability analysis

At its basic, a risk analysis could consist of an estimate of the cost of each risk occurring, multiplied by a single probability of that risk occurring in a particular year – see the example below.

Case study: single point analysis

Annual cost of service	£2 million
Estimated mitigation for cost over-run	£200,000
Estimated probability of risk occurring	10%
Estimated value of risk = £200k x 10%	£20,000

Multi-point probability analysis

There is a range of possible outcomes for any risk. An output probability distribution provides a complete picture of the possible outcomes and recognises that some of these outcomes are more likely to occur than others. An 'expected outcome' is the average of all possible outcomes, taking into account their different probabilities. An example is given below:

Case study: expected costs of a construction programme using multi-point analysis

It is estimated that a particular facility will cost £50m to build. The expected costs associated with construction cost uncertainties have been calculated as follows:

Possible cost (£m)	Difference from estimated cost (£m)	Estimated probability of the event occurring	Risk value (£m)
45	-5	0.1	-0.5
50	0	0.6	0
55	+5	0.1	+0.5
60	+10	0.1	+1.0
65	+15	0.1	+1.5

The most likely outcome is that of no extra cost, as this outcome has the highest probability (60%). However, the expected outcome – the sum of each possible outcome multiplied by its probability – is an additional cost of £2.5 million. This needs to be calculated in NPSV terms, taking into account the time period over which the risk occurs.

Decision trees

Decision trees can be useful ways of thinking about alternatives for the outcomes and so can illustrate thinking about risk. They can be used to develop and show the key features of alternative scenarios where key variables external to the proposal under consideration are likely. In situations where there is a potential for learning over time to make better informed decisions, then delay can also have a positive value.

To help quantify such cases, decision trees have been developed into 'real options analysis'. They are graphical representations useful in assessing situations where the probabilities of particular events occurring depend on previous events, and can be used to calculate expected outcomes in more complex situations. For example, the likelihood of a particular volume of traffic using a road in the future might depend on movements in the oil price. Different scenarios can be analysed in this way.

Monte Carlo

There are a variety of packages available that take the analysis of risk a step further, using probability distributions.

Monte Carlo analysis is a simulation technique that presents both the range as well as the expected value of the collective impact of various risks. It is useful when there are many variables with significant independent uncertainties. However, expert advice is required to ensure it is applied properly, especially when risks are not independent of each other. Sufficient data is also needed on the key input variables and outputs to support a stable numerical model with well estimated distribution functions.

Action 13 – Select preferred option and undertake sensitivity analysis

As a minimum, undertake sensitivity analysis on the preferred option, thereby testing its robustness in relation to switching values and different scenarios for costs and the delivery of benefits. Where alternative options are significantly different in some key respects and realistically need to be considered, then they too should undergo sensitivity analysis as described below.

Identifying the preferred option

Selecting the preferred option should be reasonably straightforward in the decision making process if the required analyses has been rigorously undertaken.

The business case should present the information succinctly and clearly for each option to support clear decision-making. The following format provides a summary of the costs and benefits by key category and class. While not all of the costs and benefits will apply to every proposal, it should be considered as a starting point for the presentation of cost benefit information, along with the required Green Book appraisal summary tables.

Option	Undiscounted £	Discounted £
Costs in the Appraisal of Social Value		
1. Total Direct Public Costs (to Originating Organisation)		
1.1 Capital	
1.2 Revenue	
2. Total Indirect Public Costs (to Wider Public Sector)		
2.1 Capital	
2.2 Revenue	
3. Wider Social Costs		
3.1 Capital	
3.2 Revenue	
4. Total risk costs		
4.1 Optimism bias	
4.2 Estimated or Measured risk	
5. Total of costs (1,2,3,4 above)
Benefits in Appraisal of Social Value		
6. Total Direct Public Sector Benefits		
6.1 Cash releasing benefits (CRB)	
6.2 Non-cash releasing benefits (NCRB)	
7. Total Indirect Public Sector benefits		
7.1 Cash releasing benefits (CRB)	
7.2 Non-cash releasing benefits (NCRB)	
8. Total Wider Social Benefits		
8.1 Cash releasing benefits (CRB)	
8.2 Non-cash releasing benefits (NCRB)	
9. Total value of benefits (6,7,8 above)
Net Social Value (9-5 above)	
Benefit Cost Ratio (BCR) (9÷5 above)	

The values of costs, benefits and risks are not always comparable, because some benefits and risks are not easily quantifiable or monetisable.

When an option has higher benefits, the decision needs to be made whether these benefits justify a higher net present cost. If the additional benefits are insufficient to justify the additional costs and risks, a lower cost and risk option should be selected.

Often the choice will remain between high cost/high benefit options and low cost/low benefit options. In these circumstances, a decision is required on the extent the higher benefits are worth paying for. Risk can also play a part in that a high cost/high benefit option may be considered too risky to undertake, and an intermediate option might show a more optimal balance of risk.

The final choice of the preferred option lies with senior management and their stakeholders, drawing on professional advice.

Sensitivity analysis

An expected, value is a useful starting point for undertaking the impact of risk between different options. But however well risks are identified and analysed, the future is inherently uncertain; so it is also essential to consider how future uncertainties can affect the options.

Sensitivity analysis is fundamental to appraisal. It is used to test the vulnerability of options to unavoidable future uncertainties and to test the robustness of the ranking of the options. It involves testing the ranking of the options by changing some of the key assumptions. However, spurious accuracy should be avoided and it is essential to consider how the conclusions may alter, given the likely range of values that key variables may take.

Sensitivity analysis may not change the preferred option. However, if small changes in the assumptions alter the ranking, it is an indication that the investment process should proceed cautiously, because it has non-robust elements in it. This means that a more detailed analysis and testing of the costs, benefits and risks of some of the options should be considered.

Sensitivity analysis should be undertaken in two stages:

- switching values, and
- scenario analysis based on the best and worst possible outcomes.

Switching values

This technique highlights the point at which the choice of the preferred option would switch to another option due to any uncertain costs and/or benefits.

The calculation of switching values is carried out by showing other options in relation to the preferred option using percentages (where the preferred option is zero). This indicates by how much a variable would have to fall (if it is a benefit) or rise (if it is a cost) to make it not worth undertaking the preferred option. In other words how much variables would have to change for the preferred option to be 'dislodged'. This should be considered a crucial input to the decision as to whether a proposal should proceed. It therefore needs to be a prominent part of the appraisal.

Scenario analysis

Alternative scenarios are useful in considering how options may be affected by future uncertainty and provide a valuable way of assessing risk, especially where there is a known risk of significant variations in external conditions.

Scenarios should be chosen to draw attention to the major technical, economic and political uncertainties on which the success of the proposal depends.

Careful consideration should be given before running the scenario analysis to the choice of circumstances, as sensitivity analysis does not simply involve changing costs, benefits and risks by an arbitrary 10 or 20%, but rather by the values that represent the most likely increases (or decreases) in cost etc. for documented reasons.

Scenario analysis may take the form of asking simple 'what if' questions for small and medium size investments and extend to creating detailed models of 'future states of the world' for major programmes and projects. The expected NPSV is then calculated for each scenario.

If the results for the scenario analysis are similar to the switching values, further work is required on the options to determine their robustness. Where appropriate, the sensitivity analysis of the appraisal findings should include the following:

Category	Assumptions and Estimates
Costs and benefits (£)	Capital costs
	Lifecycle costs
	Costs of core services
	Costs of non-core services
	Benefits valued in monetary terms
Non-monetary benefits	Quantifiable and Qualitative
Timing	Delays in the programme

More specifically, examples of variables that are likely to be both inherently uncertain and fundamental to an appraisal are:

- the growth of real wages
- forecast revenues
- demand
- prices
- risk values.

A prior understanding of how costs fall into fixed, step, variable and semi-variable categories can help in understanding the sensitivity of the total costs of proposals.

Final selection of the preferred option

The preferred option should be a balanced judgement based on the net present social value (NPSV), the cost benefit ratio (BCR) and the level of risk involved.

Alternatively, the preferred option may be that with the lowest NPSC.

A combination of proposals that best optimises the value of benefits should be selected if there is an affordability constraint. The ratio of the NPSV to the expenditure falling within the constraint can be a useful guide to developing the best combination of proposals. However, it should not be automatically assumed that additional monies will be unforthcoming for funding a higher cost proposal which demonstrably offers better social value.

Other factors may also affect the selection of the preferred option; in particular, any unvalued costs, risks and non-monetised benefits. In these circumstances it is essential to involve stakeholders in the decision making process about whether any additional cost is a price worth paying.

The results for each short-listed option should be shown as follows:

	Option 1 Business As Usual (BAU)	Option 2 Do Minimum	Option 3	Option 4 etc.
Evaluation results				
Net present social values				
Qualitative benefits appraisal				
Qualitative risk appraisal				
Overall ranking				

Internal rate of return and payback period

Public trading organisations that are self-financing may need to take account of other measures, such as the Internal Rate Of Return (IROR) and the payback period in their financial case calculations, and in the choices made in their strategic and commercial cases. These measures are not recommended for use in calculating social value in the economic case.

Workshop 3 – Assessing the Short-listed Options

At least one workshop is recommended for the completion of this section of the Programme Business Case, so that the key stakeholders are engaged earlier on, can challenge and assist to shape the direction of the programme.

The purpose, objectives, key participants and outputs of this workshop are as follows:

Workshop 3	Assessing the Short-listed Options
Objectives	<input type="checkbox"/> To validate the findings of cost benefit analysis (CBA)/ cost effectiveness analysis (CEA) to the short-listed options. <input type="checkbox"/> To appraise the qualitative benefits and risks. <input type="checkbox"/> To identify the preferred option for the programme that offers best social value.
Key participants	<input type="checkbox"/> External stakeholders or commissioners. <input type="checkbox"/> Director of Finance. <input type="checkbox"/> Commercial Director. <input type="checkbox"/> Economic adviser. <input type="checkbox"/> Customer and/or user representatives. <input type="checkbox"/> Programme manager. <input type="checkbox"/> Facilitator.
Outputs	<input type="checkbox"/> Identification of the preferred option for the delivery of the programme.

Checklist for Step 4

There should now be a clear understanding of the preferred option, which is evidenced from:

- the economic appraisals (NPSVs) for the short-listed options – risk adjusted and applying optimism bias (£)
- an assessment of both the non-monetised (qualitative) benefits and risks
- an assessment of the uncertainties (sensitivity analysis)

Output from Steps 3 and 4

The economic case section of the Programme Business Case is now complete and must be kept under review.

6

Preparing the Commercial Case

Introduction

The purpose of the commercial case is to set out the procurement arrangements for the programme's projects and key activities.

These arrangements need to be considered from the outset, in order to secure long-term social value during the operational phase of the programme.

Completing the commercial case requires undertaking the following actions for the preferred option identified in the economic case.

Step 5: Preparing for the potential Deal

Step 5	Preparing for the potential Deal
Action 14	Determine procurement strategy
Action 15	Determine service streams and required outputs
Action 16	Outline potential risk apportionment
Action 17	Outline potential payment mechanisms
Action 18	Ascertain contractual issues and accountancy treatment

At least one facilitated workshop is recommended at this stage.

Action 14: Determine procurement strategy

Determine the procurement strategy and likely procurement routes for the programme's projects and key activities.

This requires considering how the required services, supplies or works can best be procured in accordance with established rules and regulations and the commercial strategy of the organisation prepared in accordance with Government commercial operating standards.

Key considerations are:

- the choice of procurement method and the degree to which early consultation with the supply side is required, and
- the extent to which the organisation should be acting as a single procurement entity or procuring more collaboratively with other public bodies in order to secure economies of scale and improved social value.

EU Procurement rules

Public sector organisations must act in compliance with the appropriate procurement legislation.

Collaborative procurements

These strategic arrangements at national, departmental, sector and local level offer significant flexibility and potential Value for Money (VfM), through economies of scale; and considerable reductions in procurement costs, through pre-competition.

Collaborative procurements range from 'pre-competed' arrangements and prices at national level to departmental and more local arrangements involving 'call-off contracts' and management frameworks for specified services, supplies and works.

Ensure the procurement strategy is attached to the Programme Business Case.

Action 15: Determine service streams and required outputs

Identify the programme's service streams and required outputs (projects) and the scope and content of the potential Deals to be made with public and private sector service providers.

This should be undertaken on a project by project-by-project basis, as required.

Consider the following approaches:

- Framing the programme's requirements in terms of the outcomes and outputs to be produced, so as to enhance innovation.
- Specifying the quality attributes of the services and outputs required, together with the performance measures against which they will be assessed.
- Scoping the potential Deals in such a way as to permit potential service providers to suggest innovative ways of meeting the programme's programme requirements.

Services and required outputs

Summarise the programmes' required services and outputs, by project, and the potential implementation timescales required.

Consideration should be given to capturing the following details for the programme and its projects:

- the business areas affected by the procurement
- the business environment and related activities
- the business objectives relevant to the procurement
- the scope of the procurement
- the required service streams
- the required outputs, including: phases, performance measures and quality attributes
- the stakeholders and customers for the outputs
- the options for variation in the existing and future scope for services
- the potential developments and further phases that may be required.

Procurement plan and proposed implementation timescales

The programme plan for the procurement of its key projects, outputs and activities should be outlined and/or attached to the Programme Business Case.

This should include timescales for the procurement of key projects.

Action 16: Outline potential risk apportionment

Identify how the programme's service risks in the design, build, funding and operational phases of programme and programme delivery may be apportioned between the public and private sectors.

The governing principle is that specific risks should be allocated to the party best able to manage it, subject to the risk premium. The intention is to optimise the allocation and sharing of risk rather than to maximise the number of risks to be transferred to potential service providers for delivery of the programme's projects.

Guiding principles

The following principles should be taken into account:

- The public sector should consider transferring risk to the private sector when the service provider is better able to influence the outcome than the procuring authority.
- The degree to which risks may be transferred depends on the specific proposal under consideration – hence the need to consider programme by programme.
- The successful negotiation of risk transfer requires a clear understanding by the procuring authority of the risks presented by a proposal; the broad impact that these risks may have on the service provider's incentives and financing costs (cost drivers); and the degree to which risk transfer offers Value for Money – hence the need to identify and cost individual risks.
- The private sector should be encouraged to take the risks it can manage more effectively than the public sector; particularly where it has clear ownership, responsibility and control.
- The transfer of risks can generate incentives for the private sector to provide more timely, cost effective and innovative solutions.

Complete the following risk allocation for the programme and/or by key programme as required. Illustrate the amount of risk to be shared by percentage point (%), if possible.

Risk Category	Potential allocation		
	Public	Private	Shared
1. Design risk			✓
2. Construction and development risk			✓
3. Transition and implementation risk			✓
4. Availability and performance risk			✓
5. Operating risk	✓		
6. Variability of revenue risks	✓		
7. Termination risks	✓		
8. Technology and obsolescence risks			✓
9. Control risks	✓		
10. Residual value risks	✓		
11. Financing risks	✓		
12. Legislative risks	✓		
13. Other programme risks	✓		

Action 17: Outline potential payment mechanisms

Identify how the programme intends to make payment for its key projects and services over the lifespan of any contracts.

Consider how best to ‘incentivise’ the service provider(s) to provide Value for Money over the lifespan of the programme and its operational phase. This will assist the organisation to deal with the inevitable need for ‘change’ to services and operations in the future and to embed risk transfer and allocation within the charging mechanism for the programme.

The charging mechanism is the formula against which payment for the contracted services will be made. The underlying aim of the payment mechanism and pricing structure is to reflect the optimum balance between risk and return in the contract. As a general principle, the approach should be to relate the payment to the delivery of service outputs and the performance of the service provider.

Properly constructed payment mechanisms incentivise the service provider to deliver services in accordance with the business imperatives of the public sector in the following key phases of the service:

- the pre-delivery phase – up to the acceptable delivery of the service and commencement of the payment stream
- the operational phase – following acceptable delivery of the service up to the close of the primary contractual period
- the extension phase – post-primary contract period.

The pre-delivery phase

Two charging mechanisms are important in the pre-delivery design and build phases – fixed price/costs and payment on the delivery of agreed outputs.

Fixed price/costs

The service provider must be given an incentive to deliver services to time, specification and cost. This element involves a fixed price for the delivery of 'agreed outputs' within a fixed timetable, with appropriate remedies in place for delays and cost over-runs.

Payment on the delivery of agreed outputs

This element links payment to the delivery of key service outputs and does not commence until the contracted services come on stream, as agreed.

These payments may be staggered against the delivery of key outputs within the overall implementation plan for the complete service. However, the guiding principle is that a revenue stream to the service provider should only commence when an offsetting benefit stream is realised on the part of the public sector.

Ultimately, a service that fails to perform could result in termination of all the payment streams and, in extreme circumstances, pass the rights to the underpinning assets for the service to the public sector.

The operational phase

A number of mechanisms are relevant here – each is discussed below. Any payment mechanism should be based on the principle of payment being made only when requirements/standards are met.

Availability payment

This element links a proportion of the payment stream to the availability of the service. For example, the contract could stipulate that the service must be available for a minimum of 95% of the time between contracted hours.

In such instances, the procuring authority will need to negotiate service level agreements (SLAs), which outline the availability criteria. In some cases, it may be appropriate to treat availability as a threshold, crossing which releases a payment stream based on a combination of other factors – for example, performance or throughput of service.

Failure on the part of the service provider to meet the agreed availability criteria should lead to reduced payments and, ultimately, to cessation of the service.

Performance payment

This element links a proportion of the payment mechanism to the performance of the service. Linking payments to specified performance targets helps to ensure that the service provider continues to deliver the agreed outputs throughout the lifespan of the service.

Transaction/volume payment

This element links a proportion of the payment mechanism to the achievement of business benefit – for example, the number of transactions or volume of business provided.

Linking payment to the productivity or usage of the service in this way gives the service provider the incentive to optimise the level of productivity and to invest further in the underlying infrastructure, if increased levels of productivity are required.

Incentive payment

This element of the payment mechanism is linked to potential improvements in the overall performance of the public sector's business processes, and encourages the service provider to deliver new ways of working and additional benefits that can be shared by both parties.

Cost of change

This element of the payment mechanism seeks to minimise the cost of change by encouraging the service provider to build flexible and adaptable solutions in the first instance.

The cost of change represents a major risk to the public sector and should be mitigated through the contractual obligation to benchmark and market test the contracted services at regular intervals.

If it is not possible to agree exact prices for anticipated changes at some future time, the process for agreeing the cost of change should be established at the outset.

Third party revenues

This element of the payment mechanism gives the service provider the incentive to develop and exploit alternative revenue streams and new business, wherever possible without prejudice to the standing of the public sector.

The price for core services will be reduced and overall VfM improved, if the scope for these potential revenue streams has been recognised and agreed, in principle, at the outset.

The extension phase

Technological obsolescence

During the operational phase, the service provider is delivering the service for an agreed revenue stream and will naturally invest in alternative ways of working and new technologies if this allows overall costs to reduce and profit margins to improve.

Two contractual devices can be employed to encourage the service provider to consistently upgrade the core technology. First, various upgrades can be included in the initial price to ensure that the infrastructure underpinning the service is kept up-to-date; second, a proportion of the service provider's initial recoverable investment could be deferred – with agreement – until the end of the contractual period.

Contract currencies

Contract currencies are the variable measures that make the payment mechanism meaningful and effective in the service contract – for example, the number of complaints received, the proportion of users of the service requiring assistance, time taken to answer phone, number of abandoned calls, etc.

The aim should be to choose contract currencies which demonstrate productivity and performance. In other words, comparative measures which provide service providers with the incentive to improve – a reduced payment for underperformance and enhanced payments for performing in excess of the minimum requirement specified in the contract.

Action 18: Ascertain contractual issues and accountancy treatment

Outline the contractual arrangements for the procurement of the programme's projects, including the use of a particular contract, the key contractual issues for the Deal and its accountancy treatment and personnel implications (if any).

Use of contract

State the form of contract to be used.

In the case of a standard contract, state the title of the model contract to be used.

In the case of a bespoke contract, state why this is more advantageous than using a standard contract.

Key contractual issues

Contract management arrangements and key contractual issues should be considered and recorded in the Programme Business Case.

These will vary from programme to programme, but in most instances the main areas of the contract to be categorised are as follows:

- the duration of the contract(s) and any break clauses
- the service provider's and procuring authority's respective roles and responsibilities in relation to the proposed Deal
- the payment/charging mechanism, including prices, tariffs, incentive payments etc.
- change control (for new requirements and updated services)
- the organisation's remedies in the event of failure on the part of the service provider to deliver the contracted services – on time, to specification and price
- the treatment of intellectual property rights
- compliance with appropriate regulations etc.
- the operational and contract administration elements of the terms and conditions of service
- arrangements for the resolution of disputes and disagreements between the parties
- the agreed allocation of risk
- any options at the end of the contract.

Accountancy treatment

Provide details of the intended accountancy treatment for the programme's potential Deals by stating on whose balance sheet – public or private sector, or both – the assets underpinning the service will be accounted for; and the relevant accountancy standard(s).

A letter supporting the balance sheet conclusion should be provided by the Finance Director or by an external auditor.

Personnel implications

Identify any personnel implications for the programme.

Public sector organisations are often obliged to involve their staff and their representatives in a process of continuous dialogue during significant projects involving considerable internal change. This also represents best practice in terms of human resources policies.

Consequently, the Programme Business Case should record any personnel implications. In particular:

- any aspects of employment protection that will apply, directly or indirectly
- details of any terms regarding subsequent transfers at market testing intervals (if these apply)

- descriptions of terms regarding Trade Union recognition (if these apply)
- details of requirements for broadly comparable pensions for staff upon transfer (if these apply), and
- codes of practice that are in place for the well-being and management of staff.

Workshop Stage 4 – Developing the Deals

At least one workshop is recommended for the completion of this section of the Programme Business Case, so that the key stakeholders are engaged earlier on, can challenge and assist to shape the direction of the programme.

The purpose, objectives, key participants and outputs of this workshop are as follows:

Workshop 4	Developing the Commercial Strategy and Deals for the programme
Objectives	<ul style="list-style-type: none"> <input type="checkbox"/> To develop the service specification for the programme’s projects <input type="checkbox"/> To apportion the service risks and explore the underpinning payment mechanisms <input type="checkbox"/> To develop the contractual arrangements <input type="checkbox"/> To ensure that the Government Commercial Operating Standards have been adhered to
Key participants	<ul style="list-style-type: none"> <input type="checkbox"/> External stakeholders or commissioners <input type="checkbox"/> Director of Finance <input type="checkbox"/> Commercial Director <input type="checkbox"/> Economic adviser <input type="checkbox"/> Customer and/or user representatives <input type="checkbox"/> Programme manager <input type="checkbox"/> Facilitator
Outputs	<ul style="list-style-type: none"> <input type="checkbox"/> Procurement and Commercial strategies for the programme <input type="checkbox"/> Preliminary risk allocation matrix (RAM) for the programme <input type="checkbox"/> Potential Deals for the projects within the programme

Checklist for Step 5

There should now be a clear understanding of the Programme’s:

- commercial and procurement strategies and routes to market in accordance with the appropriate procurement legislation
- potential Deals and required services
- implementation timescales for potential projects
- supporting charging/payment mechanisms
- the contract(s) to be used and the key contractual issues

Output from Step 5

The commercial case section of the Programme Business Case is now complete and must be kept under review.

7

Preparing the Financial Case

Introduction

The purpose of the financial case is to ascertain the affordability and funding requirements of the preferred option and to demonstrate that the recommended programme and its supporting projects are affordable.

This involves determining the funding and affordability of the proposed programme and its supporting projects on the organisation's income and expenditure account, balance sheet and prices for its services (if applicable).

Completing the financial case requires undertaking the following actions.

Step 6: Ascertaining affordability and funding requirement

Step 6 Ascertaining affordability and funding requirement

Action 19 Prepare financial model and the financial appraisals.

Focus of the financial appraisals

The focuses of the financial and economic appraisals are completely different. The economic appraisals focus on the Value for Money (VfM) of the overall programme. The financial appraisals focus on the affordability and fundability of the programme and its constituent projects and activities.

The costs and benefits appraised in the financial case reflect an accountancy based perspective. Consequently, both resource and non-resource costs and benefits are factored into the analysis. For example, whereas VAT and depreciation are excluded from the economic appraisals, these costs are included in the financial appraisals, because they have a direct bearing on the affordability of the programme.

The key differences can be summarised as follows:

Economic Appraisals	Financial Appraisals
Focus: <input type="checkbox"/> NPSV for money.	Focus: <input type="checkbox"/> Funding and affordability – cash flow and stock.
Coverage: <input type="checkbox"/> UK Society as a whole.	Coverage: <input type="checkbox"/> Relevant public organisation(s) budget.
Relevant standards: <input type="checkbox"/> HM Treasury Green Book and supplementary guidance. <input type="checkbox"/> Discount rate applied.	Relevant standards: <input type="checkbox"/> Public sector accounting rules and standing orders.

Economic Appraisals	Financial Appraisals
Analysis: <ul style="list-style-type: none"> <input type="checkbox"/> real (base year) prices <input type="checkbox"/> use of opportunity costs <input type="checkbox"/> includes quantifiable welfare costs and benefits to society <input type="checkbox"/> includes environmental costs <input type="checkbox"/> excludes Exchequer 'transfer' payments – for example, VAT <input type="checkbox"/> excludes general inflation <input type="checkbox"/> excludes sunk costs <input type="checkbox"/> excludes depreciation, impairment and capital charges. 	Analysis: <ul style="list-style-type: none"> <input type="checkbox"/> current (nominal) prices <input type="checkbox"/> benefits – cash releasing only <input type="checkbox"/> includes capital and revenue costs <input type="checkbox"/> includes transfer payments (for example, VAT) <input type="checkbox"/> includes inflation.

The following financial statements are required for the programme’s spend:

- a budget statement** – which should be based on resource accounting and budgeting (RAB) principles and show the resource costs over the lifespan of the programme. For strategic initiatives, the budget will often comprise the forecast RAB financial statements of the whole organisation over a number of years
- a cash flow statement** – which should show the cash which will be spent on the lead option, if it goes ahead. The existing spend (if any) and the additional spend should be shown separately
- a funding statement** – which should show which internal departments, partners and external organisations will provide the resources required. Where external funding is required, a written statement of support from the programme’s stakeholders or commissioners is needed.

The above should include the contingencies (in £s) necessary to ensure that there is sufficient financial cover for risks and uncertainties.

Financial modelling

For large, significant and complex programmes, a financial model of the proposed expenditure needs to be constructed.

The model will provide an informed best guess of the likely impact and outcomes of the proposed programme in its early stage of development. However, the reliability and robustness of the model will increase as it is kept under continuous review and updated to reflect the latest information.

Building the model may require specialist advice from accountants and financial advisers from outside of the organisation. In these circumstances, the organisation’s Director of Finance and the Programme’s Senior Responsible Owner must play a lead role in vetting and maintaining the integrity of the model, since responsibility for its use as a decision making tool ultimately falls to the organisation.

The minimum requirements for most programmes and projects are as follows:

Minimum requirements for a financial model

- recording a description of the model and the associated methodology
- agreeing and recording the underlying assumptions (for example, interest rates, inflation, taxation, capital charges, depreciation etc.)
- detailing the proposed funding structure
- preparing the input schedules (financial costs, cash-releasing benefits and risk contingencies)
- preparing the projected 'profit and loss'
- preparing balance sheet projections
- undertaking cash flow projections
- preparing funding schedules
- calculating project returns if required for the different elements of financing, and
- preparing supporting schedules – i.e. for loans, fixed assets, taxation, and payments

Capital and revenue requirements

Following on from the modelling exercise, a statement showing the capital and revenue requirements for the recommended programme should be prepared.

This should set out:

- the capital and revenue consequences of the preferred option for the programme over the lifespan of the service and/or contract period
- how this compares with the original capital ceiling for the scheme (if any)
- any shortfall in capital and revenue requirements (the 'funding gap').

This statement should also indicate the capital sum being requested and, ideally, that the organisation has sufficient income to meet the ongoing costs of the programme. The minimum requirement is as follows:

Summary of financial appraisal

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 etc.	Total
Preferred option:								
Capital								
Revenue								
Total								
Funded by:								
Existing								
Additional								
Total								

Net effect on prices

It may also be necessary to assess the impact of the proposed Deal on any contract prices that the organisation charges for its services. Costs should be covered by income, year by year, and the organisation must be confident that existing customers will continue to contract for services, or that new purchasers will secure additional contracts.

The impact on prices of capital charges must also be considered, if applicable. Capital charges are significant when considering the affordability of a development and they must be included in year by year financial ions, together with external financing limit (EFL) allocations, running costs and contract income from any purchasers.

The benefits that the proposed Deal will deliver and the prices that the organisation will charge as a result will have an impact on competitiveness. Organisations should, therefore, compare and benchmark the prices and quality levels of similar services offered by other providers.

The effect on prices should be analysed in sufficient detail for purchasers to ascertain how the scheme will impact them. This means considering the impact on:

- the organisation's prices as a whole
- the prices for individual services
- the prices of specific contracts

Public sector investments are difficult to justify if they lead to an increase in prices for the organisation's services.

Impact on the income and expenditure account

The impact of the programme on the organisation's income and expenditure should be assessed. Both the current position and the likely outcome should be recorded in the Programme Business Case by a qualified accountant. They are required to understand the programme and the Organisation's business and are supported by the Organisation's Director of Finance.

Impact on the balance sheet

The impact of the programme on the organisation's balance sheet must be assessed. Both the current position and the likely outcome should be recorded in the Programme Business Case by a qualified accountant, who once again understands the programme and the organisation's business.

Where significant assets are an integral part of the investment, their accounting treatment will need to be examined (see commercial case). This will require an independent opinion from the organisation's auditors.

Stakeholder(s)/commissioner(s) support

Affordability issues are one of the main reasons for delay at the point at which programme and business cases are submitted for approval. The key principle here is that the sources of funding and the amounts required over time must be confirmed and the programme shown to be affordable throughout its lifespan.

A programme will only be successful and approved if consultation has been held between the organisation seeking spend for service improvement and its stakeholders/commissioners/purchasers, and other interested parties.

Agreement, in principle, must be obtained for the programme from the funders of the scheme. This should be in written form and included in the annex to the Programme Business Case.

The following provides an overview of the issues that should be addressed:

A commissioner's letter should:

- demonstrate that the main commissioner and other commissioners have been involved in developing the programme throughout the key stages
- confirm acceptance of the strategic aims and spending objectives of the programme, including its functional content, size and services
- confirm that the financial costs of the scheme can be contained within the agreed and available budget and a willingness and ability to pay for the services at the specified price level
- state the margins of leeway beyond which support must be re-validated
- demonstrate that suitable contingency arrangements are in place to work with the provider to address any current or unforeseen affordability pressures
- be provided by the appropriate individual(s) within the organisation – usually the chief executive officer.

Assessing affordability

Assessing affordability requires sound judgment of the organisation's business and requires that:

1. the balance sheet has been correctly organised and properly accounts for current assets, current liabilities, long-term liabilities and capital
2. the balance sheet of the organisation is in a healthy state
3. the organisation is solvent
4. the organisation is not over-trading
5. the cash flow of the organisation is sound
6. the necessary allowance has been made for risks.

There are a number of techniques available to public sector for assessing affordability. Those in common use within the private sector include:

The balance sheet – items 1 and 2

This involves an assessment of working capital, which is defined as follows:

$$\text{Working capital} = \text{current assets} - \text{current liabilities}$$

An organisation should never run short of working capital or over-capitalise. This is a common reason for business failure. A ratio of current assets to current liabilities of 2:1 is generally agreed to be the minimum working capital ratio. The ratio is calculated as follows:

$$\text{Working capital (ratio)} = \frac{\text{current assets}}{\text{current liabilities}}$$

Solvency – item 3

This means that the organisation can meet any debt obligation in the near future without jeopardising the liquidity of the business.

Over-trading – item 4

This links in with over-capitalisation, where the organisation is running short of working capital as a result of having acquired too many assets, leaving itself short of cash for operational expenses.

In this situation attention must be paid to the organisation's cash flow, but it is first necessary to consider the return on capital employed and the return on capital invested.

The return on capital employed enables us to compare the receipts (or profits) earned with the capital employed to earn them, and may be calculated as follows:

$$\text{Return on capital employed} = \frac{\text{net receipts (or profits)}}{\text{capital employed}}$$

The return on capital invested calculates what the return was overall on the capital used and takes into account the lost opportunity or 'opportunity cost' of the capital employed. As such it is calculated as follows:

$$\text{Return on capital invested} = \frac{\text{net profit} - \text{opportunity cost}}{\text{capital invested}}$$

Cash flow – item 5

Assessing cash flow should take into account:

- the pattern of business activities and trading generally
- budgeting for cash flow – a forecast which looks ahead and envisages the likely income and expenditure
- an assessment of the cash balance at the end of a particular period.

Risks – item 6

There are a number of risks which could affect the affordability of the programme. The Programme Business Case should summarise the results of the risk contingencies and sensitivity analysis which underpin the financial case.

The risks and uncertainties will vary from project to project within the programme, but some key questions to consider are:

- Would the programme be affordable if capital costs were to be x% higher than expected?
- What if the expected savings were to fall by y%?
- What circumstances might cause saving targets to be breached?
- What if income to the organisation were to be reduced by z% or more?
- Is there a robust strategy in place to guard against these outcomes?

Payback period

Finally, there is the payback period, which measures the rate at which the financial benefits from the investment 'pays back' the initial investment costs. In general, projects with a short payback period are preferable to those with long payback periods.

Closing affordability gaps

Affordability problems are most likely to occur in the early years of the programme and its projects – in the construction and development phase – when benefits are unlikely to be sufficient to offset the costs of the investment.

However, during the operational phase, benefits can be expected to build up gradually, until they reach the point where the net impact on operating costs and prices to purchasers is negative.

There are a number of remedies if the affordability analysis reveals the preferred option for the programme is unaffordable. These include the following:

- phasing the implementation of the programme's outputs differently
- adopting a different design solution for some of the programme's outputs
- altering the scope of the preferred option – for example, its functional content and/or the quantity and quality of the services offered
- finding additional sources of funding – for example, disposal of surplus assets (if available), further revenue support from the commissioners of the organisation's services
- considering different ways of financing the programme's projects – for example, private finance, operating and financial leases
- negotiating more competitive or flexible prices from the service provider(s)
- finding other ways of reducing the costs and/or increasing cash releasing savings
- permitting service provider(s) to create additional revenue streams and new business and sharing in the resultant revenue streams.

Checklist for Step 6

There should now be clear understanding of:

- the capital and revenue implications of the programme
- the impact on the income and expenditure account and the organisation's charges for services (if applicable)
- the impact on the budget, other sources of available funding and any shortfalls
- the impact of the programme on the organisation's balance sheet.

There should also be written evidence of commissioner and stakeholder support (if required).

Output from Step 6

The financial case section of the Programme Business Case is now complete and must be kept under review.

8

Preparing the Management Case

Introduction

The purpose of the management case is to put in place the arrangements for the successful delivery of the programme and its constituent projects, both now and in the future.

Completing the management case requires undertaking the following actions:

Step 7: Planning for successful delivery

Step 7	Planning for successful delivery
Action 20	Plan programme management – strategy, framework and plans
Action 21	Plan change and contract management – strategy, framework and plans
Action 22	Plan benefits realisation – strategy, framework and plans
Action 23	Plan risk management – strategy, framework and plans
Action 24	Plan programme assurance and post programme evaluation – strategy, framework and plans

Action 20: Plan programme management – strategy, framework and plans

Put in place the strategy, framework and plans for successful programme delivery using a proven methodology for guiding investments through a controlled, well managed and visible set of activities to achieve the desired results and benefits.

There must be evidence that these arrangements are in place.

Programme and Project Methodology (PPM) strategy

The implementation strategy of most organisations for the successful delivery of schemes is to embrace the principles of programme and project management and to adopt a methodology for both which is based on proven standards and quality management.

Managing Successful Programmes (MSP)

Managing Successful Programmes (MSP) represents proven good practice for successfully delivering transformational change, and is drawn from the experiences of both public and private sectors.

MSP is the Cabinet Office's recommended methodology for the delivery of programmes.

Project Management: PRINCE 2

PRINCE – Projects IN Controlled Environment (PRINCE2) represents proven good practice in project management and is drawn from the experiences of both public and private sectors over many years.

PRINCE2 is the Cabinet Office's recommended methodology for the delivery of projects.

Programme and project framework

Summarise the following aspects and capture key points in a diagram:

- projects: structure
- reporting arrangements
- governance arrangements
- key roles and responsibilities
- appointed personnel and any vacancies

MSP mandates that the senior responsible owner (SRO), programme manager and business change managers (BCMs) should be member of the programme board. The programme director should also be included but this role is not a substitute for the SRO.

The following roles should be considered as optional attendees to provide advice and expertise, as required by the programme board:

- Project executives for current or relevant projects in the programme
- Representatives of corporate functions – finance, risk etc.
- Lead supplier – if there are different suppliers across the projects of the programme, it may be advisable to appoint a lead supplier with whom the team will work at programme level.

Appointment of the senior responsible owner (SRO)

The SRO is accountable for the programme, and for ensuring that it meets its objectives and delivers the expected benefits.

The individual who fulfils this role should be able to lead and champion the programme and must be empowered to direct the programme and take decisions; for example, whether to delay or stop any part of the programme. SRO's must have sufficient seniority and authority to provide leadership to the programme and take on accountability for delivery.

The day-to-day leadership of the programme may be undertaken by a Programme Director, but this is not an alternative to the SRO role.

Programme Plan

The Programme Plan is used to control and track the progress and delivery of the programme and resulting outcomes. It describes how, when and by whom a specific project, milestone or set of targets will be achieved. It is the detailed analysis of how identified programme targets, milestones, deliverables and products will be delivered to timescales, costs and quality.

The most up-to-date version of the Programme Plan should be summarised and attached to the Programme Business Case.

This programme plan should typically include:

- an overall programme schedule showing the relative sequencing of all the projects in the programme portfolio and dossier
- dependency network illustrating project input and output relationships
- cross reference to the risk register to explain any planned risk register activities
- an explanation of the grouping of projects and major activities into tranches and the points at which end-of-tranche reviews will take place
- risks and issues referenced during planning
- transition planning information and schedules
- programme level management activities required to implement the monitoring and control strategy
- details of programme tranches
- estimate effort and costs associated with the programme plan
- how the monitoring and control strategy will be deployed.

It must also clearly identify when the supporting Business Cases for enabling projects will be delivered: Strategic Outline Case (SOC); Outline Business Case (OBC) and Full Business Case (FBC).

In some instances, the Programme Business Case may have made the case for a project in sufficient detail to enable the project team to progress to the outline business case (OBC) stage by merging the remaining SOC analysis to into the OBC.

Use of special advisers

The use of specialist advisers is encouraged where the necessary capabilities and competencies are in short supply for large, significant, complex and novel programmes.

The requirement for specialist advisers usually falls into four key categories in the programme plan: financial, legal, technical and programme/project management. The Programme Business Case should indicate how and when this advice will be used along with expected costs.

Special advisers should be used where an independent and impartial role is required to achieve the best results. This includes facilitating workshops.

Care must be taken to ensure that ownership of the Programme Business Case and responsibility for its development is retained by the Programme Board.

Action 21: Plan change management – strategy, framework and outline plans

Put in place the strategy, framework and plans required for managing change.

Programmes are about delivering change. This can range from service improvement and business process re-engineering (BPR), to a transformation in what and the way in which services are delivered.

Even where change is not seen as the primary driver for investment, as in the case of a replacement programme, every effort should be taken to seize the opportunities for improving the efficiency of the service and social value.

Change needs to be managed and embraced by individuals within the organisation, hence the need for a change management strategy (linked to benefits realisation); a change management framework (to manage anticipated and unexpected change) and a plan (to explain what will be delivered, by whom and when in terms of underlying activities).

Change management strategy

The main purpose of the change management strategy is to assess the potential impact of the proposed change on the culture, systems, processes and people working within the organisation.

There are various management strategies for implementing change. The choice of strategy will depend upon the degree and pace of change required. The degree of service change can range from increased automation, reconfiguration to the complete transformation of a business function. The pace of change can range from 'big bang' to phased or incremental introduction depending on the strategic driver and the ability of the organisation to cope with service change.

The organisation's choice of change management strategy should be set out in full, together with its underpinning communication and development (training) strategies.

Change management framework

The responsibility for the delivery of service change belongs to the Programme Board and must remain under its control.

In the case of major societal change, the programme may form only one part of a longer-term strategy involving other programmes, both current and future, within the strategic portfolio. The associated and anticipated governance and reporting arrangements should be clearly explained in these circumstances.

Change management plans

The change management plan should set out the communication and developmental deliverables (for example, training products) required for the implementation phase. These plans should indicate how relevant personnel within the organisation, including human resources and staff representatives have been involved and contributed to date.

Action 22: Plan benefits realisation – strategy, framework and outline plans

Put in place the management arrangements required to ensure that the programme delivers its anticipated benefit

Benefits realisation strategy

The benefits realisation strategy should set out arrangements for the identification of potential benefits, their planning, modelling and tracking. It should also include a framework that assigns responsibilities for the actual realisation of those benefits throughout the key phases of the programme.

Benefits realisation framework

The responsibility for benefits realisation lies with the SRO for the programme, who must ensure that delivery arrangements are outlined within the Programme Business Case.

Programme benefits register

All programmes must capture their anticipated benefits within a register that indicates how they will be realised.

The register should be continuously reviewed and updated throughout the programme and capture the following information for each benefit:

Benefits Register	
Benefits number	(unique within the register)
Benefit category and class	
Description	(including enabling project or activity)
Service feature	(what aspect of the programme will give rise to the benefit – to facilitate monitoring)
Potential costs	(incurred during delivery)
Activities required	(to secure benefit)
Responsible officer	
Performance measure	(key performance indicator)
Target improvement	(expected level of change)
Full-year value	
Timescale	

All the benefits identified in the strategic case and appraised in the economic case sections of the Programme Business Case must be accounted for in the register.

Action 23: Plan risk management – strategy, framework and outline plans

Put in place arrangements for managing and mitigating risks during the key phases of the programme.

Risk management is a structured approach to identifying, assessing and controlling risks that emerge during the course of the policy, programme or project lifecycle. Its purpose is to support better decision making through understanding the risks inherent in a proposal and their likely impact.

Effective risk management supports the achievement of wider aims, such as:

- effective change management
- the efficient use of resources
- better programme and project management
- minimising waste and fraud
- innovation

Risk management strategy

Strategies for the proactive and effective management of risk involve:

- identifying possible risk in advance and putting mechanisms in place to minimise the likelihood of them materialising with adverse effects
- having processes in place to monitor risks, and access to reliable, up-to-date information about risks
- the right balance of control to mitigate against the adverse consequences of the risks, if they should materialise
- decision making processes supported by a framework for risk analysis and evaluation.

Risk management strategies for individual policies, programmes and projects should be adopted in a way that is appropriate to their scale.

Risk mitigation

Recognised methods for the mitigation of risk throughout the lifespan of the policy, programme or project include:

- early consultation – experience suggests that costs tend to increase as more requirements are identified (scope creep). Early consultation will help to identify what the requirements are and how they might be addressed (scope creep is a risk which needs careful management)
- avoidance of irreversible decisions – where lead options involve irreversibility, a full assessment of the costs should include the possibility of delay, and allowing more time for investigating alternative ways to achieve the objectives.
- pilot studies – acquiring more information about risks affecting a programme through pilot studies allows steps to be taken to mitigate either the adverse consequences of bad outcomes, or to increase the benefits of good outcomes.
- design flexibility – where future demand and relative price are uncertain, it may be worth choosing a flexible design adaptable to future changes, rather than a design suited to only one particular outcome. Breaking a programme into stages, with successive review points at which the programme could be stopped or changed can also increase flexibility.
- precautionary action – where this can be taken to mitigate a perceived risk. The precautionary principle states that because some outcomes are so bad, even though they may be very unlikely, action is justified. In cases where such risks have been identified, they should be drawn to the attention of senior management and expert advice sought.
- procurement and contractual intervention. Risk can be contractually transferred to other parties and maintained through good contractual relationships, both informal and formal.
- making less use of leading edge technology. If complex technology is involved, alternative, simpler methods should be considered, especially if these reduce risk considerably whilst providing many of the same benefits.

- develop different options. Following the risk analysis, the appraiser may want to re-instate options, or to develop alternative ones that are either less inherently risky or deal with the risks more efficiently.
- abandon the proposal. Finally, the proposal may be so risky that whatever mitigation is considered, it has to be abandoned.

By reducing risks in these ways, the expected costs of a proposal are lowered or the expected benefits increased. As can be seen, benefit and risk are simply two sides of the same coin and successful delivery depends on the effective identification, management and mitigation of risk.

Risk management framework

Public sector organisations should foster a pragmatic approach to risk management at all levels. This involves:

- establishing a risk management framework, within which risks are identified, mitigated and managed
- senior management support, ownership and leadership of risk management policies
- clear communication of organisational risk management policies to all staff
- embedding risk management fully into business processes and ensuring it is applied consistently.

These actions should help establish an organisational culture that supports well thought out risk taking and innovation.

The arrangements for the management of risk should be outlined, together with the respective roles and responsibilities and reporting lines of the posts concerned. These should be made clear in relation to the overall programme management arrangements.

Programme risk register

All programmes must capture their identified risks within a register that indicates how they will be managed and mitigated.

The register should be continuously reviewed and updated throughout the programme and capture the following information for each risk:

Risk Register	
Risk number	(unique within the Register)
Risk type	
Author	(who raised it)
Date identified	
Date last updated	
Description	(of risk)
Likelihood	
Interdependencies	(between risks)
Expected impact/value	
Bearer of risk	
Counter measures	
Risk status	(action status)

All the risks identified in the strategic case and economic case sections of the Programme Business Case must be accounted for within the risk register. This includes the economic appraisal for the preferred option.

Additional information on risk management may be obtained from the National Audit Office (NAO), HM Treasury and the Cabinet Office.

Action 24: Plan programme assurance and Programme Evaluation – strategy, framework and plans

Put in place the necessary arrangements for programme assurance and post-evaluation.

Programme Assurance

Programme assurance provides independent and impartial assessment that the programme's spending objectives can be delivered successfully and improves the prospects of achieving intended outcomes and benefits.

Programmes and projects may be subject to one or more of the following assurance reviews:

- The Programme Validation Review
- Programme Assessment Reviews
- Gateway Review – 0 for programmes.

A brief explanation of these methods of programme assurance is provided within Chapter 1.

Other forms of assurance include:

- quality assurance
- technical assurance
- security assurance

Post-Programme Evaluation strategy

The purpose of Programme Evaluation is:

- to improve organisational delivery in the future through lessons learnt during the current programme. This is referred to as the “programme implementation review”
- to determine the extent to which the programme has delivered its anticipated benefits. This an evaluation review is carried out after implementation to look at the impacts of the programme and how well the outcomes met the programmes objectives.

This section of the programme business case should set out the organisation's strategy for both aspects of evaluation and indicate whether they are to be undertaken jointly or separately.

Both aspects of evaluation after implementation are linked to Gateway Review 5 (operational review and benefits realisation). Programme Evaluation framework

This section should outline management arrangements and confirm budget provision for ensuring that Monitoring and Evaluation will take place during and after implementation as required by the Green Book. This is a key responsibility of the SRO.

Post Programme Evaluation plans

This section should set out the plans and expected timings for post programme evaluation, including the individuals responsible for their undertaking.

Workshop 5 – Successful Delivery Arrangements

At least one workshop is recommended for the completion of the management case section of the Programme Business Case, so that the key stakeholders are engaged early on, can challenge and assist to shape the direction of the programme.

The purpose, objectives, key participants and outputs of this workshop are as follows:

Workshop 5	Putting in place arrangements for successful delivery
Objectives	<input type="checkbox"/> To develop strategies, frameworks and plans for: <ul style="list-style-type: none"> <input type="radio"/> programme management <input type="radio"/> change and contact management <input type="radio"/> benefits realisation and risk management <input type="radio"/> programme assurance and evaluation. <input type="checkbox"/> To agree the programme delivery plan.
Key participants	<input type="checkbox"/> External stakeholders or commissioners. <input type="checkbox"/> Director of Finance. <input type="checkbox"/> Commercial Director. <input type="checkbox"/> Economic adviser. <input type="checkbox"/> Customer and/or user representatives. <input type="checkbox"/> Programme manager. <input type="checkbox"/> Facilitator.
Outputs	<input type="checkbox"/> Management and delivery arrangements. <input type="checkbox"/> Programme assurance arrangements. <input type="checkbox"/> Post programme evaluation arrangements.

Checklist for Step 7

There should now be clear understanding of:

- the programme management and governance arrangements
- the programme plan
- the change management arrangements
- the benefits realisation arrangements, including an attached benefits register
- the risk management arrangements, including an attached risk register
- the programme assurance arrangements
- the programme/project evaluation arrangements.

Output from Step 7

The management case section of the Programme Business Case is now complete and must be kept under review.

Annex A: Hypothetical Case Study showing the relationship between strategy, programme and projects

Stage	Organisational Strategy	Programme	Project
Purpose and focus	To deliver the vision, mission and long-term objectives of the organisation, typically involving transformational service change. Organisational Strategy for Transforming a Public Service	To deliver medium term objectives for change, typically involving improved quality and efficiency of service. Programme A: Service Improvement	To deliver short-term objectives, typically involving improved economy of service and enabling infrastructure. Project A: Re-procurement of ICT
Scope and content	Strategic portfolio comprising the required programmes on the critical path for delivery of required benefits . Programme A: Service Improvement Programme B: Human Resources Programme C: Estates Management	Programme portfolio comprising the required projects and activities on the critical path for delivery of anticipated outcomes . Project A1: Re-procurement of ICT Project A2: Business Process Re-engineering Project A3: Quality Management	Project comprising the inputs and activities required for delivery of the agreed output . Work streams: Replacement ICT Upgrading ICT Staff training ICT
Product	Organisational Strategy and business plans	Programme Business Case (PBC)	SOC, OBC and FBC for large projects BJCs for smaller schemes
Monitoring, evaluation and feedback	5-year strategy. Monitor during implementation. Review at least annually and update as required.	3-year programme. Monitor during implementation. Evaluate on completion of each tranche and feedback into strategy development.	1-year project. Monitor during implementation. Evaluate on completion of project and feedback to programme.

Annex B: Overview of how to develop the Programme Business Case

A typical process for developing the Programme Business Case could be as follows:

1. Ensure the mandate and brief for the programme have been completed
2. Undertake the Strategic Assessment
3. Complete the Risk Profile Assessment
4. Draft the Scoping Document for the Programme Business Case and arrange a meeting with the business case reviewer/approver to agree the content, governance, reporting, and approval arrangements for the PBC, including any additional assurance requirements.
5. These could include: Programme Validation and Programme Assessment Reviews, Gateway Reviews, Regulatory Impact Analysis and Independent Quality Assurance.
6. Contact the Gateway Unit to arrange a Gate 0 review, if required.
7. Prepare the Strategic Case section following completion of Workshop 1 (Determining the Case for Change).
8. Prepare the Economic Case section following Workshop 2 (Appraising the long-list).
9. Outline the Commercial, Financial and Management Case sections.
10. **Share the early draft of the Programme Business Case with senior management and stakeholders, in order to obtain feedback and agreement to the proposed way forward.**
11. Revisit and complete the Economic Case section following Workshop 3 (Appraising the short-list).
12. Complete the Commercial Case section following Workshop 4 (Developing the Deals).
13. Complete the Financial Case section.
14. Prepare the Management Case section following Workshop 5 (Successful Delivery Arrangements).
15. Undertake an internal review of the Programme Business Case – review criteria are provided at Annex D for this purpose and a Gateway Review 0 (Strategic Assessment), if required. Incorporate feedback.
16. Finalise the Programme Business Case, seek final sign-off from the sponsor and submit for approval to proceed with the programme.
17. Monitor delivery and update Programme Business Case upon completion of each tranche of projects within the Programme and resubmit to approving authority.
18. Use the Programme Business Case to support post implementation evaluation and benefit realisation.

19. Feedback findings into the strategic planning process for the future development of the strategy and strategic portfolio.

The above process and level of effort will vary depending on the nature of the organisation, the decision being sought and the expectations agreed in the Scoping Document.

Annex C: Programme Scoping Document

This document should be completed by the Programme and the Approving Authority prior to preparing the business case.

Organisation/Department	
Proposal Title	
Sponsor/Senior Responsible Owner	

Date	Version	Revision History	Document Reviewer

The business case process is scalable and should be used proportionately. The purpose of this document is to agree the nature, type and content of the business case required.

Nature of the proposed spend	
Anticipated spend £	
Anticipated procurement route	
Agreed type of Business Case:	PBC SOC/OBC/FBC – for enabling projects BJC – for enabling projects

The anticipated coverage of the Business Case should be agreed between the Programme/Project (Business Case Authors) and Approving Authority (Business Case Reviewers) in order to calibrate the analysis required and to expedite the business case review and approvals process.

Strategic Case	Potential considerations
	<input type="checkbox"/> Mandate and brief for the programme. <input type="checkbox"/> Requirement for feasibility study and further investigations. <input type="checkbox"/> Priority within the strategic portfolio. <input type="checkbox"/> Critical path for programme delivery. <input type="checkbox"/> Relationship to other programmes and projects. <input type="checkbox"/> Potential constituents: projects and key activities.
Economic Case	<input type="checkbox"/> Use of cost benefit analysis (CBA) and cost effectiveness analysis (CEA). <input type="checkbox"/> Cost estimation. <input type="checkbox"/> Use of optimism bias and risk measurement. <input type="checkbox"/> Benefits identification. <input type="checkbox"/> Workshop 2 and 3 attendees.
Commercial Case	<input type="checkbox"/> Potential commercial and procurement strategies for the programme. <input type="checkbox"/> Fit with commercial strategy for the organisation. <input type="checkbox"/> Compliance with Government Commercial Operating Standards. <input type="checkbox"/> Workshop 4 attendees.

Financial Case	<input type="checkbox"/> Requirement for initial funding of the programme. <input type="checkbox"/> Available budget for the programme. <input type="checkbox"/> Potential balance sheet treatment.
Management Case	<input type="checkbox"/> Risks profile assessment (RPA) score. <input type="checkbox"/> Programme methodology. <input type="checkbox"/> Programme assurance arrangements. <input type="checkbox"/> Workshop 5 attendees.
Business Case Development Plan	<input type="checkbox"/> Agreed milestones for the completion, review and approval of the Business Case.

Guidance, advice and support is available from the Better Business Case Team, Strategic Planning, Finance and Performance Directorate. Please indicate the nature of the support required:

Required Development	Please provide names and timescales.
Senior Management Briefing	For SRO's, Board Directors and Programme/Project Boards.
Foundation Course (Awareness)	For intelligent customers.
Practitioner 1 Course (Skills)	For business case producers.
Practitioner 2 Course (Skills)	For business case producers.
Reviewers Course (Skills)	For business case reviewers.
Consultancy Support Workshops External Consultancy	See Guidance for recommended Workshops.

Completed by:

Programme/Project Representative:

Approving Authority's Representative:

Date:

Date agreed for next Review: (if required)

Notes for the completion of the Business Case Scoping Document:**1. Type of Business Case Required:**

This will be dependent upon the nature, anticipated spend, procurement route and the quality of the analysis already undertaken.

- a. A Programme Business Case (PBC) should be prepared in support of related items of spend comprising of multiple schemes, both large and small.
- b. The iterative production of the Business Case (Strategic Outline Case (SOC), Outline Business Case (OBC) and Full or Final Business Case (FBC) should be considered for larger, complex schemes requiring an OJEU procurement.
- c. Consideration may be given to combining the SOC and OBC where the case for change has already been made robustly and agreed as part of the PBC.
- d. Consideration may be given to combining the OBC and FBC where the intended procurement route has been pre-competed and firm prices are available in support of the spending proposal.
- e. A Business Justification Case (BJC) may be considered for smaller items of spend, which are NOT novel or contentious; within the organisational limit agreed for the use of (BJC); and can be procured from an existing pre-competed arrangement.
- f. An over-arching Programme Business Case should be prepared in support of expenditure being approved through a series of BJCs.

2. Anticipated coverage of the Business Case

The Cabinet Office Gateway Risk Profile Assessment (RPA) MUST be used to assess the 'risks' associated with the scheme. The table below provides an overview of some of the key considerations:

High	High Risk Small Scale Well defined Programme Project business cases for some consideration of combining SOC/OBC or OBC/FBC (for pre-competed procurements) inc. optimism bias CBA/CEA for Economic Appraisals, inc. optimism bias	High Risk Large Scale Well defined Programme (PBC) Three stage project business case's (SOC, OBC, FBC) CBA/CEA for Economic Appraisals, inc. optimism bias	
Gate RPA	All Gates 0, 1 to 5	All Gates 0, 1 to 5	
Low	Low/Medium Risk Small Scale Defined Programme Consideration of BJC for pre-competed procurements CBA/CEA for Economic Appraisals Consideration of Gateway Health Checks	Low/Medium Risk Large Scale Well defined Programme (PBC) Three stage programme business case (SOC, OBC, FBC) CBA/CEA for Economic Appraisals, inc. optimism bias Consideration of Gateway Health checks	
	Small	£ million	Large
	Scale (Whole life costs)		

Annex D: Programme Business Case Review Criteria

The following sample questions can be used as prompts for testing the delivery process and content of the Programme Business Case.

Key Review Criteria	Main Evidence Required
Strategic Case	
Is the proposed programme an integral part of the organisation's business strategy?	Extracts from business and other relevant strategies Reference to relevant government and organisational policies
Is the proposed investment sufficiently stand-alone to form a programme or could it be more sensibly undertaken as part of another programme or project?	Relevant extracts from business and other strategies Reference to scoping documentation
Are the spending objectives and underpinning business needs defined clearly and supported by the key stakeholders and customers?	SMART spending objectives <input type="checkbox"/> specific <input type="checkbox"/> measurable <input type="checkbox"/> achievable <input type="checkbox"/> relevant <input type="checkbox"/> time-bound Evidence of stakeholder and customer involvement and support
Is the scope for potential change to current services and business processes clearly defined?	Clear statement of business outcomes and service outputs Statement of any security and confidentiality issues
Have the main benefits been clearly defined by key stakeholders and customers, alongside arrangements for management?	Benefits realisation plan/register
Have the main risks been identified, alongside arrangements for their management and control?	Risk management plan/register
Economic Case	
Have the critical success factors (CSFs) for options appraisal been identified?	Prioritised CSFs (high, medium, low) Relevant performance measures
Has a sufficiently wide range of options been identified and assessed?	Use of any feasibility study 10 to 12 main options – full description Use of the Options Framework <input type="checkbox"/> for scope <input type="checkbox"/> for service solutions <input type="checkbox"/> for service delivery <input type="checkbox"/> for implementation <input type="checkbox"/> for funding
Has a preferred option for the delivery of the programme been identified following robust analysis of the available options?	Analysis of options against: <input type="checkbox"/> spending objectives <input type="checkbox"/> critical success factors <input type="checkbox"/> evidence of likely support from key stakeholders Blueprint (MSP) Projects Dossier (MSP)

Key Review Criteria	Main Evidence Required
Commercial Case	
Has a high-level assessment of the potential Deal(s) and its likely acceptability to potential suppliers been undertaken?	Description of potential Deal Market soundings and engagement Existing suppliers
Financial Case	
Has a high-level assessment of affordability and funding source(s) been undertaken?	Indicative capital and revenue costs (£) Whole life costs Likely sources or organisational funding
Management Case	
Has a high-level assessment of the achievability and deliverability of the programme been undertaken?	Indicative time-scales Use of special advisers Feasibility study Peer review
Are all the necessary arrangements in place for the successful completion of the next phase?	Senior Responsible Owner Programme Board and team Governance and reporting arrangements Programme plan and agreed deliverables Programme assurance and evaluation

Annex E: Summary of steps and actions for preparing the Programme Business Case

Step 1	Determining the strategic context	Strategic Assessment
Action 1	Ascertain strategic fit	
Step 2	Making the case for change	Strategic Case
Action 2	Agree strategic context	
Action 3	Determine spending objectives, existing arrangements and business needs	
Action 4	Determine potential business scope and service requirements	
Action 5	Determine benefits, risks, constraints and dependencies	
Step 3	Exploring the preferred way forward	Economic Case
Action 6	Agree critical success factors (CSFs)	
Action 7	Determine long-list options and SWOT analysis	
Action 8	Recommended preferred way forward	
Step 4	Determining Value for Money (VfM)	
Action 9	Revisit and confirm the short-list	
Action 10	Prepare the economic appraisals for short-listed options	
Action 11	Undertake benefits appraisal	
Action 12	Undertake risk assessment and appraisal	
Action 13	Select preferred option and undertake sensitivity analysis	
Step 5	Preparing for the potential Deal	Commercial Case
Action 14	Determine procurement strategy	
Action 15	Determine service streams and required outputs	
Action 16	Outline potential risk apportionment	
Action 17	Outline potential payment mechanisms	
Action 18	Ascertain contractual issues and accountancy treatment	
Step 6	Ascertaining affordability and funding requirement	Financial Case
Action 19	Prepare financial model and financial appraisals	

Step 7	Planning for successful delivery	Management Case
Action 20	Plan programme management – strategy, framework and outline plans	
Action 21	Plan change management – strategy, framework and outline plans	
Action 22	Plan benefits realisation – strategy, framework and outline plans	
Action 23	Plan risk management – strategy, framework and outline plans	
Action 24	Plan post-programme evaluation – strategy, framework and outline plans	

Glossary

Additionality	An impact arising from an intervention, which is additional if it would not have occurred in the absence of the intervention.
Affordability	An assessment of whether the proposals can be paid for in terms of cash flows and resource costs – see financial case.
Appraisal	The process of defining objectives, examining options and weighing up the costs, benefits, risks and uncertainties of those options before a decision is made.
Assessments	Either an appraisal or an evaluation (or both).
Base case	The best estimate of how much a proposal option will cost in economic terms, including an allowance for risk and optimism.
Business As Usual (BAU) option	The cost of the Business as usual (BAU) provides a benchmark for comparing proposal options for intervention.
Business case	A management tool for scoping, planning and evaluating a proposal and repository for the evidence base.
Business Justification Case (BJC)	A single stage business case, using the five case model, for the delivery of relatively low level spend for which firm prices are available.
Capital expenditure	Expenditure on durable assets such as land, buildings and equipment.
Contingency	An allowance of cash or resources provided to cover the cost of risks that may materialise.
Cost benefit analysis (CBA)	Analysis which quantifies in monetary terms as many of the costs of a proposal as feasible, including items for which the market does not provide a satisfactory measure of economic value (non-financials).
Cost effectiveness analysis (CEA)	Analysis that compares the cost of alternative ways of producing the same or similar outputs.
Discounting	A method used to convert future costs or benefits to present values using a discount rate.
Discount rate	The annual percentage rate at which the present value of a £, or other unit of account, is assumed to fall away through time.
Do minimum option	An option where the public sector takes the minimum amount of action necessary to meet the identified business needs.
Economy	A measure of the extent to which the cost associated with a project, or policy is reduced.
Effectiveness	A measure of the extent to which a project, programme or policy achieves its desired outcomes/outputs.

Efficiency	A measure of the extent to which a project, or policy's associated throughputs are increased.
Evaluation	Evaluation is the systematic assessment of an intervention, its design, implementation and resulting outcomes both during implementation and most importantly afterwards.
Expected value	The weighted average of all possible values of a variable, where the weights are the probabilities (in %s).
Five case model	A systematic framework for the development and presentation of the business case, comprising of the strategic, economic, commercial, financial and management dimensions of the Case.
Full Business Case (FBC)	The completed business case and third stage in the development of a business case for a significant projectprogramme, which identifies the most economically advantageous offer following procurement, confirms affordability and puts in place the detailed arrangements for successful delivery.
Market value	The price at which a commodity can be brought or sold, determined by the interaction of buyers and sellers in a market.
Monte Carlo analysis	A technique that allows assessment of the consequences of simultaneous uncertainty about key inputs, taking account of correlation between these inputs.
Net present social cost (NPSC)	The discounted value of a stream of future costs.
Net present social value (NPSV)	The discounted value of a stream of future costs and benefits. The NPSV provides the present values of the sum of a future costs and benefits.
Opportunity cost	The value of the most valuable alternative uses of an asset or the cost of something in terms of an opportunity forgone.
Optimism bias	The demonstrated systematic tendency for appraisers to be over-optimistic about costs, benefits and time taken to complete a proposal.
Option appraisal	The process of defining objectives, examining options and weighing up the costs, benefits, risks and uncertainties of those options before a decision is made.
Options Framework filter	A systematic framework for the generation of a wide range of possible options (the 'long-list') and the filtering of a few possible options for CBA/CEA (the 'short-list') and identification of the preferred option (Flanagan JC (2006))
Outline Business Case (OBC)	The 'intermediate' business case and second stage in the development of a business case for a significant project, which identifies the option offering best public value for spend, confirms the Deal and affordability, and puts in place the arrangements for successful delivery.
PFI/PF2	Private Finance Initiative
PPP	Public Private Partnerships

Public Sector Comparator (PSC)	<p>Or Comparable Public Option is an option for direct public provision with comparable output assumptions to a Public Private Partnership option, including allowances for risk and tax. This creates a level playing field in support of a true comparison in social value terms.</p> <p>Sometimes referred to as the Reference Project or Outline PSC.</p>
Qualitative benefits	Benefits that are not readily measurable or monetisable.
Required rate of return	A target average rate of return for a public sector trading body, usually expressed as a return on the current cost value of total capital employed.
Risk	The likelihood (measured by its probability) that a particular event will occur.
Sensitivity analysis	Analysis of the effects on an appraisal of varying the values of key variables.
Spending objectives	The 'targeted' outcomes for the scheme, which reflect the rationale for the intervention and must be made SMART for the purposes of monitoring and evaluation. Often referred to as the spending or investment objectives for the scheme.
Strategic Outline Case (SOC)	The 'early' business case and first stage in the development of a business case for a significant project, which makes the case for change and appraises the available options.
Strategy	The strategic context for the programme which demonstrates how the programme aligns with other projects and programmes within the strategic portfolio to deliver the mission and vision of the organisation in the longer term.
Switching values	The point at which the choice of the preferred option would switch to another option due to any uncertain costs and/or benefits.
Transfer payment	A payment for which no goods or services are received in return.
Uncertainty	A scenario within which probabilities have not been identified for a range of possible outcomes.

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