

Appendix A

Website Project Exemption Proposal Guidance and Template

The following website project proposal guidance has been provided to assist with website project proposal preparation.

Stage 1: Technical Review

The Technical Review process assesses the technical viability of the proposed project, as well as the proposed project approach.

Proposed project approach

In outlining the proposed project approach, the submission could take into account (but not limited to) the following considerations:

- The proposed project governance methodology and control environment
- Use of prototyping and proof of concepts
- Are agile design and user-centred processes applied to enable flexibility and iteration to processes to allow response to feedback, continuous improvement and adaptation to change, versus a 'big bang' approach?
- What options were considered to minimise the project investment cost?

Technology environment

In outlining the proposed technology environment, the submission should identify what, if any, platform or technology choices have been made. If a technology choice has not yet been made, outline the proposed approach to selecting technology platforms.

If a technology platform has already been selected, outline the rationale for the decision. In doing so submission could take into account (but not limited to) the following considerations:

- What technology options were considered?
- What consideration was made for potential dependencies or integrations into a different technology platform (e.g. ServiceWA)?
- How were the risks and constraints associated with the selected technology managed?
 - Eg. Are open standards being adopted to better support transition between platform technologies when required?
 - Could a different solution architecture achieve the same outcomes and be more cost effective?
- What options have been considered to minimise the future impact of transitioning to another platform (e.g. ServiceWA platform)
 - Have approaches to minimise upfront spend or to ease the transition to another platform been identified? (e.g.: As-a-service vs. license contracts)
 - Have solution architecture principles been adopted that will minimise potential impacts, such as loose coupling, and implementing discrete services functionality as micro services?
- What is the Total Cost of Ownership for the proposed solution? Include cost tables in order to provide a breakdown of the cost categories.

Stage 2: Business Impact Group/CIO Advisory Committee Review

The BIG/CIO Advisory Committee assessment of the website exemption proposal focuses on the business urgency of the proposed approach.

Business urgency justification

- Outline the business benefits to be achieved from the proposed approach, including Return of Investment and/or intangible benefits.
- How are the benefits derived?
- What is the urgency of delivering the website now versus delaying it until the ServiceWA platform is available?
 - Can the information and/or services be delivered through existing systems, websites or through a different medium in the short term?
 - What opportunities have been explored for collaboration with other agencies with similar interests to deliver a more complete view of the information and/or services available for a particular topic area?

Stage 3: Director General ICT Council assessment

The DG ICT Council will make a decision on the submission based on the cost/benefit of the proposed website project, taking into account the recommendations from the BIG/CIOAC and TRG assessments.

Cost/Benefit justification

- What is the Cost Benefits Analysis of the proposed approach?
 - Website project justification should take into consideration costs associated with the total cost of ownership, including creation (incorporating design and branding cost) and implementation costs (including marketing cost), ongoing maintenance costs, operating costs and cost to transition to the ServiceWA platform in the future (including potential throwaway investment of the proposed interim solution).
- Can the cost of the proposed project be minimised?
 - Could a different solution architecture achieve the same outcomes and be more cost effective?
 - Will delaying the project cost more in the future? Demonstrate with evidence from project cost calculations.
- What is the risk management approach?
 - What is the level of executive oversight of risk assessment and resulting mitigation strategies?