

Concept Note / Feasibility Study

In this phase the need for a new software project is identified through a situation assessment that defines the current problems or gaps, possible alternative solutions, the proposed solution option and goals or outcomes that need to be achieved. The identified project should be aligned with the sector specific strategies and with the institution's IT blueprint and roadmap. Depending on the expected value of the project, a concept note or feasibility study is required.

- Concept note for projects below USD 1 M [Mandatory]
- Feasibility study for projects above USD 1M [Mandatory]
- Approval process for concept note / feasibility study [Mandatory]

Concept note for projects below USD 1 M [Mandatory]

For projects expected to have a value below 1 million USD, a concept note is required.

The concept should have the following key components:

1. Situation assessment and identification of possible alternative solutions
2. Logical framework outlining the Project's result chain through presentation of overall objective (impact), specific objectives (outcome(s)), outputs, and activity matrix with details on means (resource inputs) and costs
3. Justification of the selected technical option
4. Conceptual solution for the selected option
5. Detailed budget estimates for the project
6. Basic implementation plan and milestones
7. Identification of Funding and Cost Recovery Options
8. Project's Socio-Economic Impact
9. Justification in relation to the National Planning Framework and sector objectives
10. Conceptual Study

Feasibility study for projects above USD 1M [Mandatory]

A feasibility study is required for projects whose expected value is above USD 1 million.

Key components of a feasibility study include:

1. Description of the context
2. Definition of objectives and logic of the intervention
3. Identification of the project
4. Demand and option analysis
5. Environmental and social considerations including Environmental and Social Impact Assessments
6. Technical design and cost estimates
7. Plan for implementation and - if applicable - operation of the project
8. Financial, economic and sensitivity analysis
9. Risk analysis
10. Conclusions and recommendations

Approval process for concept note / feasibility study [Mandatory]

The Chief Digital Officer/Head of IT Unit should take the lead in developing the concept note or feasibility study. The identified project should be in line with the institution's IT blueprint and roadmap.

The concept note or feasibility study should be approved by the Head of the institution/Chief Budget Manager before submission to RISA for approval along with the ICT Needs Planning Template.

For more details on the submission and approval process for new software projects please refer to the ICT Spend Control Guidelines for Public institutions.

Outputs: Project concept note or Feasibility study