



# BUSINESS CASE CHECKLIST for ARIZONA STATE AGENCIES

Arizona state agencies needing funding for transformation projects are required to submit a budget request to the **Governor's Office of Strategic Planning & Budgeting (OSPB)**. Building a robust business case is a vital component of this decision package.

Additionally, for Information Technology (IT) projects that cost \$25,000 or more, the agency is required to work with their assigned Arizona Dept of Administration - Strategic Enterprise Technology (ADOA-ASET) Engagement Manager, to evaluate the project and submit a **Project Investment Justification (PIJ)** for approval by the ASET Oversight team. The PIJ gathers information to build a business case.

Creation of the OSPB decision package and the PIJ are complex endeavors that require a thorough understanding of the business need, current state gaps and impacts, future state business requirements, recommended solution, and future state benefit and cost analysis.

**Use the checklist on the following page to understand your readiness to complete a PIJ and build an OSPB decision package for your project.** This is not an exhaustive list. However, if you can provide all the information on the checklist you are well-positioned to proceed with the development of the budget request and submitting a PIJ.

Connect with us to learn about MSSBTA's approach to formulating business cases and tracking business value.

[Advisory@mssbta.com](mailto:Advisory@mssbta.com) or **602-387-2100**

Approved Vendor State Consulting Services Contracts:  
# ADSP0 17-171753, # AR2488 SHI NASPO, Knowledge Services Master Services Agreement

Approved Vendor Maricopa County Consulting Services Contract: # 171074-S

Qualified Vendor List City of Phoenix: # 151507 / RFQu 20-031

**MSS**  
Business Transformation Advisory

www.MSSBTA.com | 602-387-2100  
© 2020 MSS Business Transformation Advisory



# BUSINESS CASE PIJ and DECISION PACKAGE CHECKLIST

*Use the following checklist to understand your readiness to complete a PIJ and build an OSPB decision package for your project.*

- Operational issue or business need with impact on agency mission and goals
- Comprehensive list of functional/non-functional business requirements from internal, external stakeholders (performance, data migration, usability, security, privacy requirements)
- Prioritize requirements into Must-Have, Important-to-Have, and Nice-to-Have
- Current state gap analysis and impact assessment
- Proposed solution and how it addresses the business need
- Proposed technical architecture with documented criteria for selection
- Project road map with critical milestones. Include vendor assessment, selection, training
- Up-front project costs, e.g., hardware, initial software licenses, training, taxes etc.
- Ongoing support costs for sustaining proposed solution over 5-year lifecycle, e.g., ongoing vendor hosting, annual maintenance and support not acquired, disaster recovery etc.
- Quantitative/qualitative benefits of proposed solution, including ROI
- Hardware procurement strategy plan if project requires servers, laptops, peripherals etc.
- High-level resource and skills plan, including implementation partners, vendors, and others
- Funding sources with contingency plans

If there are gaps in the information you need to create a compelling budget request or PIJ, please contact MSSBTA. We have assisted several Arizona state agencies through this process and would be delighted to develop these deliverables for your agency.

[Advisory@mssbta.com](mailto:Advisory@mssbta.com) or **602-387-2100**

**MSS**  
Business Transformation Advisory

www.MSSBTA.com | 602-387-2100  
© 2020 MSS Business Transformation Advisory