

"India : e-Delivery of Public Services DPL" Project

PROJECT PROPOSAL TEMPLATE

SECTION I

**I. BACKGROUND OF PROJECT AND OTHER BASIC INFORMATION**

- a) Title of the Project
  
- b) Project Initiator details
  - i) Department initiating the project
  - ii) Background of the department
  - iii) Name and Job Title of the key contact person (person responsible for initiation)
  - iv) Contact details:
    - ◆ Address :
    - ◆ Fax :
    - ◆ Landline :
    - ◆ Mobile :
    - ◆ Email :
  
- c) Implementing Agency details
  - i) Name of the Implementing Agency
  - ii) Date of Establishment (if applicable)
  - iii) Name and Job Title of the key contact person (person responsible for implementation)
  - iv) Contact details :
    - ◆ Address :
    - ◆ Fax :
    - ◆ Landline :
    - ◆ Mobile :
    - ◆ Email :
  
- d) Location of project implementation

**SECTION II**

**II. PROJECT OVERVIEW OR SUMMARY**

Provide a project snapshot covering the following aspects:

- a) Identification of stakeholders
- b) Reform area(s) the project is designed to address
- c) Explain in brief the causes and effects of reform area(s)
- d) Highlight in concrete terms the targets envisaged to be achieved.

**Table 1**

<b>Targets</b>	<b>Existing Parameters</b>	<b>Proposed Parameters</b>

- e) Is the project:
  - i) A Pilot or
  - ii) A Roll out of the project subsequent to Pilot phase (give details of pilot in previous experience section)
  - iii) Roll out Project without Pilot phase
- f) Past experience and lessons learnt
- g) Outline in broad terms project activities and timelines

**Table 2**

<b>Reform Area</b>	<b>Activities</b>	<b>Timeline</b>
Outcome 1		
Outcome 2		
Outcome 3 and so on...		
<b>Cross-cutting Activities</b>		

- h) Project Cost with complete item-wise details:

**Table 3**

*(Rupees in Lakhs)*

Costs	Year 1	Year 2	And so on
Investment Costs			
Recurring Costs			
Total			

i) Sources of funding

**Table 4**

*(Rupees in Lakhs)*

Year	Sources of funding	Nature of assistance	Amount of funds (INR)	Total amount of funds (INR)
Year 1				
Year 2 and so on				
<b>TOTAL</b>				

**SECTION III**

**III. PROJECT DETAILS INCLUDING ITS IMPLEMENTATION MODEL**

a) Goal

b) Objectives:

- ◆ Specific (to the objective it is supposed to measure)
- ◆ Measurable (either quantitatively or qualitatively)
- ◆ Achievable (can be realistically achieved)
- ◆ Relevant (to information needs of those measuring the objectives)
- ◆ Time bound (so we all know when the objectives are to be achieved)

c) Stakeholder Analysis

- ◆ Identification of stakeholders and description of their roles and responsibilities, level of influence and proposed engagement/communication strategy

**Table 5**

<b>Stakeholder Group</b>	<b>Roles and Responsibilities</b>	<b>Level of Influence</b>	<b>Engagement/Communication Strategy</b>

d) Reform Area(s)/Outcomes

e) Implementation strategy

<b>Please provide narrative description of the implementation strategy for the project</b>

f) Key Activities

i) Scoping Study (prior to pilot/roll out phase)

<b>Please provide narrative description of each activity undertaken</b>

Summarise the same in the table below:

**Table 7**

*(Rupees in Lakhs)*

Name of the Agency <i>(that has undertaken the study)</i>		
Sub Activity, if any	Time taken	Expenditure incurred

ii) Process Re-engineering

<b>Please provide narrative description of each activity and summarize below</b>

Summarise the same in the table below:

**Table 8**

*(Rupees in Lakhs)*

Sub Activity, if any	Estimated Time frame	Estimated Cost

iii) Change Management

<b>Please provide narrative description of each activity and summarize below</b>

Summarise the same in the table below:

**Table 9**

*(Rupees in Lakhs)*

Sub Activity, if any	Estimated Time frame	Estimated Cost

iv) Infrastructure (including technology)

Please provide

- ◆ As- Is scenario

**Table 10**

Description	Location 1	Location 2	Location 3	Provide all locations....	Total
<b>Back end (including database management tools used)</b>					
<b>Middle ware (including application software)</b>					
<b>Front end delivery channels (including application software)</b>					
<b>Network devices</b>					
<b>Information Security</b>					

- ◆ Options Analysis

<p><b>Please provide detailed description of various options and reason for selecting the given option (Technology – including Networking, backend, middleware, front end and security standards being adopted)</b></p>

## ◆ To-Be scenario

**Table 11**

Description	Location 1	Location 2	Location 3	Provide all locations....	Total
<b>Back end (including database management tools used)</b>					
<b>Middle ware (including application software)</b>					
<b>Front end delivery channels (including application software)</b>					
<b>Network devices</b>					
<b>Information Security</b>					

- ◆ Description of application (s) to be developed in terms of the software platforms and technical architectures, and the standards for system engineering to be adhered to.)
- ◆ Other Details
  - (a) Network Architecture
  - (b) Conformance to security standards on data, network, software, etc
  - (c) Conformance to technological standards on inter-connectivity and inter-operability
  - (d) Scalability
  - (e) Service providers
  - (f) Linkages with core infrastructure (SWAN, SDC and CSC)
  - (g) Estimated time frame and costs

**Table 12***(Rupees in Lakhs)*

Description	Estimated Time Frame	Estimated Costs Involved	Any comments
<b>Back end (including database management tools used)</b>			
<b>Middle ware (including application software)</b>			
<b>Front end delivery channels (including application software)</b>			
<b>Network devices</b>			

Description	Estimated Time Frame	Estimated Costs Involved	Any comments
<b>Information Security</b>			

v) Monitoring, Evaluation and Assessment

- ◆ Indicators for assessment of success/ failure in terms of Goals, Objectives, Outputs, Outcomes and means of their verification
- ◆ Listing of all sub-activities along with their cost and time estimates and persons responsible for the same

<b>Please provide narrative description of the indicators, activities and strategy below</b>

Summarise the same in the table below:

**Table 13**

*(Rupees in Lakhs)*

Sub Activity	Persons/ agencies responsible	Estimated Time frame	Estimated cost

vi) Other Activities like Civil Works, etc (please identify each separately)

<b>Please provide narrative description of each sub-activity</b>

Summarise the same in the table below:

**Table 14**

*(Rupees in Lakhs)*

Sub Activities, if any	Persons/ agencies responsible	Estimated Time frame	Estimated cost



- g) Organization structure
  - i) Existing and proposed Organization structure of the Line Department/ Project Implementation Unit in which the project is to be implemented (in the form of an organogram)
  - ii) Staffing and deployment strategy

**Table 15**

Position	Roles and Responsibilities	Number	Location
Project Implementing Unit			
Line Department			

- h) Assumptions and Risk Management
  - i) Assumptions
  - ii) Risk Assessment Matrix

**Table 16**

Impact	Low	Medium	High
<b>Probability</b>			
<b>Low</b>			
<b>Medium</b>			
<b>High</b>			

- iii) Measures for risk mitigation

**Table 17**

Description of Risk	Risk mitigation measure	Stakeholders involved

- i) Project indicators and their achievement targets year-wise
- j) Project Costs and financing
  - i) Project Cost (to be provided in annexure I attached with this template)
  - ii) Financing model

**Table 18***(Rupees in Lakhs)*

Period	Centre		State		Others (including private sector support)		Total
	Amount	Nature of Assistance	Amount	Nature of Assistance	Amount	Nature of Assistance	
<b>Total</b>							

- k) If Public Private Partnership (PPP) model is being adopted - provide key design features, business and financing model including the proposed cost sharing arrangement.
- l) Sustainability plan, if any in place, for the project
- m) Implementation arrangements
- i) Management arrangements (including project management team proposed)
  - ii) Contracting arrangements
  - iii) Accounting and audit arrangements
- n) Detailed Work Plan

<b>Please provide narrative description of phasing of the project, critical dependencies and key milestones for the project</b>

i) The schedule of implementation along with identification of responsibilities to be provided in table below

**Table 19**

Project activities	Responsibility	Target date	Year 1				Year 2 and so on			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4