Capgemini

Public Sector Green Book and Five Case Model Business Case Assurance

G-Cloud 14

November 2024

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1   Service Overview

Capgemini's business case assurance service can provide assessment of existing business cases against HM Treasury standards and can support government organisations in delivering business cases for their cloud, digital, data, and technology projects, programmes and portfolios.

Capgemini's business case assurance methodology aligns with the UK government's five case model of developing business cases and green book investment guidance. It can provide a maturity assessment of the overall business case, as well as individual ratings and priority development points for the strategic case, economic case, commercial case, financial case and management case. Capgemini can also review the economic and financial model underpinning the case. The methodology can be applied at any business case stage, whether strategic outline, outline case or full business case for projects, or a programme business case.

2   Business Need

The business need is to review the level at which the business case is developing and articulating the activities completed or planned to shape, plan and deliver the value from a project or programme.

Capgemini's approach to business case assurance can support the client to review and deliver a business case, spending review, impact assessment, and an associated set of benefits (including quantifiable, monetisable, cashable, performance, people and financial benefits) to deliver against this business need by providing an assessment and prioritised plan to take the business case from its current state through to approval.

Capgemini can review and evaluate key elements of the business case, such as whether it is an easy to understand case for change, the process taken to develop detailed analysis of options, the clarity of spending objectives and critical success factors, and the appropriate calculation and treatment of costs, benefits, and net present values. This analysis can also include the assessment of the use of HM Treasury-recognised techniques such as optimism bias and sensitivity analysis.

3   Capgemini's Approach

Capgemini can use its business case assurance methodology to assess existing business cases at any stage or maturity and provide stakeholders and approvers with increased business case delivery confidence. Capgemini specialise in cloud, digital transformation, technology, IT, sustainability and natural capital projects and programmes.

Capgemini's assessment tool can structure an assessment of the maturity of each aspect of the five cases against the appropriate level of evidence required in each programme or project context. Each case can be provided with a maturity level and the key activities to progress development of the business case.

Capgemini can also review economic and financial models and highlight assumptions or treatments of figures to be further validated with key stakeholders.

By applying Capgemini's business case assurance methodology, increased value from major projects and programmes may be achieved by clients through their business case. Capgemini's methodology can:

- Support progression through internal approval processes
- Support progression through HM Treasury Approvals Process (TAP)
- Check business case fits organisation's overall policies, strategies, priorities
- Provide stakeholders and approvers with business case delivery confidence
- Help shape activities required to deliver the business case
- Help realise benefits earlier through business case approval

- Help mitigate business case development mistakes/ enact risk-management procedures
- Apply the Aqua Book RIGOUR framework for quality assurance
- Apply verification and validation (V&V) to deliver good quality analytical assurance

4   Buyer Responsibilities

Please refer to the Supplier Terms listed with this service on the Platform. These may contain additional Buyer obligations/costs the Buyer is subject to that are not identified anywhere else in the Supplier's Application or on the Platform.

The Buyer responsibilities as part of this service are as follows:

- Adequate and timely provision of input data required for economic and financial modelling (if exists in the organisation)
- Adequate access to key stakeholders and decision makers (technical, policy, strategy, legal, comms, economic, commercial, financial and business SMEs).
- Identification of a Senior Responsible Owner(s) to sign off on the business case

If these responsibilities do not match your expectations, then please contact us in order that Capgemini can explore options to vary our approach.

5   Service Management

This service can be delivered as a defined project or on a day rate basis.

6   Protection of Data

This service is based on a security classification of 'Official', however should you have a requirement for a different security classification that you would like us to consider, please contact us to discuss.

7   On-boarding and Off-boarding

Prior to the execution of the Order, the Supplier and the Buyer will agree the scope of the exit plan for the Services and a timescale for delivering an exit plan to ensure continuity of service.

Capgemini shall undertake on-boarding and off-boarding activities agreed within the Order Form and an exit plan in line with the Call-Off Contract terms which will be charged for in accordance with the Pricing section for this service.

8   Skills and Knowledge Transfer

Capgemini recognises that skills and knowledge transfer is a critical element in the provision of G-Cloud services to public sector clients. Where possible and applicable, this forms part of the delivery plan for the service agreed at the start of the engagement. Capgemini's consultants and engineers are experienced in providing skills and knowledge transfer for major private and public sector clients.

Where appropriate, Capgemini may use a standard approach, tailored to topic, skills-gap and individual, to support consistency and effectiveness. The approach, Capgemini's Assess-Plan-Implement framework, has been used repeatedly by our teams to structure the work involved in transferring skills and creating new teams capable of driving and sustaining change long after the end of the formal programme. The framework can be applied throughout a project to understand knowledge transfer objectives, plan training delivery methods and materials, and deliver and evaluate success.

9 Partnerships/Alliances

There are no partners and/or alliances included as part of these services

10 Vendor Accreditations/Awards

Capgemini is accredited by APMG to deliver HM Treasury Better Business Cases for Government Foundation and Practitioner courses and examinations. Capgemini have over 140 consultants trained with the Foundation qualification (the recommended minimum level for delivering business cases in government) and can offer the training to clients as part of our engagements.

For the 12th year in a row, Capgemini has been recognized as one of the World's Most Ethical Companies® by the Ethisphere® Institute. This is an acknowledgment of our ethical culture that makes us an employer of choice and responsible player in the eyes of our clients, shareholders, and the wider community.

ISO 9001 Quality Management for Management Consultancy and IT Implementation and services to the Public Sector

ISO 27001:2013 - Provision (Delivery) of IT services including business applications development, maintenance and Data, Digital and Cloud technologies.

NelsonHall has identified Capgemini as a Leader in its 2022 NEAT Vendor Evaluation for Learning Services due to its ability to meet future client requirements as well as its capability to deliver immediate learning benefits to them.

Capgemini is the first amongst consultancy and technology firms to be recognized six times in a row for its thought leadership reports.

2023 Ecovadis Platinum Rating: We maintained a platinum rating, recognising us as a responsible and sustainable business in the top 1% of companies assessed.

Better Society Awards: Our collaboration with Code Your Future to offer digital skills training won a Better Society Award in 2022. The awards celebrate efforts by commercial organisations to create a better society.

Inclusive Top 50 UK Employers List: We achieved second place in the Inclusive Top 50 UK Employers List 2022/23 – a list that assesses companies for best practice on diversity, equality and inclusion

UK Best Workplaces for Women: We were listed as a Best Workplace for Women by Great Place to Work®. This listing is based on responses from our team to an anonymous survey about their employee experience.

UK Best Workplaces for Wellbeing: We are listed by Great Place to Work® as a Best Workplace for Wellbeing

Great Place to Work: We were certified as a Great Place to Work® in 2023, reflecting our employees' experience of working at Capgemini in the UK.

11 Sub-contractors

Capgemini UK may use the following subcontractors to deliver this service:

- Capgemini Technology Services India Limited.

12 Business Continuity and Disaster Recovery

No disaster recovery plan is provided as part of these Services.

13 Pricing

This service is priced in accordance with the SFIA Rate Card attached. Capgemini can also provide offshore resources at reduced rates where appropriate. Projects can be priced either on a Time & Materials or Fixed Price basis.

14 Ordering and Invoicing

Please refer to the Supplier Terms for this service.

Capgemini would be pleased to arrange a call or meeting to discuss your requirements of our service in more detail.

15 Termination Terms

Please refer to the Supplier Terms for this service.
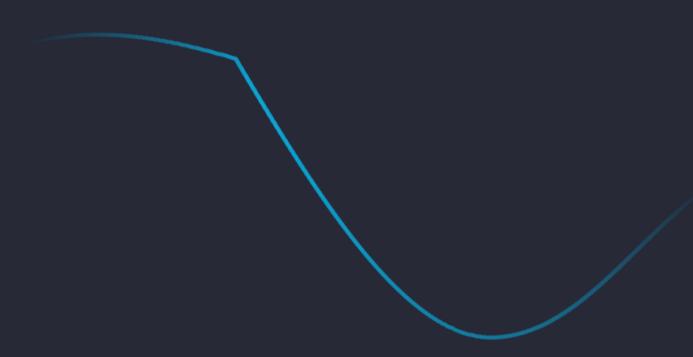
16 Further Information

For more information about this or any of Capgemini's G-Cloud services, please contact our Public Sector Team.

Phone: 0370 904 4858

Email: publicsector.opps.uk@capgemini.com including the following information:

1. The name of this service.
2. The name of your organisation.
3. Your name and contact details.
4. A brief description of your business situation.
5. Your preferred timescales for starting the work.

About Capgemini

Capgemini is a global business and technology transformation partner, helping organizations to accelerate their dual transition to a digital and sustainable world, while creating tangible impact for enterprises and society. It is a responsible and diverse group of 340,000 team members in more than 50 countries. With its strong over 55-year heritage, Capgemini is trusted by its clients to unlock the value of technology to address the entire breadth of their business needs. It delivers end-to-end services and solutions leveraging strengths from strategy and design to engineering, all fueled by its market leading capabilities in AI, cloud and data, combined with its deep industry expertise and partner ecosystem. The Group reported 2023 global revenues of €22.5 billion.

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