

Public Sector Green Book and Five Case Model Business Case Assurance

G-Cloud 15





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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 AI, 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 (a step-by-step approach formed after years of engagements with public sector organisations) to assess existing business cases at any stage or maturity and provide stakeholders and approvers with increased business case delivery confidence.

Capgemini's Step-by-Step approach can follow:

- Diagnostics Tool Assessment
 - To determine the maturity of content in each area of the business case against Treasury guidance
- Workshops and Interviews
 - Key stakeholder engagement; for example, with economists, finance, commercial, strategy, and SROs responsible for the business case
 - Supporting evidence and assumptions are inspected to determine the strength of each area of the business case compared to approvals guidelines and expectations
- Draft Reporting
 - A draft report provided, with initial conclusions and findings presented for comment and feedback
 - Outstanding areas of enquiry and feedback on draft used to update the report
- Final Reporting



- A final report details key findings, conclusions and priority recommendations with next steps. Recommendations for updating the business case can be provided in text format to allow the business case to be updated quickly
- Discovery and Remediation
 - If requested, we will work with you to conduct a discovery exercise to identify further evidence to strengthen the business case, such as a detailed benefits assessment to develop and author revisions for the business case

Our approach supports delivery by focussing on the requirements to allow business cases to pass through internal approvals and governance processes quickly. Capgemini do this by working alongside internal stakeholders early to understand the requirements and level of robustness required for each part of the business case, such as economic, commercial and financial. Capgemini specialise in AI, cloud, digital transformation, technology, IT, sustainability and natural capital projects and programmes, but can also support a wider range of 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's approach to assurance encompasses checks and balances throughout the business case process, not just at the end, including business cases at SOBC, OBC, and FBC stage. Capgemini involve all necessary stakeholders at regular intervals, increasing collaboration closer to business case submission. This allows reviews of text, tables, and economic and financial models to be quality assured iteratively in order for deadlines to be met ahead of the internal and HM Treasury approvals processes. Quality Assurance (QA) approaches can vary between government departments, and Capgemini's early engagement with central analysis teams and wider stakeholders allow us to follow the appropriate Aqua Book and internal guidance.

Capgemini can also review economic and financial models, including business critical models (BCMs), highlighting 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 by conducting a multi-stage assurance review
- Support progression through HM Treasury Approvals Process (TAP) following internal reviews
- Check business case fits organisation's overall policies, strategies, priorities, as well as ensure the options are viable with an appropriate preferred way forward to provide internal approvals with confidence
- Provide stakeholders and approvers across policy, commercial, strategy, economics, finance, business, IT and programme teams delivery confidence by aligning all stages within a business case, and meeting internal approvals guidance
- Help shape activities required to deliver the business case such as workshops with stakeholders across the government organisation which will support alignment across all elements of the business case
- Help identify monetised and non-monetised benefits via robust modelling and support realising benefits earlier through business case approval including responsible owners and benefits realisation plans
- Help mitigate business case development oversights/ enact risk-management procedures, such as creating robust risk registers with mitigations where appropriate
- Apply the Aqua Book RIGOUR framework for quality assurance, and any internal guidance and procedures
- 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 170 consultants trained at least at the Foundation qualification (the recommended minimum level for delivering business cases in government), with over 20 consultants at Practitioner Level. Capgemini also offer internal Economics and Finance Coaching. Capgemini can offer all training to clients as part of our engagements.



For the 13th year in a row, Capgemini has been recognised as one of the World's Most Ethical Companies® by the Ethisphere® Institute. This is an acknowledgement 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, generative AI, cloud and data, combined with its deep industry expertise and partner ecosystem. The Group reported 2024 global revenues of €22.1 billion.

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