

IT INVESTMENT MANAGEMENT - SELECT PHASE (1.0)
 BUSINESS CASE DEVELOPMENT STAGE (1.3)
 SCO COORDINATES THE REVIEW AND REVIEWS THE BUSINESS CASE (1.3.7)
 DATA MANAGEMENT DRILL DOWN (1.3.7.DM)

Number	Phase/Stage/Task	Process Description
1.3.7.DM.1	Data Management Staff conducts an analysis of the Business Case	Purpose: To provided the SCO with the Data Management findings and recommendations for the technical and project management review.
		Deliverables: Statement of findings, recommendations, and any additional comments concerning the Business Case.
		Time Frames: The Data Management Group has 10 working days to review the Business Case.
		Who's Involved: Data Analysts. Data Management Supervisor
1.3.7.DM.1.1	Determine if Business Case has identified high level Data Groups	Purpose: Verify that the high level Data Groups have been identified, or justification for a new Data Group has been submitted.
		Deliverables: Assessment of identified Data Groups
		Time Frames: This is included with the 10 working days that the Data Management Group has to review the Business Case.
		Who's Involved: Data Analysts
1.3.7.DM.1.2	Determine if Business Case has identified source(s) of Data	Purpose: If applicable, verify that an existing data source has been identified and a high level data conversion process has been described.
		Deliverables: Assessment of data sources.
		Time Frames: This is included with the 10 working days that the Data Management Group has to review the Business Case.
		Who's Involved: Data Analysts

Number	Phase/Stage/Task	Process Description
1.3.7.DM.1.3	Determine if Business Case has identified Data Sharing Opportunities	Purpose: If applicable, verify the data sharing activities have been described.
		Deliverables: Assessment of data sharing
		Time Frames: This is included with the 10 working days that the Data Management Group has to review the Business Case.
		Who's Involved: Data Analysts
1.3.7.DM.1.4	Determine if all affected National Data Stewards have been identified	Purpose: Verify that the appropriate National Data Stewards have been identified.
		Deliverables: Assessment of the identification of the National Data Stewards
		Time Frames: This is included with the 10 working days that the Data Management Group has to review the Business Case.
		Who's Involved: Data Analysts
1.3.7.DM.1.5	Determine if Business Case proposes to use existing Data Standards or develop new Data Standards.	Purpose: Verify that the issue of Data Standards has been addressed .
		Deliverables: Assessment of data standards issue.
		Time Frames: This is included with the 10 working days that the Data Management Group has to review the Business Case.
		Who's Involved: Data Analysts
1.3.7.DM.1.6	Determine if data management costs have been incorporated into the Business Case	Purpose: To ensure that identified data management costs and benefits have been identified and incorporated into the Business Case.
		Deliverables: Assessment of the data management costs and benefits to be used in the ROI calculations.
		Time Frames: Included with the 10 working days

Number	Phase/Stage/Task	Process Description
1.3.7.DM.2	Data Management Staff develop findings and recommendations	Who's Involved: Data Analysis, Data Group Manager
		Purpose: To provide SCO with all information necessary to evaluate the Business Case
		Deliverables: Statement of findings, recommendations, and any additional comments concerning the Business Case.
		Time Frames: This is included with the 10 working days that the Data Management Group has to review the Business Case.
1.3.7.DM.3	Data Management Staff contacts Project Manager to offer guidance / assistance	Who's Involved: Data Analysts
		Purpose: To offer assistance in the development of the, Acquisition and Project Plan, offer assistance to conduct an impact analysis or any other data issues related to the project.
		Deliverables: Contact with Project Manager
		Time Frames: N/A
Who's Involved: Data Analysts, Data Management Supervisor		