**Proposed MITHI Concept Paper**

**Final Version**

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| **Agency:** | | Provide the name of the proponent agency. If appropriate, the name of the unit within the agency that is leading the development of the project should be provided. | | |
| **Title:** | | Provide the title of the proposed project. Ideally the title should provide some indication of either the problem or the nature of the proposed initiative (solution to the problem). | | |
| **Rationale and Proposal Background** | | Proponents are asked to provide a brief description of the problems and challenges being addressed by the project. This section should include an explanation of the reasons why the agency should be taking the lead in addressing the problem, including direct references to the agency’s mandate and reform agenda. Proponents may also cite possible opportunities that can be created through the project.  The section should also provide statements as to how addressing the problem will contribute to meeting GOP priorities – with direct references to appropriate elements of the key result areas under EO No. 43 (2011), the Philippine Development Plan 2011-2016, the Government Information Systems Plan, the Philippine Digital Strategy and/or other related documents or reports.  Box 1.0 provides some questions that can help the proponents in presenting the main points and ideas for the section. Kindly limit your discussion to 500-700 words for this section. | | |
|  | | **Box 1.0:** Guide Questions for Rationale and Proposal Background   1. What is the nature of the problem being addressed by the project? 2. How can the proposal be linked to the agency’s mandate? How can the project support current government plans and priorities? 3. Can the proposal be considered as a mission critical project? How can service interoperability and harmonization address the challenges? | | |
| **Objective(s)/ Expected Results:** | | Proponents are asked to present clear and concise statements pertaining to the project’s objectives. Kindly state objectives following the S (specific) -M (measurable) - A (achievable) - R (realistic) – T (time-bound) principle.  Depending on the size of the project, a set of sub-objectives may be provided that help to clarify specific intentions.  If the project is intended as a “pilot”, the agency should provide a clear statement of intent to replicate/scale-up the project if the expected results of the pilot project are achieved.  Kindly limit your discussion to 300-500 words for this section. | | |
| **Operational Concept, Schedule & Deliverables** | | Provide a brief description explaining how the project will be implemented (e.g. Strategy, approach, or model) and the processes that will be used to ensure successful implementation of the project. This section should also provide the deliverables per phase of the project.  The systems diagram/architectural design and the Gantt chart are mandatory annexes. For projects PhP 50 million and above, additional annexes are required (e.g. CV, detailed costing, process map, flowcharts, etc.). Otherwise, annexes are optional.   |  |  |  | | --- | --- | --- | | **Project Phase** | **Description** | **Specific Outputs** | |  |  |  | |  |  |  |  1. **Project Phase**- Clear project phases or project management framework 2. **Description**- Description of the various activities and milestones for each phase 3. **Specific Outputs**- enumerate the general outputs/deliverables per phase   Kindly limit your discussion to 400-600 words for this section. | | |
| **Scope and Estimated Cost:** | | Provide descriptions and explanations that will define the size and limitations of the proposed project. A discussion of the project scope includes, but is not limited to some of the following considerations:  a) Specific geographic location;  b) Particular group as the target beneficiary and other stakeholders;  c) A particular approach (participatory, consensus, customer/client/citizen focus);  d) Particular concern or issue (occupational, gender, environmental, etc.); timing, duration and level of effort.  In a separate section, provide an initial estimate of the anticipated range of the cost of the proposed project (based on previous experience and/or in consultation with specialists). A more detailed budget estimates will be developed as part of the project plan.   |  |  |  | | --- | --- | --- | | **Phase or Component and Activities** | **Resources (these are the cost items like PCs, Servers, Server OS, Internet Subscription, Training, other services, etc.)** | **Estimated Cost (in PhP million)** | |  |  |  | |  |  |  | | | |
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|  | **Issues/Risks:** | Identify and describe the possible major issues that may need to be addressed either prior to or during the implementation of the proposed project.  For each issue identified, propose a possible solution that could be explored during the development of the project plan in order to manage the risks associated with each of the identified issues. | |
| **Issue/Risks Identified** | **Possible Solution(s)** |
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|  | **Performance Measurement Framework (PMF)** | Indicate the framework by which objectives of the project are identified, targets are declared, and specific processes are applied to monitor and measure attainment of these objectives and targets. | |

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|  | **Hierarchy of targeted results** | **Objectively verifiable indicators (OVI)** | **Baseline data**  **(Note: This is optional)** | **Specific Outcome/Indicator Targeted in PDP 2011-2016 Results Matrices** |
|  | 1 | 2 | 3 | 4 |
|  | This column presents the hierarchy of objectives of the EGF Project clustered into ultimate outcome, intermediate outcome, immediate outcome, and outputs. | This captures the operational definition of the outcomes and outputs, mentioned in column 1. | This captures the corresponding baseline data of the indicator mentioned in column 2 prior to the implementation of the ICT project. | Cite specific outcome or indicator targeted in PDP 2011-2016 Results Matrices. |
|  | Ultimate outcome of ICT project refers to changes in condition as a result of the implementation of the ICT project.  *Example: Improved health condition.* |  |  |  |
|  | Intermediate outcome of ICT project refers to changes in behavior of targeted stakeholders as a result of the implementation of the ICT project.  *Examples: Improved service delivery.*  *Improved access to service.* |  |  |  |
|  | Immediate outcome of ICT project implementation/ installation. Immediate outcome refers to changes in institutional capabilities of the Agency in adopting/utilizing the ICT system developed or installed  ***Example: Improved capability of the Agency in the use of the Members Health Benefit System.*** |  |  |  |
|  | Outputs related to the installation/implementation of the ICT project in the agency within the lifetime of the project. These are completed deliverables of the project.  *Example: Registration System adopted;* |  |  |  |

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|  | **Sustainability**  **Plan** | Discuss sustainability strategies that would ensure continuous operation of the project. Proponents can also discuss the relevance of integration and harmonization of services in sustaining the project. | | | | | |
|  | **Previous e-Gov’t/ ICT Experience** | Provide examples that demonstrate the agency’s readiness to effectively engage in the design and implementation of e-government/e-governance projects: | | | | | |
|  | **Name of Project** | | **Brief Description** | | **Status** | |
|  |  | **1** |  |  | |  | |
|  |  | **2** |  |  | |  | |
|  |  | **3** |  |  | |  | |
|  | **Agency Endorsement** | We, the undersigned, have reviewed and endorsed the concept paper for the project as described above. | | | | | |
|  |  | **Head of Agency:** | | | **Signature over Printed Name and Date** | |  |
|  |  | **Highest Ranking ICT Officer:** | | | **Signature over Printed Name and Date** | |  |