



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

30 June 2011

MEMORANDUM FOR DISTRIBUTION

Subj: REQUIRED USE OF DEPARTMENT OF THE NAVY (DON) ENTERPRISE
INFORMATION TECHNOLOGY STANDARD BUSINESS CASE ANALYSIS (BCA)
TEMPLATE

Ref: (a) UNSECNAV memo of December 3, 2010, Subj: Department of the Navy (DON)
Information Technology (IT)/Cyberspace Efficiency Initiatives and Realignment
(b) DON CIO memo of April 15, 2011, Subj: Department of the Navy (DON)
Enterprise Information Technology (IT) Standard Business Case Analysis Template

The Under Secretary of the Navy tasked Department of the Navy Chief Information Officer (DON CIO) to improve the efficiency of our Information Technology (IT) and cyberspace-related procurement and business processes and, per reference (a), requires all proposed changes to be based on solid business case analyses (BCA). Reference (b) mandated use of a standard business case analysis template for all Department of the Navy (DON) IT investments subject to Information Enterprise Governance Board consideration. This memorandum broadens that requirement to include all DON IT-related initiatives and projects requiring DON, Functional Area Manager, or Echelon II enterprise-level board consideration.

Use of the BCA template by other DON decision authorities (e.g., Commanders, Command Information Officers, Portfolio and Investment Managers, Resource Sponsors, Acquisition Executives, etc.) is strongly recommended for all IT investments and is required for IT investments over \$1 million. Its use will ensure consistency, facilitate comparisons of proposed alternatives to the status quo, and clearly define expected costs, benefits, operational impacts, and risks, thereby ensuring the best course of action is taken.

Decision Authorities are expected to enforce this requirement. They may direct tailoring of the template to fit particular decisional needs based on the scope and nature of their projects. Projects that are in progress and those that are already approved may be exempted by the Decision Authority if an existing BCA accurately and completely describes the IT project and contains all information necessary to make an informed decision. However, it must contain performance measures (baseline, target and goal), operational impact and financial costs and savings projections based on an approved methodology such as the Economic Viability Tool.

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