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<https://www.gov.uk/government/collections/service-childrens-education>.

ANNEX B TO  
SCE ICT SLA Ver 4.0



## Service Children's Education

HQ SCE ICT DEPARTMENT

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### ONE PAGE BUSINESS CASE

<b>1. END USER POC</b>	<b>NAME:</b> <b>APPOINTMENT:</b> <b>ADDRESS:</b> <b>TEL NO:</b> <b>E-MAIL:</b>
<b>2. WHAT</b>	
<b>3. WHY</b>	
<b>4. WHO</b>	
<b>5. WHERE</b>	
<b>6. WHEN</b>	
<b>7. FUNDING</b>	<b>UIN:</b> <b>RAC: BEX000</b>
<b>8. AUTHORITY</b>	
<b>9. AREA TECHNICAL SUPPORT OFFICERS COMMENTS</b>	
<b>10. DETAILS FOR DELIVERY</b>	

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APPENDIX 1 TO  
ANNEX B TO  
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**GUIDANCE FOR COMPLETION – ONE PAGE BUSINESS CASE**

<p><b>1. END USER POC</b></p>	<p><b>NAME:</b> <i>The name of the person who all queries regarding the submission should be directed to.</i></p> <p><b>APPOINTMENT:</b></p> <p><b>ADDRESS:</b></p> <p><b>TEL NO:</b> <i>(Civilian AND Military Tel No's to be provided where applicable).</i></p> <p><b>E-MAIL:</b> <i>(Only <a href="mailto:xxx@scschools.com">xxx@scschools.com</a> or <a href="mailto:xxx@mod.uk">xxx@mod.uk</a> e-mail addresses accepted. Any requests sent from non-official e-mail addresses will be deleted.)</i></p>
<p><b>2. WHAT</b></p>	<p><i>This is where you describe the requirement. You should identify the functionality you require. Do not specify particular models of equipment (unless essential to the requirement) as equipment is bought to a Service Children's Education agreed standard.</i></p>
<p><b>3. WHY</b></p>	<p><i>What is the rationale? What is the driver? It may be a better way of doing business: a way to save time or money, or it may be a requirement to comply with new legislation. Remember that there are numerous good ideas that would benefit the business, but there is a limited budget. This is where you state the case in detail why your aspiration should be considered. Try to identify key benefits; does this address a deficiency? Does it make the business function better? Will it lead to savings? What benefits will be realised? What is the impact of this request not being approved?</i></p>
<p><b>4. WHO</b></p>	<p><i>Identify who will benefit. Indicate the scope.</i></p>
<p><b>5. WHERE</b></p>	<p><i>Where will the equipment be used</i></p>
<p><b>6. WHEN</b></p>	<p><i>Date required. The normal procurement cycle takes time so please be realistic, remembering that requests for small amounts of equipment may be put on hold to wait for other requests of a similar nature in order to make use of any possible discounts for purchasing in larger quantities.</i></p>
<p><b>7. FUNDING</b></p>	<p><i>Do you feel HQ SCE should pay for the equipment detailed in the request? If so, why?</i></p> <p><i>If the school are planning to buy from within their own budget, should the request be approved, you should provide the school UIN &amp; RAC number under which the purchase is to be procured.</i></p>
<p><b>8. AUTHORITY</b></p>	<p><i>Under who's authority is this request being submitted.</i></p>
<p><b>9. AREA TECHNICAL SUPPORT OFFICERS COMMENTS</b></p>	<p><i>Does the request fit within the current network model? Are there any technical issues which may need investigating? Is there sufficient network infrastructure to facilitate the request, i.e. Wireless Network coverage, network access points or, power supplies for the equipment?</i></p>

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<b>10. DETAILS FOR DELIVERY</b>	<i>Where, and to whom, is the equipment to be delivered?</i>
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