

Appendix A – Digital Transformation Plan

All capital investments through the DTFF will be required to be aligned to a Digital Transformation Plan. The purpose of this plan is to demonstrate that a business has thought through the digital transformation they are seeking to make, its relevance to the business and the expected benefits they are aiming to achieve.

As part of the Application Form, applicants **must** complete Section 2: Digital Transformation Plan. It will be this section of the online Application Form that will be assessed and scored by an Evaluation Panel. A word version of the Digital Transformation Plan will be made available allowing you to draft a response.

The Digital Transformation Plan will consist of the following questions for scoring:

Criteria 1	How will the proposed investment contribute to Digital Transformation within your business?	Weighting of 40%
	<i>Explain why the project is being undertaken and what is hoped to be achieved initially and in the longer term e.g. five years from now. Discuss the likely consequences of not proceeding with the project.</i>	
	(Max 4000 characters)	
Criteria 2	Summarise the economic outputs and/or benefits that are likely to be delivered from the proposed investment.	Weighting of 40%
	<i>Explain how the project will increase turnover or allow your business to develop new products or services. Will funding the project lead to the development of new roles within the organisation and if so, identify what the new roles are likely to be.</i>	
	(Max 4000 characters)	
Criteria 3	Summarise the business performance improvements that are likely to be delivered from the proposed investment.	Weighting of 20%
	<i>Explain how the project will increase productivity and scalability of your business.</i>	
	(Max 4000 characters)	

Please Note: It is the responsibility of applicants to develop this Digital Transformation Plan independently or with support from complementary programme interventions. The DTFF Operations Team **will not** assist in the development of these plans.