



Planning an Approach for Cloud Transition

Cloud Policy Fact Sheet 4.2

Gaining the appropriate levels of agency approval in planning for a transition to cloud is essential in the early stage of project development. The size, scale and complexity of the cloud transition will determine the level of approval and justification.

Objective

Develop project documents, with relevant supporting materials, to justify and acquire the appropriate approvals for your agency's transition to cloud.

Process

In planning for your cloud transition, you will need to demonstrate to agency executives that your project has a sound basis. This step will need to be supported by documentation that identifies the risks, benefits and costs associated with the proposal. This stage may be in the form of a business case, project initiation document or briefing to your corporate executive. The process you adopt will depend on the size, scale and complexity of your transition and your agency's established processes and protocols.

Corporate governance oversight

Cloud transition is a business led process. While Chief Information Officers have the duty to make information technology and security work for the organisation, the business managers approve the agency's programs and strategies that support their agency's operations. cloud transition should be under the oversight of the agency's board or executive committee.

A joint approach by business and ICT is essential in presenting a unified position for the adoption of cloud computing. It also ensures the process for adoption and change management is supported and implemented across the agency.

Planning the transition

There are a number of products which can be used to support your cloud transition plan, including a business case, project initiation document or a briefing note. Your method will depend upon your existing internal approval processes. Essentially this process seeks to justify the proposal, demonstrate the benefits and detail how the risks will be managed. Broadly this step seeks to:

1. Identify the business needs and opportunities

Determine the business outcomes that will be achieved through transitioning to cloud services. What is the benefit realisation? How will this assist with delivering better services?

Identify change management issues including communications, vendor and staff engagement, capability requirements.

2. *Describe the stakeholder impact*

Describe the impact of the current situation on stakeholders, how adoption of cloud services will improve this and how undesirable impacts will be managed. Detail the size and state of change.

3. *Identify Risks*

Describe the business and technical risks of maintaining the status quo and those that may arise from transitioning to cloud and adopting particular services.

Include how your agency will assess the risks involved in transitioning to the cloud and how identified risks should be managed. Refer to the Fact sheet “Risk assessment for cloud transition” for further guidance.

4. *Propose a response to the current situation*

Include key examples to illustrate how moving to the cloud will enable your agency to improve efficiencies and to deliver better services. Describe how transitioning to the cloud aligns with your agency’s strategic, technical and business needs.

5. *Identify solutions*

These are the likely technical solutions and how they would be procured. The preferred options can be supported through an analysis of options and cost benefits to identify the preferred option.

6. *Describe the implementation approach*

Detail the timeframe, resources, impact on operations, and organisational capability to deliver the project outcomes. Describe how ongoing reporting to your agency’s business leaders will monitor the impact on expenditure (costs and savings) and evaluate the benefits realised to support future management decisions.

Useful tools

[Australian Government Information Management Office. July 2012. ICT Business Case Guide.](#)

[Commonwealth Department of Finance and Deregulation. September 2012. A Guide to Implementing Cloud Services.](#)

[Commonwealth Department of Finance and Deregulation. November 2011. Financial Considerations for Government Use of Cloud Computing](#)