

Getting to grips with IT Budgets

- Introductions
- Case Study: FDBF
- Budget part A: Information gathering
- Poll

[break]

- Budget part B: Develop the IT Programme
- Budget part C: Build the final budget
- Q&A



Smartdesc: non-profit IT specialists



- Long Term Technology Partners with dozens of NFPs, large and small
- Specialists in Strategy, Change, Data Governance and supporting mixed IT abilities
- Consistent and sustainable growth: all reputation & word of mouth driven
- Mature services with 70+ years' experience in the sector across our SLT
- London HQ with national coverage



Some amazing organisations we work with

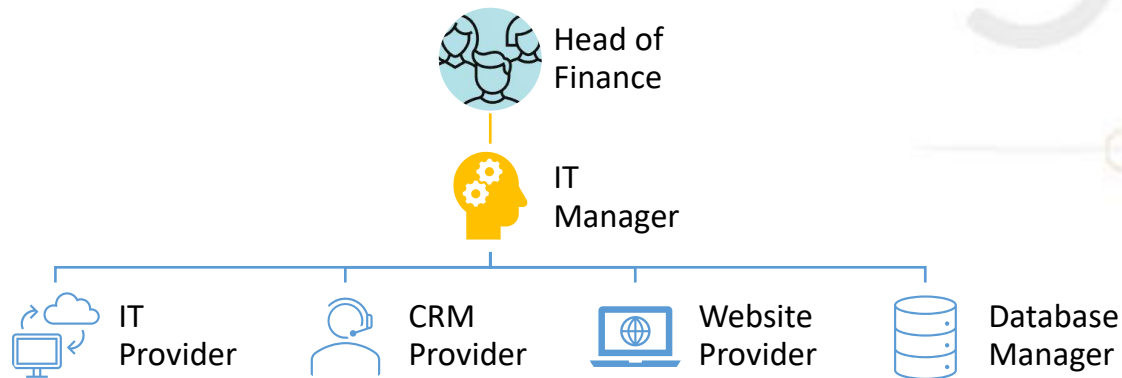


Our partners



Case Study

- 200 Staff, 30 volunteers
- 1 x in-house IT Manager
- Outsourced IT Provider



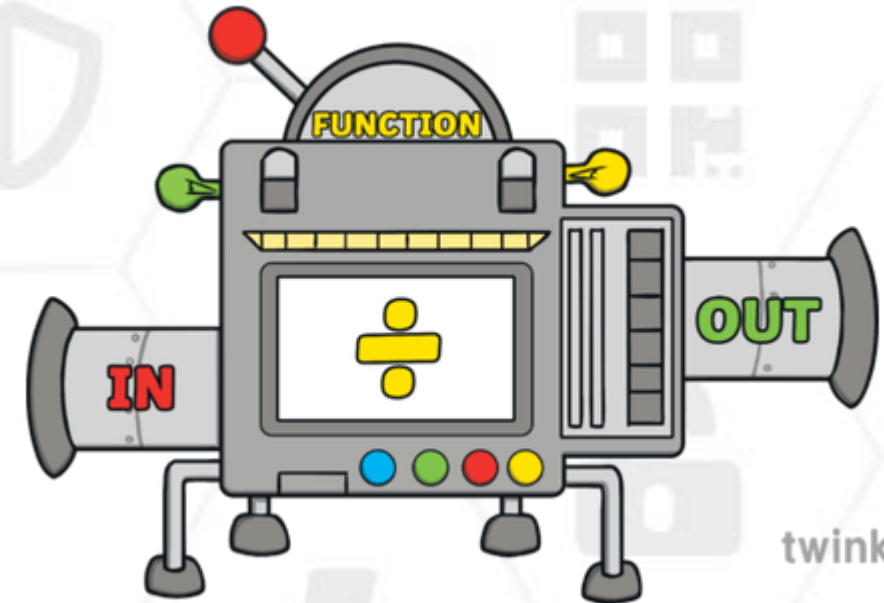
Part A: Information Gathering

1. Financial and Contract data

- a) Prev. Year spend categorised and in Excel table format
- b) Contract detail prepared for all suppliers

Excel live walkthrough covering the following points

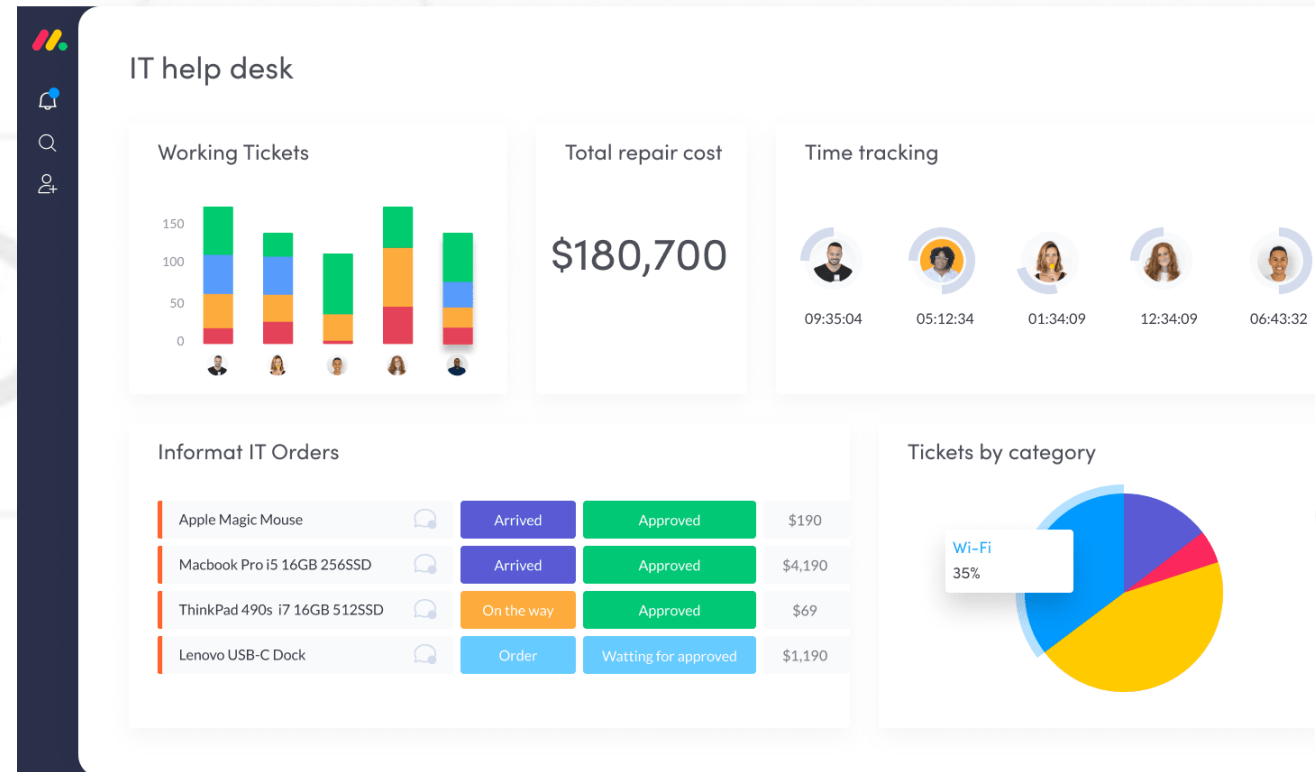
- Exclusions for this presentation
- Categorised transactions
- Payment dates and budget phasing
- Prior year vs current year
- Supplier contract information
- Forward planning: supplier engagement over increases
- Supplier review: remove unwanted spend



Part A: Information Gathering

2. IT Health Scorecard

- What is an IT Health Scorecard?
- Preparing the IT Health Scorecard
- Typical transformation projects
- Typical remediation projects



2a. What is the IT Health Scorecard?



IT Health Scorecard		RAG Status	Subite...	Remedial Action Status	Owner	RAG Status Summary
IT Strategy	+	Amber	▶ 5	Under Review	CR	Digital Strategy is in place, needs to be aligned ...
IT Spend	+	Amber	▶ 4	Under Review	CR	Costs are under review
IT Projects	+	Green	▶ 2	None Required	CR	To review upon first roadmap draft
IT Security	+	Amber	▶ 4	Remediation In Progress	CR	Remediation in progress
Backup & DR	+	Green	▶ 2	None Required	CR	365 Cloud Backup in place, DR Plan not present
Systems Monitoring & Maintenance	+	Green	▶ 4	None Required	CR	Monitoring in place
IT Support Function	+	Amber	▶ 8	Remediation In Progress	CR	Support Service is healthy
Asset Management	+	Amber	▶ 2	Remediation In Progress	CR	Assets managed via MaxRM & Internally
Policy & Procedure	+	Green	▶ 1	None Required	CR	Managed internally
User Training	+	Green	▶ 2	None Required	CR	Internal workshops & Annual Data Training
Regular Reporting	+	Green	▶ 2	None Required	CR	Review as part of quarterly meetings

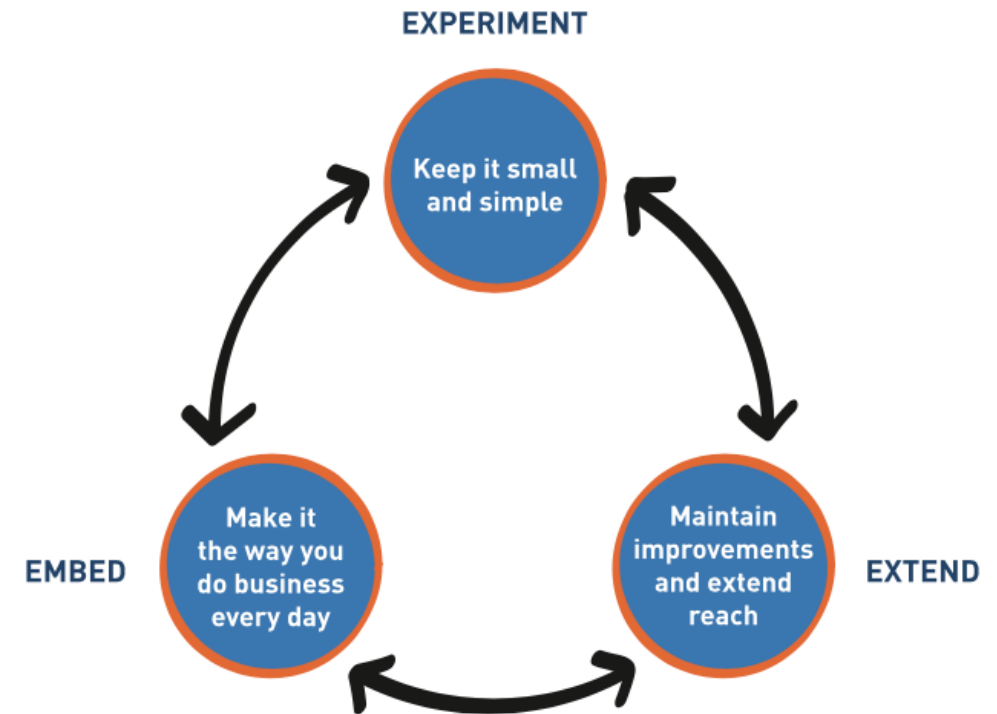
2b. Preparing the IT Health Scorecard

- **Listen, Listen, Listen!**
 - IT Steering Group
 - “Open Book” workshops
- **Use the experts**
 - Independent Review / Assessment
 - Engage with Service Providers (esp. remediation)
- **Costed Portfolio**
 - Remediation vs Transformation
 - High Level estimates per project
 - Consultancy, Hardware, Software, Security, Training



2c. Typical Transformation Projects

- **Infrastructure**
 - Servers to Cloud / M365 etc. (cost & risk reduction)
 - Laptop refresh / management (Autopilot!)
 - Consolidation / data management (
- **Apps**
 - Finance / HR / CRM investments
- **Security**
 - Cyber Essentials
 - Two Factor Authentication
- **Efficiency**
 - Training – Teams, Office etc.
 - Automation & Integration



Part 1 in summary...

Part A: Gather your information

- Prepare your categorised data from last year
- Understand your supplier spend
- Define your baseline IT Scorecard



POLL!

Question: “If your budget deadline is looming, which of these areas do you think is expendable?”

1. Conduct a Supplier Spend Review
2. Do some staff engagement workshops
3. External review e.g. Virtual IT Director / consultant
4. Ask the IT Manager to prepare a project programme
5. Ask the IT Outsourced Provider to prepare a project programme

Break

Coffee – 14:35 to 14:45pm

CFG Clinics – 14:45 to 15:00

See you back here at 3.10pm

<https://us02web.zoom.us/j/87672115263?pwd=MmRYb0dNK3pqTlZ4WkVLOWVDODdYdz09>

Meeting ID: 876 7211 5263

Security Passcode: 305819

Poll results

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Case Study: FDBF IT Programme 2022

- Workshops are complete
- Service Provider & ITM have given their priority areas to remediate
- Several initiatives have been identified including
 - MFA; the business wants to achieve Cyber Essentials
 - Laptop refresh; replace 5 year old laptops. Reduce laptop build effort (Autopilot) and replacement effort for ITM.
 - Support service improvements; a new Service requires Out of Hours support
- Deliver savings where possible



THE FINANCE DIRECTORS BENEVOLENT FUND

Helping Money People

IT programme costs



THE FINANCE DIRECTORS BENEVOLENT FUND

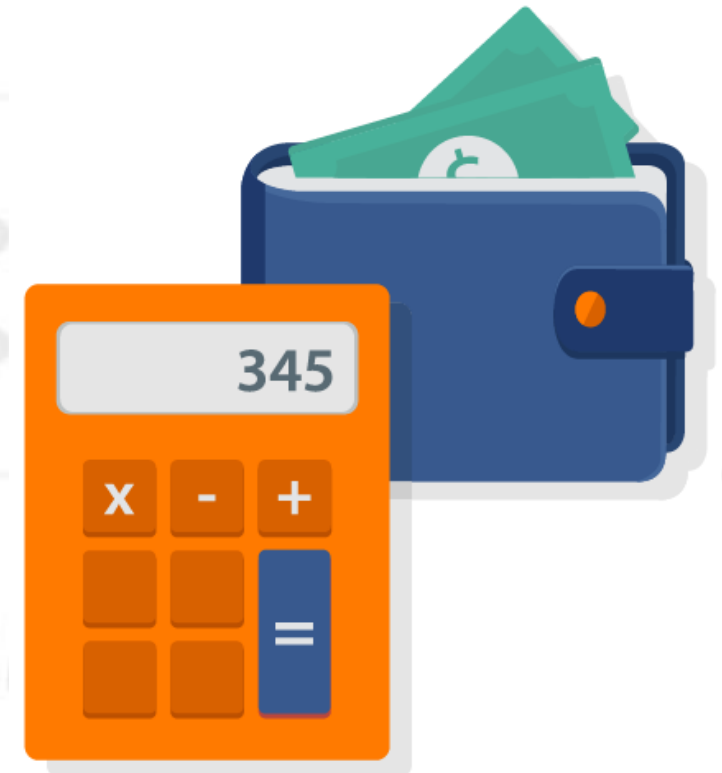
Helping Money People

Investment	T-Shirt Size	Rationale	Source	License/Hardware Budget Ex.VAT	Consultancy Budget
Implement Multi Factor Authentication	M	Remediation	IT Manager + Security Consultant	£7,000	£6,500
Laptop Refresh w/ Autopilot	L	Transformation	IT Provider	£71,250	£25,000
IT Support overflow	M	Transformation	IT Provider	£900 pcm	£2,400

Part C: Build the final budget

- Update the budget from Part A with the new Capex
- Double check the data is accurate and categorised correctly.
- Pivot table your budget to get phasing.
- Spread out the monthly transactions.
- Finalise formatting as required for input into the organisational preferred system

Excel live walkthrough covering the above



IT Budgeting: In Summary...

Part A: Gather your information

- Prepare your categorised data from last year
- Understand your supplier spend
- Define your baseline IT Scorecard

Part B: Collate and process

- Define your transformation and remediation projects
- Get cost estimates for your projects

Part C:

- Update your budget with Capex projects
- Finalise and submit!



Help!

CFG Peer Support – e.g. [Members Meetings](#)

Smartdesc Virtual IT Director [service](#)

NCVO Knowhow – [Budgeting & Planning](#)

ACEVO guides - [Finance – ACEVO](#)

Civil Society Charity Finance [publications](#)



Q&A

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