

Catalogue of criteria:

**Catalogue of criteria for ICT migration**

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**1 Development costs and development benefits**

- 1.1 Development costs of the new IT measure
  - 1.1.1 Planning and development costs
    - 1.1.1.1 Personnel costs (own personnel)
    - 1.1.1.2 Costs of external advisors
    - 1.1.1.3 Costs of the development environment
    - 1.1.1.4 Other costs of physical resources / auxiliary resources
    - 1.1.1.5 Travel costs (own personnel)
  - 1.1.2 System costs
    - 1.1.2.1 Hardware costs
      - 1.1.2.1.1 Host server, network operation
      - 1.1.2.1.2 Workstation computers
    - 1.1.2.2 Software costs
      - 1.1.2.2.1 Costs of the development and/or acquisition of software
      - 1.1.2.2.2 Costs of the modification of software and/or interfaces
      - 1.1.2.2.3 Costs of the evaluation, certification and quality assurance of software
  - 1.1.3 Costs of system implementation
    - 1.1.3.1 System and integration testing
    - 1.1.3.2 Costs of system installation
    - 1.1.3.3 Import of existing data
    - 1.1.3.4 Initial training for users and IT specialists
    - 1.1.3.5 Familiarization costs of users and IT specialists
    - 1.1.3.6 Other costs of adaptation/change
- 1.2 Development benefits due to replacement of the old process
  - 1.2.1 Once-off cost savings (avoidance of maintenance/upgrading costs of the old system)
  - 1.2.2 Once-off revenue (from the disposal of the old system)

**2 Operating costs and operating benefits**

- 2.1 Operating costs / savings of operating costs
  - 2.1.1 (Pro-rata) host, server and network costs
    - 2.1.1.1 Operating costs of new IT measure
    - 2.1.1.2 Operating benefits from discontinuation of old IT measure
  - 2.1.2 (Pro-rata) costs of workstation computers
    - 2.1.2.1 Operating costs of new IT measure
    - 2.1.2.2 Operating benefits from discontinuation of old IT measure
  - 2.1.3 Energy and space costs
    - 2.1.3.1 Operating costs of new IT measure
    - 2.1.3.2 Operating benefits from discontinuation of old IT measure
- 2.2 Operating personnel costs / savings of personnel costs
  - 2.2.1 Personnel costs related to system use
    - 2.2.1.1 Operating costs of new IT measure
    - 2.2.1.2 Operating benefits from discontinuation of old IT measure
  - 2.2.2 System management and administration
    - 2.2.2.1 Operating costs of new IT measure
    - 2.2.2.2 Operating benefits from discontinuation of old IT measure
  - 2.2.3 Ongoing training / qualification

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- 2.2.3.1 Operating costs of new IT measure
- 2.2.3.2 Operating benefits from discontinuation of old IT measure
- 2.3 Operating costs / savings for maintenance / system service
- 2.3.1 Hardware maintenance/service
- 2.3.1.1 Operating costs of new IT measure
- 2.3.1.2 Operating benefits from discontinuation of old IT measure
- 2.3.2 Software maintenance/update
- 2.3.2.1 Operating costs of new IT measure
- 2.3.2.2 Operating benefits from discontinuation of old IT measure
- 2.3.3 Replacement/supplementing costs
- 2.3.3.1 Operating costs of new IT measure
- 2.3.3.2 Operating benefits from discontinuation of old IT measure
- 2.4 Other operating costs and savings
- 2.4.1 Operating costs of new IT measure
- 2.4.2 Operating benefits from discontinuation of old IT measure

**3 Urgency criteria**

- 3.1 Urgency to replace the old system
- 3.1.1 Urgency to replace the old system - Support continuity for the old system
- 3.1.2 Stability of the old system
- 3.1.2.1 Urgency to replace the old system - Bugs, errors and downtime
- 3.1.2.2 Urgency to replace the old system - Service problems, personnel bottlenecks
- 3.1.3 Flexibility of the old system
- 3.1.3.1 Urgency to replace the old system - Limits of expansion / upgrading
- 3.1.3.2 Urgency to replace the old system - Interoperability, present/future interface problems
- 3.1.3.3 Urgency to replace the old system - Operability and ergonomics
- 3.2 Compliance with group-wide regulations and laws
- 3.2.1 Compliance with laws
- 3.2.2 Fulfilment of data protection/security requirements
- 3.2.3 Correct procedures and work processes
- 3.2.4 Compliance with other requirements and recommendations

**4 Qualitative and strategic criteria**

- 4.1 Priority of the IT measure
- 4.1.1 Relevance within the IT framework concept
- 4.1.2 Integration into the group-wide IT landscape
- 4.1.3 Follow-up effects for communication partners
- 4.1.4 Pilot project nature of the IT investment project
- 4.1.5 Use of existing technologies by other organizations
- 4.1.6 Platform / manufacturer independence
- 4.2 Increase in quality of dedicated tasks
- 4.2.1 Improved job performance
- 4.2.2 Acceleration of work procedures and processes
- 4.2.3 Group-wide standardised and uniform work
- 4.2.4 Increasing understandability and reproducibility
- 4.2.5 Image improvement
- 4.3 Staff-related effects

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- 4.3.1 Attractiveness of working conditions
- 4.3.2 Ensuring/expanding qualifications