

Shared vision

Business case

Innovation

Design

Transform

Operate & improve



sharedservice architects IN ASSOCIATION WITH



## The Shared Service Architect's Business Case Toolbox

Over 40 tools, templates and techniques for drafting a majority of your shared business cases in-house

This new, one day seminar, and the accompanying book of 40+ tools, templates and techniques, have been written to build the capacity of you and your colleagues to effectively draft as much of a shared service business case as possible, in-house.

### Why attend this seminar?

This seminar and toolbox equip public sector managers with effective tools, techniques and templates to delegate chunks of the business case drafting to colleagues and thereby considerably reducing external consultancy spend.

The ambition is to help you harness in-house skills and talent to shave up to 30% or more off the business case costs for each service being considered by a partnership.

This is a taught session in the Post Graduate Certificate in Shared Services at Canterbury Christ Church University



To register your interest, please contact Jo Foad at Shared Service Architecture Ltd:

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TAUGHT SHARED SERVICES

essential skills and knowledge for setting up shared services in the public sector



**The 230 page Shared Service Architect's Business Case Toolbox**

**This is the Shared Service Business Case Seminar and Toolbox you have been asking for**

This new, one day seminar, and the accompanying book of 40+ tools, templates and techniques, have been written to build the capacity of you and your colleagues to effectively draft as much of a shared service business case as possible, in-house.

Using the five step journey map below, this seminar and toolbox equip public sector managers with effective tools, techniques and templates to delegate chunks of the drafting to colleagues and thereby considerably reducing the external consultancy spend.

The ambition is to help you shave up to 30% or more off the business case costs for each service being considered by a partnership, using in-house resources. An estimated figure for a business case using external consultancy is £75,000, suggesting that this book and seminar could evidence savings of over £20,000.

Step 3 in the journey map will also help you decide which techniques for developing an economic business case, an in-house team could apply, or which ones need specialist external consultancy.

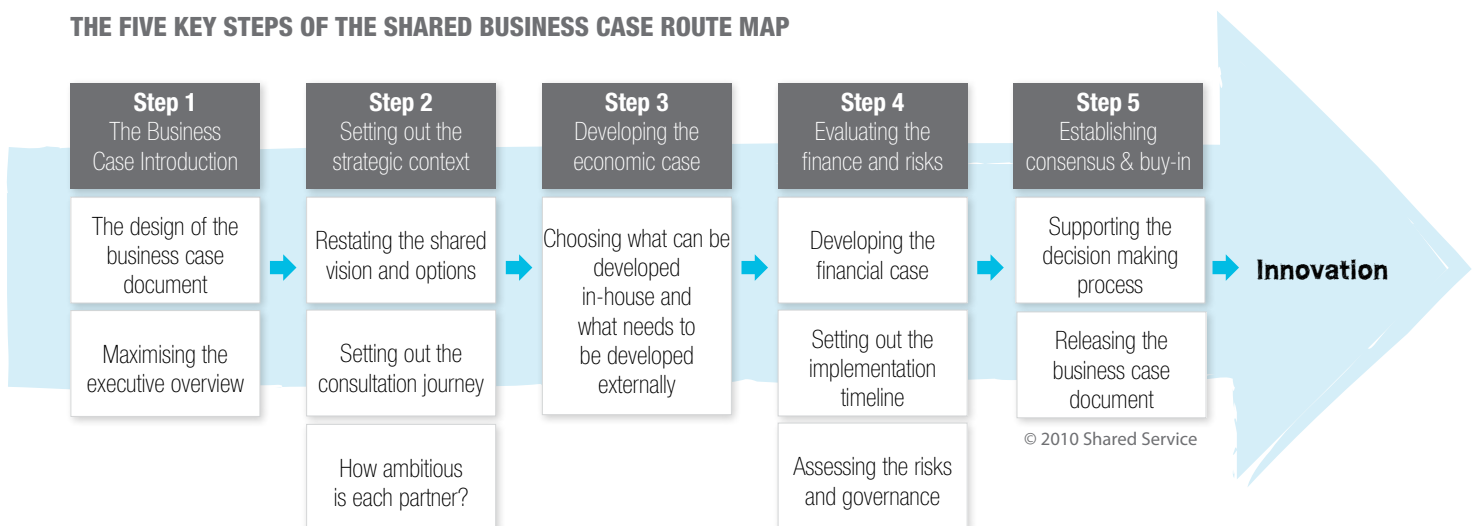
**What is included with this seminar?**

- \* Copy of the 230 page Shared Service Architect's Business Case Toolbox (RRP £195)
- \* Points towards Shared Service Practitioner status
- \* 12 month subscription to The Shared Service Architect's Magazine and its updates of tools and seminar notes
- \* Access to the SSA online library of links to over 600 shared service documents
- \* CPD certificate, worth a potential £250 reduction in the fees of the Canterbury Christ Church University Postgraduate Certificate in shared services

**Who should attended this taught session?**

Project managers in the public sector who are about to undertake shared service business cases

**THE FIVE KEY STEPS OF THE SHARED BUSINESS CASE ROUTE MAP**





Over 600 leaders and senior managers in the public sector have attended our seminar programmes

98% of them have rated this seminar as either 'excellent' or 'good'

Visit [www.sharedservicearchitects.co.uk](http://www.sharedservicearchitects.co.uk) and look in the 'Clients' sections to see full evaluations of this seminar from delegates who have attended it.

<b>10:00</b>	<b>SESSION STARTS</b>	
	<b>Welcome</b>	A précis of the purpose of the day and background to the research for this seminar
	<b>What are the key differences between an in-house business case and a shared service business case?</b>	Why does writing a shared service business case demand a different approach from drafting an in-house plan? What are the five steps in shared service business case development? What guidance is offered by CIPFA, LGA and CLG that supports this seminar? Why does a shared business case need to be mandated by a shared vision document and not just a decision from a joint committee or executive board?
	<b>Preparing yourself for a shared service business case</b>	Shared service business cases require special preparation. This section provides you with a self-diagnostic of your business case skills and eight other tools, templates and techniques to help you
<b>11:00</b>	<b>COMFORT BREAK</b>	
	<b>STEP 1: The business case introduction</b>	Through six tools and templates, you will explore why style is as important as substance in a shared service business case, why version control is essential to the business case story and how giving your readers "the will to live" is a key to the success of your business case
	<b>STEP 2: Setting out the strategic context</b>	You will be equipped with eight tools to help you develop the options in the shared vision document, decide on the level of ambition for the options and identify the governance choices for them
	<b>STEP 3: Developing the economic case</b>	You will discuss and explore 16 techniques for developing the economic case in a shared service business case and their potential for an in-house team to apply, or whether they should be put out to consultancy
<b>12:45 13.15</b>	<b>LUNCH SESSION STARTS</b>	
	<b>STEP 3: Developing the economic case</b>	You will explore real-life examples of shared service benefits and the savings made. You will also learn how better, lower cost services can be developed to make the right option choices
	<b>STEP 4: Evaluating the financials and risks</b>	Learn 8 tools that can help you give value to non-financial benefits, measure return on investment, assess the up-front costs of an option and work through with the partners how benefits are to be shared
<b>14:30</b>	<b>COMFORT BREAK</b>	
	<b>STEP 4: Evaluating the financials and risks</b>	Learn 8 tools that can help you give value to non-financial benefits, measure return on investment, assess the up-front costs of an option and work through with the partners how benefits are to be shared
	<b>STEP 5: Establishing consensus and buy-in</b>	This final step brings you three tools to help you ensure that you take account of the decision-making processes of each partner, release the business plan only when it will be well received and create a synchronised sign-off process
	<b>Are you ready for your shared service business case journey?</b>	You will be able to reflect on the day's learning and appraise what your next steps are in developing your shared service business case plan
<b>16:00</b>	<b>CLOSE</b>	<b>ISSUE OF CPD CERTIFICATES*</b>

\*Please retain your CPD certificate if it is in your intention to apply for the Postgraduate Certificate in Shared Services.



**At Shared Service Architecture Ltd we provide**

- \* **Personal development** for politicians, executives and managers through taught sessions, to equip them to become effective, skilled and knowledgeable, shared service practitioners SS(Prac)<sup>TM</sup> and shared service architects (SSA) and even gain professional recognition in the public and private sector through the UK's first Postgraduate Certificate in Shared Services.
- \* **Organisational development** through mentoring and in-house taught management programmes, to build shared service architect capabilities within organisations. This will increase their capacity and culture to successfully collaborate with other organisations and reap the full efficiency, improvement and political gains that shared services can deliver.
- \* **Partnership development** providing cross-partner taught programmes, and partnership gateway reviews, to build momentum within partnerships and accelerate the shared service journey and successful outcomes.
- \* **On-going mentoring** and coaching to equip key individuals in a shared service partnership to sustain its momentum or revive flagging activity.
- \* **Shared Service Design Computer Based Modelling** that can reveal in days, what takes months using post-it notes and Excel spreadsheets during the business plan and service design stages.
- \* **The Shared Service Architect's Magazine** providing regular case studies, reviews and reflections to enhance the learning of shared service architects in their work.
- \* **The Shared Service Architect's Online Library** providing access to over 600 shared service case studies, reports, documents and tools. Now possibly the largest library of its kind in the world.
- \* **The Shared Service Architect's Highway Code Knowledge Bank:** essential learning before you get behind the wheel of a shared service.
- \* **The Shared Service Architect's Toolbox:** 40 tools, techniques and templates for building trust and shared vision in public sector shared services.
- \* **The Shared Service Architect's Business Case Toolbox:** 50 tools, templates and techniques for drafting a majority of your shared service business cases in-house.
- \* **The Shared Service Architect's Innovation Toolbox:** Essential tools, techniques and templates for accelerating innovative shared services in the public sector.



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