Business Case

Project Name: <xxxx>

Project Code: <xxxx>

Author: <name>

Status: <xxx>

Version: <xxx>

Date: DD-Month-YYYY

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1. **EXECUTIVE SUMMARY**

<The purpose of an executive summary is to provide a concise summary of the key points of the business case.

It gives the reader project context, the identified problem, resulting threat or opportunity, business impact of the problem, project goal, alignment of the project with business objectives, risks of undertaking the project and the business justification of the project>

1. **BACKGROUND**

* 1. **PROBLEM/OPPORTUNITY**

<A brief description of the business problem/need/opportunity that the project is aiming to address>

* 1. **CURRENT STATE**

<A synopsis of what is happening currently within the organization, description of what has led to the current state and what will happen if the current situation is not addressed. Add a brief description of the proposed future state>

1. **PROJECT CONTEXT**

* 1. **PROBLEM STATEMENT**

<Description of the business problem/need/opportunity>

* 1. **PROJECT DESCRIPTION**

<An explanation of how the proposed project will address the identified business problem or need or opportunity described in the 3.1>

* 1. **PROJECT OBJECTIVES**

<A description of what the project will achieve, expressed in measurable terms and within the specified timeframe. The stated objectives will be used later in the post-implementation review to assess project execution and success>

## **PROJECT SCOPE**

<A description of project boundaries in terms of organizational structure, business processes, established compliance standards and the existing technology>

## **OUT OF SCOPE**

<A description of elements that are specifically excluded from the project boundaries>

## **EXPECTED OUTCOMES**

<A list of specific and measurable deliverables of the project. Each outcome should have an estimate of when the deliverable will be completed>

| **Ref Num** | **Deliverable** | **Estimated Completion** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

## **STAKEHOLDERS**

<A list of all stakeholders that may be affected by the project. Classify stakeholders as internal and external. Indicate a level of impact on each stakeholder. For each stakeholder present an overview of their requirements>

| **Stakeholder name** | **Type** | **Impact Level** | **Stakeholder’s Requirements** |
| --- | --- | --- | --- |
|  | Internal | High |  |
|  | External | Medium |  |



1. **PROJECT ALIGNMENT**

<An explanation of how the project aligns with business strategy and business objectives and how the project may affect/benefit other initiatives (either being currently executed or planned to be initiated in the near future)>

| **Strategic Objective** | **Initiative** | **Status** | **Impact** | **Level** | **Explanation** |
| --- | --- | --- | --- | --- | --- |
| x | x | Current | Positive | High |  |
| x | Planned | Negative | Low |  |
| y | x | Current | Negative | Medium |  |
| x | Planned | Positive | Low |  |

1. **BENCHMARKING**

<Provide brief evidence of what other organizations have done or are currently doing to address a similar type of problem. Information provided in this section will help to justify the recommended project approach>

1. **ALTERNATIVES**

<Outline the possibilities that are available to address the specified problem/need/opportunity. It provides the reader with a rationale to what and why some alternatives have been eliminated from further consideration. Add a detailed description of the options that are considered to be viable and how they will address the specified problem/need/opportunity>

| **Alternative** | **Viable** | **Impact Level** | **Risk Level** | **Reasoning** |
| --- | --- | --- | --- | --- |
|  | YES | Low | Medium |  |
|  | NO | High | High |  |

1. **RISK ASSESSMENT**

<A description of risks related to the project and an indication of how these identified risks may vary by the selected viable alternatives. Add a risk mitigation strategy for each of the identified risks>

1. **RISKS OF PROCEEDING WITH PROJECT**

| **Risk** | **Alternative 1** | | **Alternative 2** | | **Alternative 3** | |
| --- | --- | --- | --- | --- | --- | --- |
| Description | Likelihood | Impact | Likelihood | Impact | Likelihood | Impact |
| High | Medium | Low | Low | Medium | Low |
| **Mitigation Strategy** |  | |  | |  | |
| Description |  |  |  |  |  |  |
| **Mitigation Strategy** |  | |  | |  | |

Notes:

**Likelihood**

High – an event is highly likely to occur

Medium – an event is likely to occur

Low – an event is not likely to occur

<A description of risks related to maintaining the current state and an indication of how these identified risks may impact the business>

1. **RISKS OF NOT PROCEEDING WITH THE PROJECT**

| **Risk** | **Current State** | |
| --- | --- | --- |
| Description | **Likelihood** | **Impact** |
| High | Medium |
| **Mitigation Strategy** |  | |
| Description |  |  |
| **Mitigation Strategy** |  | |

1. **COST/BENEFIT ANALYSIS (CBA)**

<An evaluation of the costs and benefits associated with each selected alternative. This approach will allow the reader to understand and compare all identified expenditures, tangible and non-tangible benefits for each selected alternative>

| **CBA – ALTERNATIVE 1** | **YEAR 0** | **YEAR1** | **YEAR2** | **YEAR3** | **YEAR4** | **YEAR5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Tangible Benefits** |  | | | | | |
| **x** | **$** | **$** | **$** | **$** | **$** | **$** |
|  |  |  |  |  |  |  |
| **Non-Tangible Benefits** |  | | | | | |
| **x** | **$** | **$** | **$** | **$** | **$** | **$** |
|  |  |  |  |  |  |  |
| **Costs** |  |  |  |  |  |  |
| Internal Labour & Materials | **$** | **$** | **$** | **$** | **$** | **$** |
| External Labour & Materials | **$** | **$** | **$** | **$** | **$** | **$** |
| Travel/Training/Comms | **$** | **$** | **$** | **$** | **$** | **$** |
| Software Procurement | **$** | **$** | **$** | **$** | **$** | **$** |
| Equipment Procurement | **$** | **$** | **$** | **$** | **$** | **$** |
| Ongoing Operational | **$** | **$** | **$** | **$** | **$** | **$** |
|  |  |  |  |  |  |  |
| **Net Value** | **$** | **$** | **$** | **$** | **$** | **$** |

<To support the decision-making process, summarize the calculated results and present them in the table shown below>

| **CBA Summary** | **Alternative 1** | **Alternative 2** | **Alternative 3** |
| --- | --- | --- | --- |
| **Benefits, Total Value** | **$** | **$** | **$** |
|  |  |  |  |
| **Costs, Total Value** | **$** | **$** | **$** |
|  |  |  |  |
| **Project Value, Total** | **$** | **$** | **$** |

* 1. **ASSUMPTIONS**

| **Assumption Id** | **Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

* 1. **CONSTRAINTS**

| **Constraint Id** | **Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

1. **CONCLUSIONS & RECOMMENDATIONS**

* 1. **CONCLUSIONS**

<Recap of the selected viable alternatives to provide their impact, risk, cost/benefit overall assessment>

| **Alternative** | **Impact assessment** | **Risk Assessment** | **CBA** |
| --- | --- | --- | --- |
| **Option 1** |  |  |  |
| **Option 2** |  |  |  |
| **Option 3** |  |  |  |

* 1. **RECOMMENDATIONS**

<Indicate the selected viable alternative with which the project should proceed if approved>

<Recommend who should be assigned as the project manager to manage the project>

<Recommend who should be assigned as a project sponsor and as such be accountable for completing the project>

1. **IMPLEMENTATION STRATEGY**

<This section may be completed where there is a need to outline project phases, required allocation of resources (human resources, money and time to execute the phases) in order to complete the project.

The strategy should include:

* Project phases
* High level WBS
* Costs to enable project implementation
* Resources required
* Project governance>

1. **BUSINESS CASE SIGNOFF**

| **DOCUMENT REVIEW** | | |
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| **Position** | **Name** | **Date** |
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| **DOCUMENT HISTORY** | | | | |
| --- | --- | --- | --- | --- |
| **Author** | **Description of Changes** | **Phase** | **Date** | **Version** |
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**NOTES**