<Project Title>

**Project Business Case**

Version History

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| Version # | Date | Author | Key Differences |
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# Executive Summary

[This section should contain general information on the issues related to the business problem. Usually, this section is the last to be completed after all other sections of the business case have been written. That is because this is just a summary of the details given in the following sections of the document.

This Section should address at least the following points:

* *Why undertake the project? The issue to resolve or the opportunity available*
* *The outcomes offered by the project*
* *Recommendations of this business case*
* *Headline reasons to justify the recommendations*

*Note: The Executive Summary comes first BUT, it will be written at last, after all of the other topics have been developed!*]

# Business Case Analysis Team

[ This section describes the roles of the team members who developed the business case. It is imperative that participants and roles are clearly defined for the business case as well as throughout the life of the project.]

|  |  |  |
| --- | --- | --- |
| Role | Description | Name/Title |
| Executive Sponsor |  |  |
| Technology Support |  |  |
| Process Improvement |  |  |
| Project Manager |  |  |
| Software Support |  |  |
| … |  |  |
|  |  |  |

# Business Problem

[This section should briefly describe the business problem that the proposed project will address. This section should not describe how the problem will be addressed, but only what the problem is.]

# Recommendation

[This section summarizes the approach for how the project will address the business problem. This section should also describe how desirable results will be achieved by moving forward with the project.]

## Justification

[ This section justifies why the recommended project should be implemented and why it was selected over other alternatives. Where applicable, quantitative support should be provided and the impact of not implementing the project should also be stated. ]

# Achievability

[This section contains an assessment of how difficult it will be for the organization to complete the project. It provides

* an assessment of the organization's ability to complete the project,
* an overview of procurement considerations,
* recommendations on how the project should be led and managed,
* a high-level timetable for the project with phases and milestones,
* an explanation of how risks should be managed, and
* available funding for the project]

## Capability

[**For internal projects, answer the following questions:**

* Does the organization have the needed skills and experience to execute this project successfully?
* Are enough people resources with the needed skills and experience available to execute this project successfully?
* Has the organization successfully completed similar projects in the past?

**For outsourced projects, answer the following questions:**

* Are there vendors available to complete this project?
* Do the vendors have experience delivering similar projects successfully?
* How will procurement be managed?]

## Procurement

[If procurement is required to complete the project, provide information on how the procurement process is handled. It would help if you also described how the contract is negotiated and managed once a vendor is selected.]

## Project Management Framework

[This section describes how the project will be managed. It is an outline only; the detail should be contained in the Project Management Plan/Project Charter.

Outline the proposed:

* Project governance model (who is responsible for what)
* Quality Plan – consists of quality assurance (the standards and methodology) and quality control (a checklist of things to verify that the outputs have been delivered) e.g. the meeting schedule, project monitoring arrangements, structure/format of reports
* Plan for Organisational Change Management ]

## Timeline

[Describe, with supporting schedule chart, the estimated duration of the entire project, broken down by constituent phases. Include proposed start and end dates and key milestones.]

## Risk Management

[ This section lists the risks identified to date and the recommended response to each risk. A risk is something that may or may not occur in the future and that can have an impact on the success of the project.  
  
List the known risk factors that can impact the project. Specify the following for each risk:

* Category (e.g., related to technology, organizational changes, market, etc.)
* Probability of occurrence – H,M,L
* Impact on project – H,M,L
* Degree of difficulty to detect – H,M,L
* Prevention strategy
* Detection indicators
* Remedy actions in the event of occurrence

]

## Affordability

[ This section assesses available funding for the project, and should answer the following questions:

* Is budget currently available for this project?
* If budget is not currently available, how can budget be obtained to deliver the whole project?
* If budget cannot be obtained for the whole project, are there ways to reduce the scope or extend the timeline to reduce costs this year and still achieve meaningful results? ]

# Strategic Alignment

[ All projects should support the organization's strategy and strategic plans to add value and maintain executive and organizational support. This section provides an overview of the organization's strategic plans related to the project. These include the strategic plan, what the plan requires, and how it supports the strategic plan. ]

|  |  |  |
| --- | --- | --- |
| Plan | Goals/Objectives | Relationship to Project |
|  |  |  |
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# Cost Benefit Analysis

[ Many consider this to be one of the most critical parts of a business case, as it is often the costs or savings generated by a project that receives final approval to continue. It is essential to quantify the project's financial benefits in the business case as much as possible. That is usually done in the form of a cost-benefit analysis. The purpose of this analysis is to illustrate the costs of the project and compare them with the benefits and savings to determine whether it is worth continuing the project. ]

# Alternatives Analysis

[All business problems may be addressed by any number of alternative projects. While the business case is the result of having selected one such option, a brief summary of considered alternatives should also be included—one of which should be the status quo, or doing nothing. The reasons for not selecting the alternatives should also be included.]

# *Investment Appraisal*

[This is the formal financial evaluation of your project. Most organizations have a methodology that they approve (or even mandate) for assessing the net financial cost or benefit. For larger projects, which will take more than a year, many organizations require you to use a discounted cash flow methodology. They set either Net Present Value (NPV) or Internal Rate of Return (IRR) levels that your project must achieve.]

# Approvals

[The business case is a document with which approval is granted or denied to move forward with the creation of a project. Therefore, the document should receive approval or disapproval from its executive review board.]

The signatures of the people below indicate an understanding in the purpose and content of this document by those signing it. By signing this document you indicate that you approve of the proposed project outlined in this business case and that the next steps may be taken to create a formal project in accordance with the details outlined herein.

|  |
| --- |
| Business Case to be Approved by: *< Enter name here >* |

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| --- | --- |
| Document Version *< Enter Version here >* | Date  *< Enter Date here >* |

|  |  |
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| Document Author *< Enter name here >* | Date  *< Enter Date here >* |

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| Document Authorisation Sign Here to Authorise | Date  *< Enter Date here >* |
| Authorised by: *< Enter name here >* | |

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| Approval Status | Date  *< Enter Date here >* |

# Annex

## Glossary and abbreviations

|  |  |
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| Term | Explanation |
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## Agreements, References, accompanying documents

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| Reference # | Title | Doc. # |
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