



# MP4PM PROJECT MANAGEMENT

BC – How To

Process

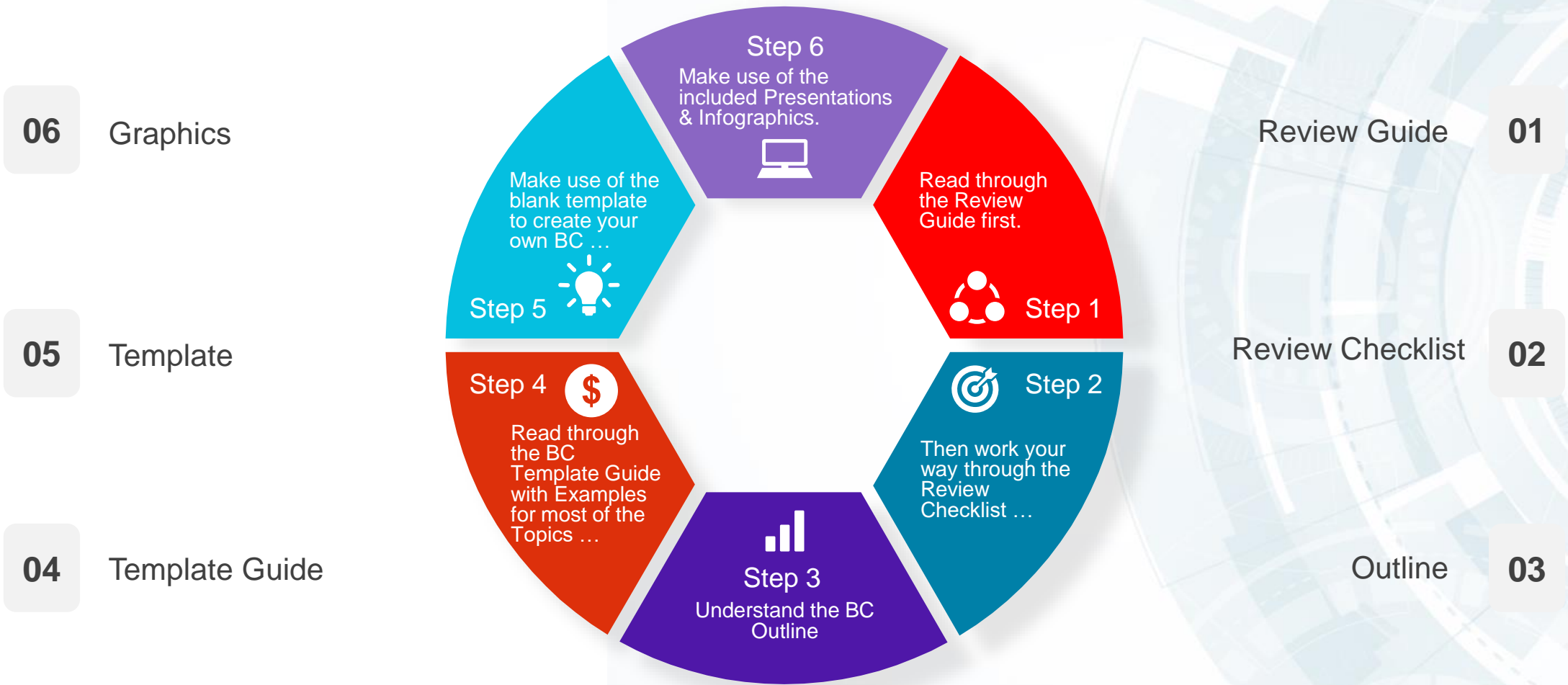
# How To use the Business Case ToolKit

*To get the most out of your **Business Case ToolKit**, you should get an Overview of its Content and **the recommended way to use and apply it.***

*Therefore, we have created that little guide here to show you **the recommended order** you should investigate it.*



# How To use the Business Case ToolKit - Overview



# How To use the Business Case ToolKit

*Note:*

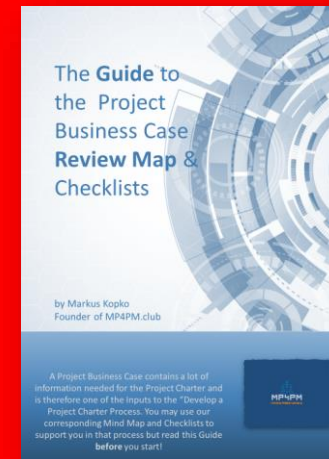
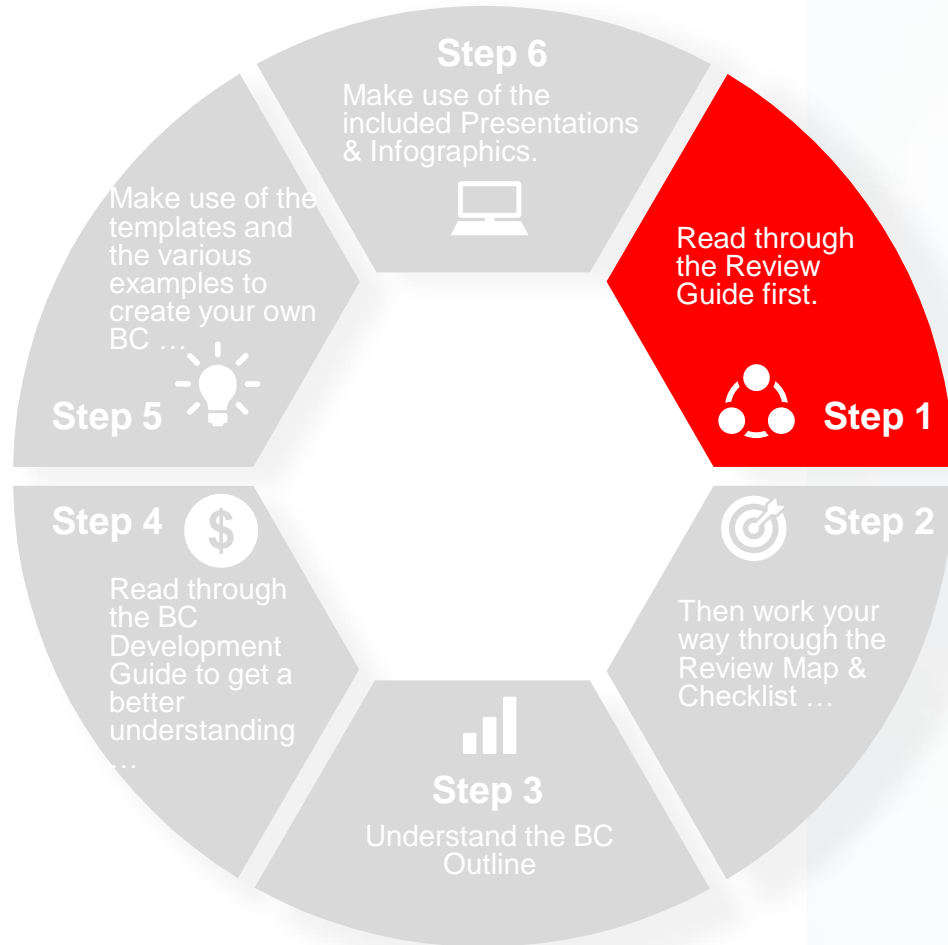
*Not all Steps are always needed!  
And this order and advice is just a  
recommendation; especially for  
Beginners.*

*Of course, you can make use of  
that content in the way it fits best  
your needs.*

*Please go on reading for more  
advice on what to use when ...*



# Step 1 – Reading through the Review Guide

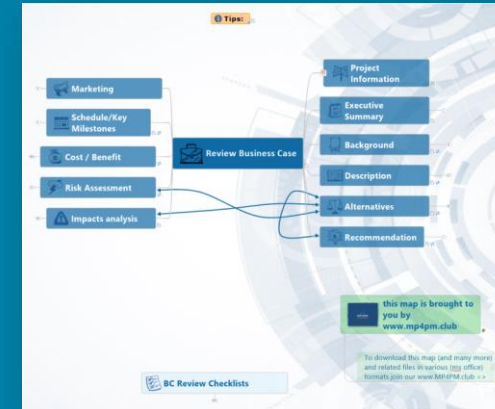


## Step 1 – Review Guide

That Step applies, if there is already a Business Case (or other project related business documents, like contracts) which needs to be reviewed and analyzed.

**Note:** If you must create your own BC first, then please jump to Step 3 ...

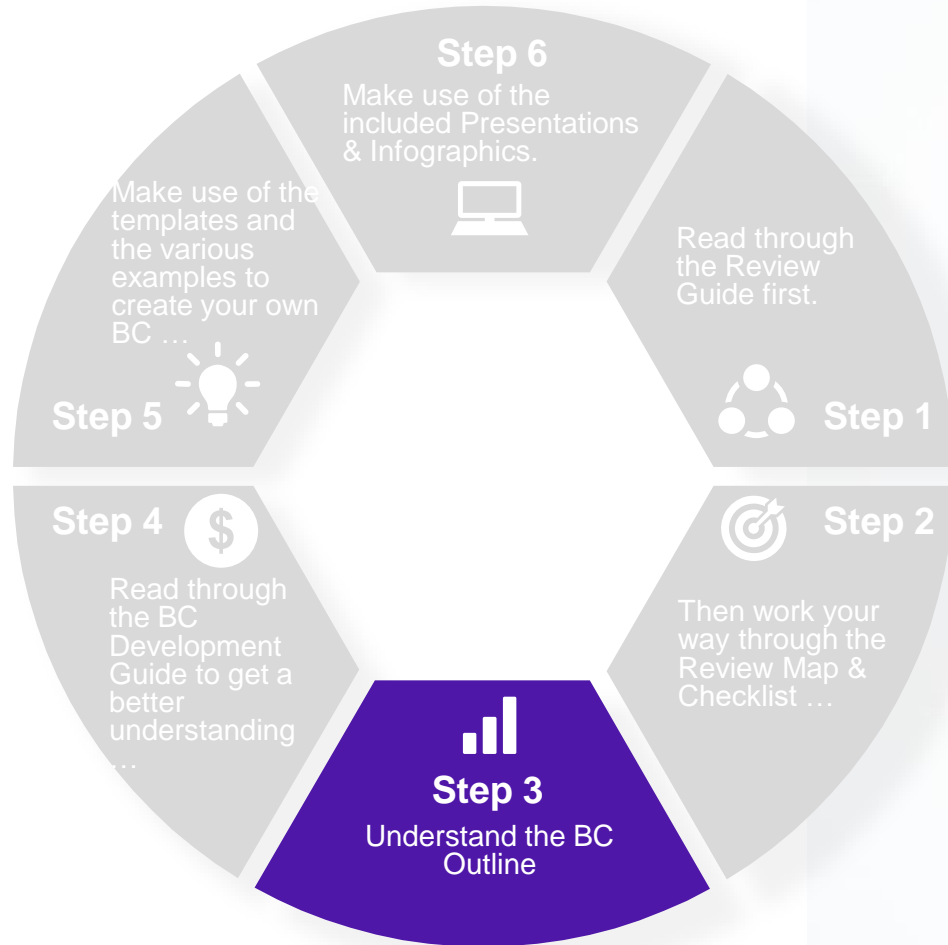
# Step 2 – utilize the BC Review Mindmap & Checklist



## Step 2 – Review Docs

Start gaining and documenting information by utilizing the Docs and Tools provided in that ToolKit here. This information will be needed for the development of the Project Charter and other Project Documents.

# Step 3 – review and understand the BC Outline



Project Business Case <Project Title>

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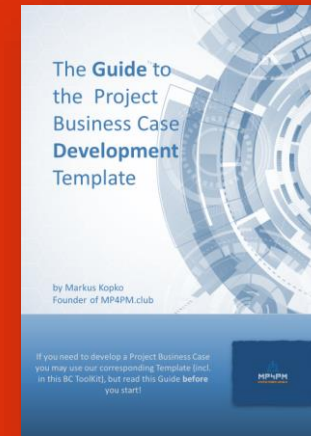
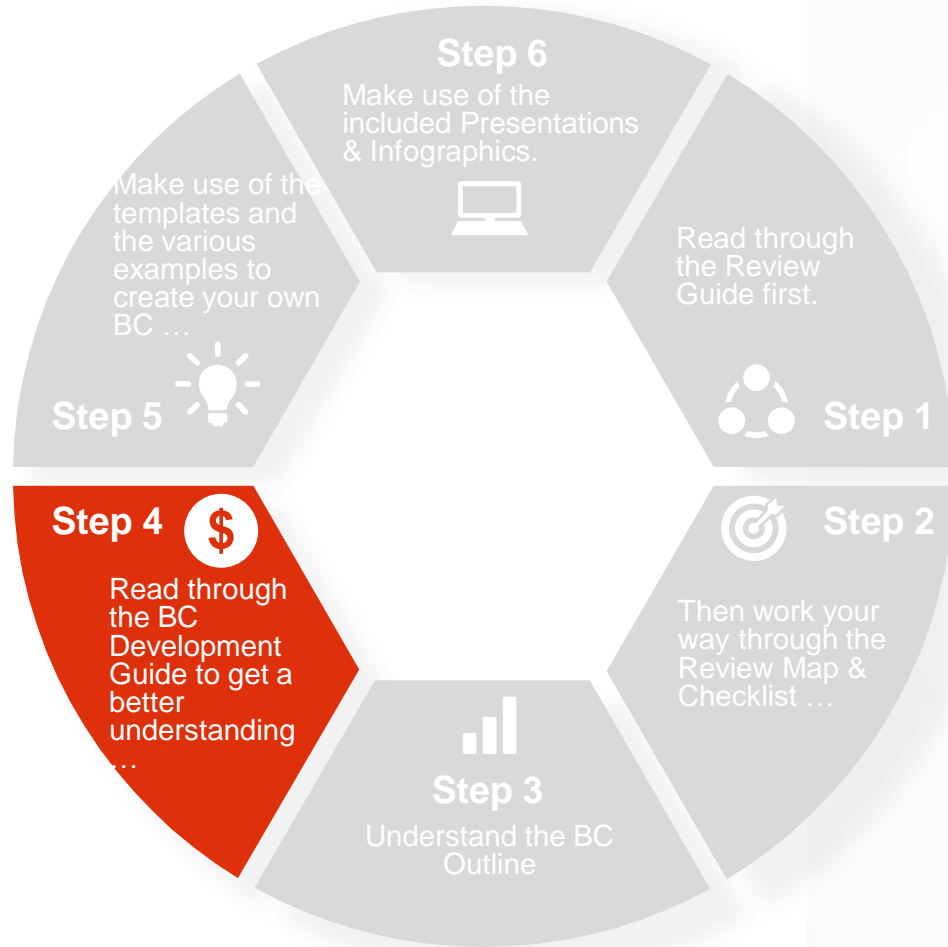
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## Step 3 – BC Outline

If you must create your own Business Case, first make yourself confirm with the BC Outline and the different sections to get a feeling of what is ahead of you ...



# Step 4 – read through the BC development Guide



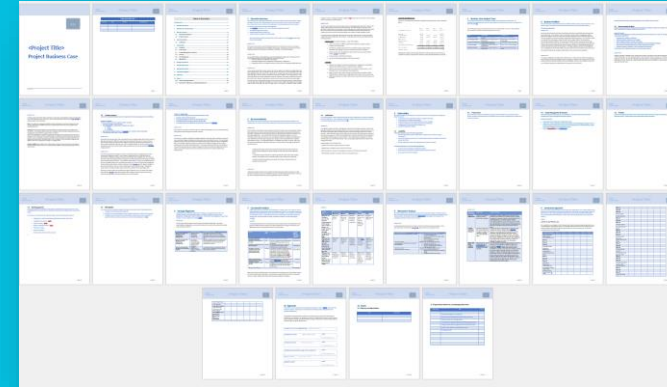
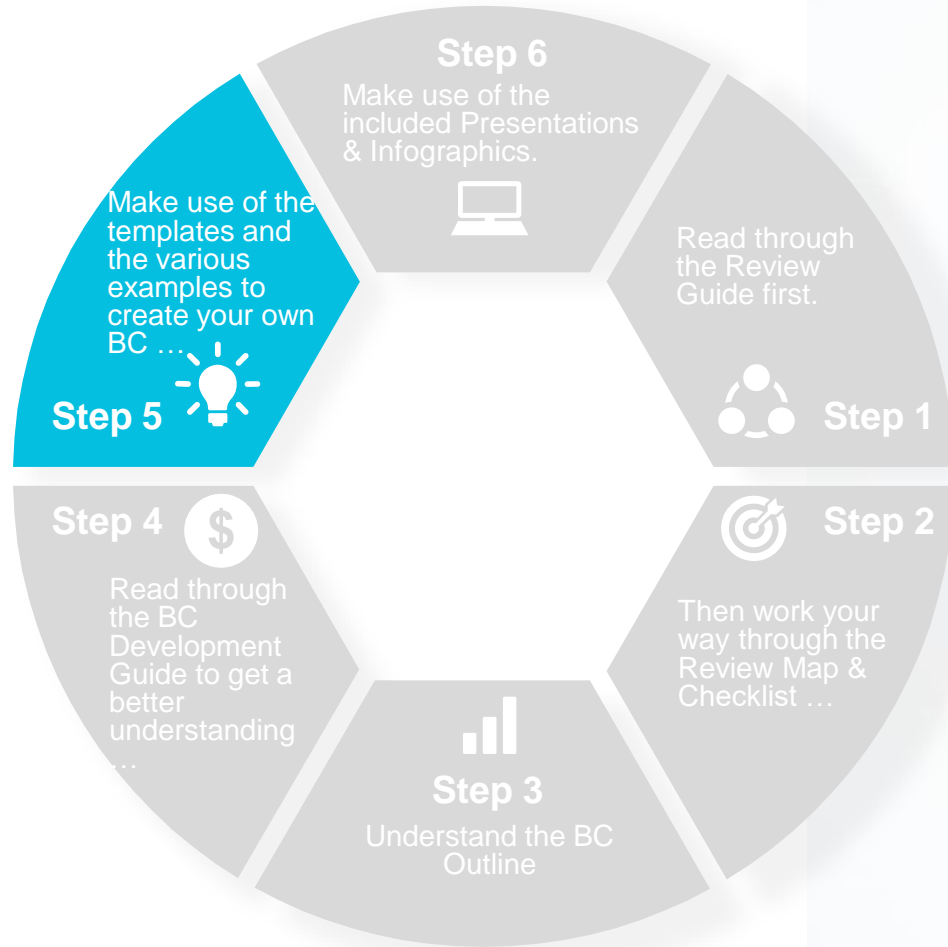
## Step 4 – BC development Guide

Now read through the BC development guide – especially since this is the first time you create a BC – to understand what a BC is, why it is needed, and so on. This will help you a lot when you start beginning your BC

...



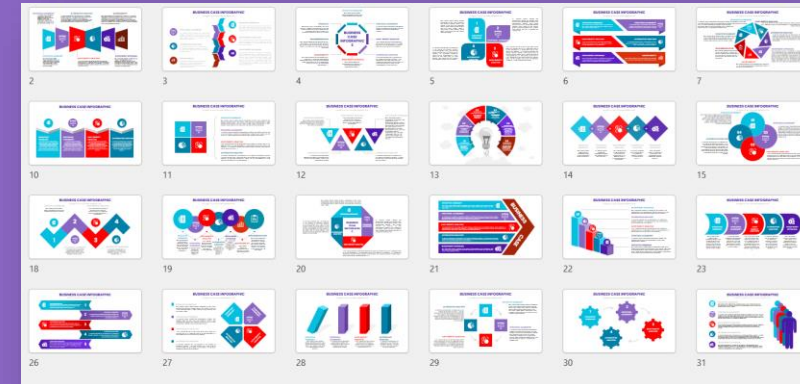
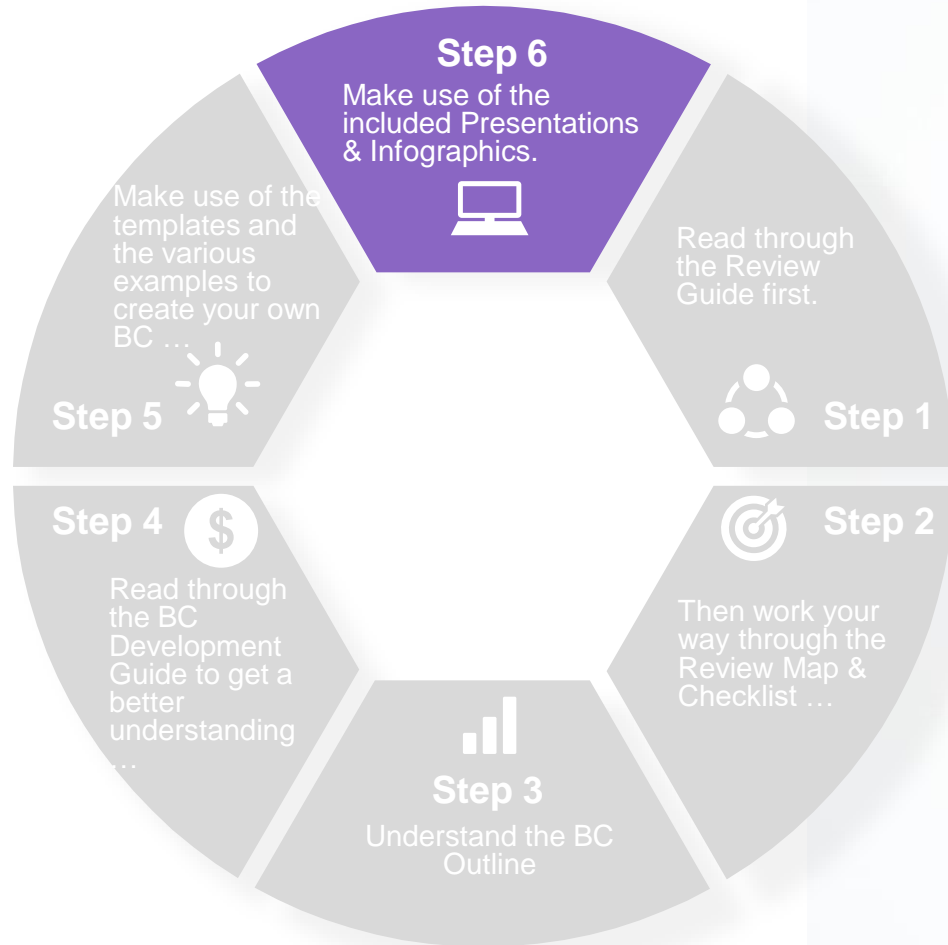
# Step 5 – utilizing the BC development Templates (with Examples!)



## Step 5 - Templates

Now we are getting to the core of it. With the toolkit, you do receive two versions of the templates. A blank version to start from scratch and a second – extensive – version which includes various examples for most of the topics. Priceless!

# Step 6 – create professional Presentations & Graphics



## Step 6 - Graphics

You will certainly present your business case or the results of your analysis/review to the steering committee and other key stakeholders. Included in our toolkit is a set of presentation slides and infographics to help you create a professional presentation of your business case.

# Good luck with the “MP4PM Business Case Toolkit”

*With all these guides, tools, and templates, you have **a complete solution** to create or analyze your project business case.*

*We hope to provide you with aid for effective and efficient work.*

*Good luck with our "**MP4PM Business Toolkit**".*



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 MP4PM Power ToolKits

The graphic features a white background with blue and orange abstract shapes. The text is arranged in a hierarchy, with the main title at the top, followed by the product name in a blue box, then the version type. A large orange brushstroke contains the main promotional text. The bottom right corner features a logo of three interlocking gears and the brand name.

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