Business Case Template

Business Case Title  
Date  
Prepared By

# Executive Summary

A concise summary that captures the essence, key findings, recommendations, and expected outcomes of the business case.

# Current State and Opportunities

Description of the current situation, challenges faced, and opportunities for improvement or growth that the project aims to address.

# Cost-Benefit Analysis

A detailed breakdown of the project's costs, anticipated benefits (both quantitative and qualitative), and Return on Investment (ROI).

# Recommendations

Based on the preceding analysis, articulate clear, actionable recommendations.

# Implementation Plan

Timeline: Key milestones, deadlines, and phases.  
Resources: Required budget, personnel, and other resources.  
Dependencies: Outline of any dependencies or critical path items that could influence the project timeline or success.