**BUSINESS CASE**

# *PROJECT #: Ver en formulario*

***Date: Ver en formulario***

***Author: ${author[[t]]}***

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**Version Control Chart:**

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**Indicate date, its role, its name, action over the document (creation or modification) and version number of the document.**

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| --- | --- | --- | --- | --- |
| **Date** | **Role** | **First name** | **Comments** | **Version #** |
|  |  |  |  |  |

**I- Executive Summary**

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Summarize the disadvantages that come to solve this business case and the proposal to solve them.

**A- Disadvantages:**  
  
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**Describe the problem to be solved, corrected or improved at this moment.**

**B- Results For the Business:**

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**Describe the primary benefits for the business would be if this proposal were implemented.**

**C- Recommendations:**

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**Describes how the execution of the project will solve the problem or the inconveniences of the business and who will benefit.**

**D- Justification:**

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**Describe why the project should be carried out and why it was selected from other alternatives.**

**It describes the impact that the business would suffer if this project were not done.**

**Describe in numbers the immediate benefit of implementing this project.**

**II- Business Case Analysis Team**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Description** | **First name** | **E-mail** |
|  |  |  |  |

**III- Problem Specification** 

**A- Statement:**

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**Describe the type and detail of the business problem that will solve this project.**

**B- Impact on the Organization:**

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**Describes how the project will modify or impact processes, tools, methodologies, procedures etc. also will contain the detail of any new role that needed to be created or modified due to its implementation.**

**C- Implementation:**

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**Briefly describes how this new project will be implemented and how the potential obstacles to this new implementation will be overcome.**

**You can describe the phases of the project at a high level.**

**IV- Project Overview:**

**A- Description:**

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**Describe how the project will solve the business problem.**   
**How will it be executed and the objective of the project.** 

**B- Objectives:**

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**List of objectives that will fulfill this project and defines how will it do it.** 

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| **Business Objective** | **How to achieve it** |
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**C- Evaluation Criteria:**

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**It describes what metrics will be used and how the result of the project execution will be measured, whether it is about human resources, processes, materials or services.**

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| --- | --- |
| **Resource, Process or Service** | **Benefit Assessment Criteria** |
| Reports of Salaries | It will take less than 2.5 seconds to respond when it actually takes up to 10 seconds. |

**D- Assumptions:**

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**Defines the basic list of assumptions that will be required to develop the project for this business case (funds, training, technical and functional support of the respective areas etc.) and any item that might be required in order to successfully execute this project**

**E- Restrictions:**

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**Defines the basic list of constraints that exist at the beginning of the proposed project.** **(Funds, time, knowledge, etc.) and all other restrictions that will impact or might impact the successful development of the project.**

**F- Most Relevant Milestones:**

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**List the most relevant milestones of the project and their expected date of delivery or completion at this stage.**

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| --- | --- |
| **Milestone or Deliverable** | **Expected Date** |
|  |  |

**V- Cost-Benefit Analysis**

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**It describes the project cost against the benefits and savings business to define whether it is worthwhile or not its development.**

***Figures expressed in: USD (United States Dollar)***

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| --- | --- | --- | --- |
| **Action / Item** | **Cost (+) / Savings (-)** | **Comments** | **Savings in the First Year** |
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**SAVINGS IN THE FIRST YEAR:**

**VI- Analysis of Alternatives:**

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**It describes the alternatives of solution of the business problem that were not taken into account and the reason for doing so.**

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| --- | --- |
| **Decision** | **Reason was not selected** |
| Do not do the project | Unnecessary personnel expenses and a lot of errors in manual processing. |

**VII- Approvers:**

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The approvers confirm the understanding of this document and upon signing indicate the approval for the continuation of the project object of the business case and that the following steps will be to create a formal project according to the details broadly presented here:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Approver** | **Title** | **Date** | **Signature** |
|  |  |  |  |
|  |  |  |  |