# **Business Case**

**Project Name**

**Created by**

**On DD/MM/YYYY**

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# Executive Summary

## Project Name

*Add the name of your project.*

## Project Description

*Describe what your project is about. Keep it concise. 2 paragraphs tops.*

## Objectives

*Bullet points with the key/main project objectives.*

## Deliverables

*Bullet points with the key project deliverables (tangible outcomes of the project).*

## Business Need

*Answer the why? Why are we doing this? Where is the business need coming from and why should the business embark on this project.*

# Scope

## Inclusions

*Bullet points for what’s in scope.*

## Exclusions

*Bullet points for what’s out of scope.*

# Plan

## Delivery Methodology

*Describe briefly the methodology you will use for project delivery (e.g. Agile, Waterfall, etc.)*

## Project Timeline

*Add your timeline or Gantt chart. It can be a snap shop, pic or summarized version.*

## Milestones

*Bullet points for your key milestones. Key deliverables/points in time within the timeline.*

## Assumptions

*Bullet points for the assumptions your making to deliver the project.*

## Constraints

*Bullet points for the constraints related to the project.*

## Dependencies

*Bullet points for the key project dependencies.*

# Project Costs

## Resourcing

*Add a table with your resource costs (both internal and external).*

## Licensing

*Add a table with your licensing costs.*

## Training

*Add a table with your training costs.*

## Change Management

*Add a table with your Change Management costs.*

## Other

*Add a table with any other costs.*

## Total Project Cost

*Add a summarized table with all costs and the total.*

# Business Value

## Project Benefits

*Bullet points with the key project benefits.*

## Return On Investment (ROI)

*Calculate the ROI.*

# Governance

## Project Team

*Add a table with the project team.*

## Project Board

*Add a table with the project board.*

## Project Sponsor

*Add a table with the project sponsor.*

## Stakeholders

*Add a table with the stakeholders.*

# Support Model

*Describe the support model post project delivery.*

# Quality Assurance

*Describe the quality assurance approach for the project.*

**\*\*\* End of document \*\*\***