

# **Business Case** **For [Project Name]**

## Document Control

### Document Information

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### Document Approvals

Role	Name	Signature	Date
Project Sponsor			
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Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
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# 1 Executive Summary

*Summarize the business problem, the various solutions available and the solution recommended for implementation. Describe the overall implementation approach to provide the Project Sponsor with confidence that the project phases have been well thought through and are likely to succeed.*

## 2 Business Problem

*Describe the business problem (or opportunity) and the environment within which it exists, by completing the following sections.*

### 2.1 Environmental Analysis

*Describe the key aspects of the business environment that have resulted in the need for this project to take place. Provide facts or evidence to support any conclusions.*

### 2.2 Problem Analysis

#### Business Problem

*Describe the core business problem by stating the reasons why it exists, the impact it is having on the business, and the timeframes within which it must be resolved*

#### Business Opportunity

*Describe the business opportunity, the 'opportunity window' (of time) available, and the positive impact that realizing the opportunity will have on the business.*

## 3 Alternative Solutions

*List each of the alternative solutions and describe their benefits, costs, feasibility, risks and issues. For each solution identified, the following information is required:*

### 3.1 Option 1

#### 3.1.1 Description

*Provide a high-level description of the solution by describing its core elements (e.g. people, process, organization, technology) and the general approach to implementation.*

### 3.1.2 Benefits

Describe the tangible and intangible benefits to the company upon implementation of the solution. One of the obvious benefits described will be that the business problem / opportunity outlined above will be addressed. Complete the following table:

Benefit Category	Benefit Description	Benefit Value

### 3.1.3 Costs

Quantify the costs involved in implementing the solution, by completing the following table:

Expense Category	Expense Description	Expense Value	Expense Type

### 3.1.4 Feasibility

Describe the feasibility of the solution by breaking it down into its components and rating the feasibility of each component in the following table:

Solution	Feasibility Rating	Assessment Method

### 3.1.5 Risks

Summarize the risks associated with implementing this solution, by completing the following table:

Risk Description	Risk Likelihood	Risk Impact	Risk Mitigating Actions

### 3.1.6 Issues

Summarize the issues associated with implementing this solution, by completing the following table:

Issue Description	Issue Priority	Action Required to Resolve Issue

### 3.1.7 Assumptions

List the major assumptions associated with the adoption of this solution.

## 3.2 Option 2

### 3.2.1 Description

Provide a high-level description of the solution by describing its core elements (e.g. people, process, organization, technology) and the general to implementation.

### 3.2.2 Benefits

Describe the tangible and intangible benefits to the company upon implementation of the solution. One of the obvious benefits described will be that the business problem / opportunity outlined above will be addressed. Complete the following table:

Benefit Category	Benefit Description	Benefit Value

### 3.2.3 Costs

Quantify the costs involved in implementing the solution, by completing the following table:

Expense Category	Expense Description	Expense Value	Expense Type

### 3.2.4 Feasibility

Describe the feasibility of the solution by breaking the solution down into its components and rating the feasibility of each component in the following table:

Solution	Feasibility Rating	Assessment Method

### 3.2.5 Risks

Summarize the risks associated with implementing this solution, by completing the following table:

Risk Description	Risk Likelihood	Risk Impact	Risk Mitigating Actions

### 3.2.6 Issues

Summarize the issues associated with implementing this solution, by completing the following table:

Issue Description	Issue Priority	Action Required to Resolve Issue

### 3.2.7 Assumptions

List the major assumptions associated with the adoption of this option.

## 3.3 Option 3

### 3.3.1 Description

Provide a high-level description of the solution by describing its core elements (e.g. people, process, organization, technology) and the general approach to be taken to implement it.

### 3.3.2 Benefits

Describe the tangible and intangible benefits to the company upon implementation of the solution. One of the obvious benefits described will be that the business problem / opportunity outlined above will be addressed. Complete the following table:

Benefit Category	Benefit Description	Benefit Value

### 3.3.3 Costs

Quantify the costs involved in implementing the solution, by completing the following table:

Expense Category	Expense Description	Expense Value	Expense Type

### 3.3.4 Feasibility

Describe the feasibility of the solution by breaking the solution down into its components and rating the feasibility of each component in the following table:

Solution	Feasibility Rating	Assessment Method

### 3.3.5 Risks

Summarize the risks associated with implementing this solution, by completing the following table:

Risk Description	Risk Likelihood	Risk Impact	Risk Mitigating Actions



### 3.3.6 Issues

*Summarize the issues associated with implementing this solution, by completing the following table:*

Issue Description	Issue Priority	Action Required to Resolve Issue

### 3.3.7 Assumptions

*List the major assumptions associated with the adoption of this option.*

## 4 Recommended Solution

*Compare the alternative solutions available and rate them to identify a recommended solution for implementation.*

### 4.1 Solution Rating

*Apply an overall rating to each solution using a suite of assessment criteria, as provided by the table below:*

Assessment Criteria	Solution 1 Rating	Solution 2 Rating	Solution 3 Rating
Total Score			

### 4.2 Recommended Solution

*Identify the recommended solution for implementation, based on the highest Total Score achieved in the table above. List the key reasons why this solution has been chosen over the other solutions previously identified.*

## **5 Implementation Approach**

*Describe the general approach to be taken to implement the recommended solution and derive the business benefits described in this document, by completing the following sections.*

### **5.1 Project Initiation**

*Describe how the project will be defined, the team appointed and the Project Office established.*

### **5.2 Project Planning**

*Document in detail the steps involved in planning the project, to ensure that the phases, activities and tasks are undertaken in a clear, coordinated fashion.*

### **5.3 Project Execution**

*Identify the phases and activities required to build the physical deliverables for customer approval.*

### **5.4 Project Closure**

*List the steps needed to transfer the deliverables to the business, close the Project Office, release staff, terminate supplier contracts and review the success of the project.*

### **5.5 Project Management**

*Describe in brief how the following Project Management processes will be implemented: Time Management, Cost Management, Quality Management, Change Management, Risk Management, Issue Management, Procurement Management, Communications Management and Acceptance Management.*

## **6 Appendix**

### **6.1 Supporting Documentation**

*Attach any documentation you believe is relevant to the Business Case. For example:*

- *Business research materials*
- *Detailed financial spreadsheets*
- *Other relevant information or correspondence*

