A picture containing shape

Description automatically generated

*Project name*

Business Case template

## WHEN TO USE THIS DOCUMENT AND WHY?

***When would I use this document?***

Use this document if you:

* Are initiating a new project
* Need to set out how a project fits with Sport Wales’ work and vision.
* Need to present a business case for the project by describing the planned impact.

***Why should I use this document?***

Using this template will provide you with the structure to:

* Demonstrate the expected changes and benefits to the business as a result of delivering the project, and how that differs from the current reality.
* Describe any other projects which could have a connection to the one which this business case document deals with.
* Provide a summary of the envisaged project cost, resource and budget needed.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Project Role | Name | Date |
| Produced by: | Lead Contact |  |  |
| Approved by: | Project Sponsor |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision History** | | | |
| ***Name*** | ***Ver*** | ***Reason for change*** | ***Date*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Context, insight and organisational alignment

*Do not state requirements for the proposed solution in this section - focus on the big picture.*

|  |
| --- |
| * 1. **Project background**   *Provide an overview of the project’s background; how it came about and where it fits in at Sport Wales.* |
|  |
| * 1. **What problem are you trying to solve?**   *Provide a description of the problem which this project seeks to address. See* [this webpage](https://www.nngroup.com/articles/problem-statements/) *for support on forming a problem statement.* |
|  |
| * 1. **What user research has been done to better understand the users and the problem?**   *Provide a summary of the user research which has taken place to date. See [INSERT LINK] for more information on the types of information which is helpful to understand.* |
|  |
| * 1. **What impact could the project have?**   *Provide a summary of the types of change the project could result in and how it would be different from the current reality. Similarly, if the project didn’t happen, would impact would that have.* |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| * 1. **Business plan priorities.**   *If relevant, please detail the business priority to which this project is linked. If there’s more than one link, please tick accordingly. If there isn’t a specific link to one of the priorities listed below, please leave the table blank.* | | | |
| Environmental Sustainability | *INSERT TICK* | | *Which activity does it relate to?* |
| Inclusive Organisational Culture | *INSERT TICK* | | *Which activity does it relate to?* |
| Investments | *INSERT TICK* | | *Which activity does it relate to?* |
| Person-centred approach | *INSERT TICK* | | *Which activity does it relate to?* |
| Progressing Sport Partnerships | *INSERT TICK* | | *Which activity does it relate to?* |
| Supporting a Healthier Wales | *INSERT TICK* | | *Which activity does it relate to?* |
| Young People – Positive Experience of Sport | *INSERT TICK* | | *Which activity does it relate to?* |
| * 1. **Are there any legal, governance or compliance requirements to which the project is linked?**   *Provide context here. Examples would include audit or Welsh Government prerequisites which the project will help to meet.* | | | |
|  | | | |
| **1.7 Has an Impact Assessment form been completed and submitted?** | | | |
| Yes / No*(delete as appropriate)* | | *Insert link to completed impact assessment form* | |
| * 1. **Name any other projects, either planned or in progress, that form part of this project or have a connection which could impact upon it.**   *Provide a summary of how the projects are linked or the impact it could have on this one e.g. timeline or financial links.* | | | |
|  | | | |

## The proposed solution

|  |  |  |
| --- | --- | --- |
| * 1. **Has a solution been identified to solve the problem which this project seeks to address?**   *Please answer based on the current project status. This section can be updated over time. You may also want to insert a row here to cover any previous projects/solutions which were attempted.* | | |
| **Status** | **Answer** | **Next steps** |
| No solution identified currently | *INSERT TICK* | *Move to section 3* |
| Likely solution identified | *INSERT TICK* | *Please add in more detail in section 2.2* |
| More than one possible solution identified | *INSERT TICK* | *Please add in more detail in section 2.2* |

|  |
| --- |
| **Solution 1** |
| * 1. **Solution overview**   *Provide an outline overview of solution.* |
|  |
| * 1. **Please list the benefits of choosing this solution**   *E.g. costs / staff time / capability or skills needed* |
|  |
| * 1. **Please list the potential drawbacks of this solution**   *E.g. costs / staff time / timeline / resource needed / expertise* |
|  |

|  |
| --- |
| **Solution 2**  *(If more than one solution is being considered, this section and those that follow should be completed to reflect those options)* |
| * 1. **Solution overview**   *Provide an outline overview of solution.* |
|  |
| * 1. **Please list the benefits of choosing this solution**   *E.g. costs / staff time / capability or skills needed* |
|  |
| * 1. **Please list the potential drawbacks of this solution**   *E.g. costs / staff time / timeline / resource needed / expertise* |
|  |

## 3. Resource

Please provide the following cost and requirements information, where known.

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1 Financial costs**  *Please provide your estimates in ranges, from best to worst-case scenario.* | | | |
| **Cost category**  *Confirm category to which the cost relates e.g. software* | **Cost**  *Add in cost value* | **Estimated or confirmed?**  *Is this based on a formal quote/contract or an estimation?* | **One off or rolling fee?**  *Is there a monthly/ annual fee or only one payment?* |
|  |  |  |  |
|  |  |  |  |
| *Add more rows as needed* |  |  |  |

|  |  |  |
| --- | --- | --- |
| **3.2 Human resource requirements** | | |
| **Resource requirement**  *State role/support type needed* | **Internal or external**  *State which Sport Wales team(s) would be involved* | **Time required?**  *Is there a monthly/ annual fee or only one payment?* |
|  |  |  |
|  |  |  |
|  |  |  |

4. Technical planning

This section will help to outline technical / system considerations which will inform the technical feasibility of the project.

|  |  |  |
| --- | --- | --- |
| * 1. **Which Sport Wales processes are likely to be impacted or linked to this project?** | | |
|  | | |
| * 1. **Which part(s) of the project / solution might need to be supported by technology or are there any technologies which may need to be changed because of the project?** | | |
|  | | |
| **4.3 Who will be responsible for operating and owning any technical / digital elements to the solution / process?** | | |
| **Name** | **Position** | **Team** |
|  |  |  |

## 5. Monitoring and Evaluation plan

|  |
| --- |
| **5.1 How do you intend to track progress and milestones during the project to ensure it stays on track?**  *What key performance indicators will you monitor? Who will be responsible for tracking and reflecting on progress? How frequently will progress be monitored?* |
|  |
| **5.2 How will you assess the project and / or the solution’s effectiveness and impact after the project has been delivered?**  *What methods will you use, and what data will you track? Are there any specific benchmarks or targets that will be used to measure success, or what change and impact do you expect to see and monitor in the organisation because of the project?* |
|  |

6. Risks, assumptions and dependencies

**6.1** *Please use the RAID log template to state the risks, issues and dependencies associated with the project. Remember to think about this project as well as any others planned or in progress that are, or will be, dependent on this one.*

**6.2** *Both the RAID log and this Business Case document should be updated as live documents as more information becomes available with time.*

|  |  |
| --- | --- |
| RAID log completed: | YES / NO *(delete as appropriate)* |
| Link to saved document: | *INSERT LINK HERE* |