

BCD No. : _____



Business Case for Project (3W)

<<Name of the Project>>

Version **04.00**

Requestor

Requestor:	Date: dd – Mmm – yy
Designation:	

Approvals

Role	Name	Date	Signature
Process/Project Owner	[Name Goes Here]	dd – Mmm – yy	
CIO 1 Down	[Name Goes Here]	dd – Mmm – yy	
CIO	[Name Goes Here]	dd – Mmm – yy	
Business Sponsor	[Name Goes Here]	dd – Mmm – yy	
Head : Risk and Governance	[Name Goes Here]	dd – Mmm – yy	
MD & CEO	[Name Goes Here]	dd – Mmm – yy	

Revision History

Document/Dept. Owner:		
Created By:		Date:
Revised By	Date Revised	New Version #
[Name Goes Here]	dd – Mmm – yy	xx.yy

Note: Please note that since this document is to be used as a sacrosanct definition for business justification; ensure that it is as detailed and elaborate as possible.

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1. Executive Summary

<<This section should give a brief overview of the Business Case, a read of this section should enable the reader to understand the complete document. Also include the financial impact / Total Cost of ownership / Cost Benefit Analysis that is mentioned in this document below>>

2. Introduction/Background (The Why)

- **Overview of the current scenario**

<<Describe the existing current scenario and what the problem with it is. Also mention what factors have brought about the need for the proposed project? >>

- **Objective of the project**

<<Describe the business objective or goal statement here. Goal statement should be SMART (Specific Measurable Achievable Relevant Time-Bound)>>

- **Impact of project**

<<Enlist the impact on existing landscape due to the introduction of change – new platform/technology/infrastructure/concept/project>>

- **Financial Benefit**

<<Mention financial benefit if any that can be achieved due to adoption of the suggested change.>>

- **Non-Financial Benefit**

<<Mention non-financial benefits if any that will result due to adoption of suggested change>>

- **Competitor Benchmark**

<<How do the competitors fare in this area and what initiatives have they implemented in this space >>

3. Details about the suggested project (The What)

- **Project Details**

<<Describe the project in detail>>

- **Solution Details**

<<Describe the solution that will be implemented in detail, was any due diligence done while selecting this solution, what were the other options considered and why this is the best solution according to you>>

- **Project Scope**

<<Describe the project scope here. All scoped in and scoped out items to be mentioned. >>

- **High Level Plan and Effort Estimation**
<<Define the plan and efforts involved in attempting the POC>>
- **Timelines**
<<Describe the project timelines>>
- **Success Criteria for the Project**
<<Define success factors for the Project>>
- **Envisaged Final Outcome**
<<Describe the desired final outcome at the end of the project>>
- **Support required within the Bank.**
<<What is the support required from within the bank to execute this project>>
- **Support required from outside the Bank.**
<<What is the support required from within the bank to execute this project>>
- **Any regulatory clearances to be taken for implementing this project**
<<Does this project require any special regulatory or compliance clearances. >>
- **Total Cost of Ownership**
<<Mention the estimated TCO for 5 years, clearly break up the CAPEX and OPEX, this is also the clean sheet costing. The template for the same is mentioned below>>

Expenditure Type	Year 1 Est.	Year 2 Est.	Year 3 Est.	Year 4 Est.	Year 5 Est.
CAPEX					
Line Item 1					
Line Item 2					
...					
OPEX					
Line Item 1					
Line Item 2					
....					

4. Risks, Assumptions and Constraints.

- **Possible risks and their mitigation**

<<Enlist potential risks if any resulting from non-acceptance of the project.

Also mention all envisaged risks here along with key mitigation strategies while execution of the project. >>

- **Assumptions**

<<Enlist key assumptions if any while conceptualizing this project. >>

- **Constraints**

<<Enlist potential hurdles/constraints that can be envisaged during the course of the project. >>