



# BUSINESS CASE

[Document subtitle]

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## Project Summary

<b>Project Name</b>	
<b>Project Description</b>	
<b>Leader Name</b>	
<b>Project Delivery Owner</b>	
<b>How much is the total cost ?</b>	
<b>What is the expected return in savings</b>	

## Project Initiative

## Benefits Summary

## Risks and dependencies

## Finance Summary

	<b>FYxx Q1</b>	<b>FYxx Q2</b>	<b>FYxx Q3</b>	<b>FYxx Q4</b>	<b>FYyy</b>	<b>FYzz</b>	<b>FYaa</b>	<b>Total</b>
<i>Opex Investment</i>								
<i>Capex Investment</i>								
<i>Total Investment</i>								
<i>Revenue/savings</i>								

<i>Operating Improvement</i>								
<i>Payback (Months)</i>								

*(note – you may have to give option, which in this case you would provide double the summaries)*

## Business Case Details

### Business Goals mapped to IT Goals and gap summary

Business Goal	IT Goal	IT Service	Gap/issue

### Scope and Exceptions

### Benefits of Project

Benefits						
#	Benefits that will be delivered by the project and how much	Cost Benefits	How will the benefit be achieved	How will it be measured	By when (date)	Confidence (H,M,L)
1						
2						

### Expense Breakdown

Item	20aa	20bb	20cc	20dd	20ee	Total
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Budgeted Cost						
Resources						
Other (Travel, Teleconference, Hotels)						
S/W Lic						
<b>Total</b>						

### Project Capital Costs

Item	20aa	20bb	20cc	20dd	20ee	Total
Hardware						
Other						
<b>Total</b>						

### Operating Cost Summary

Item	20aa	20bb	20cc	20dd	20ee	Total
<b>Current Operating costs – Key items</b>						
Resources						

<b>Total</b>						
<b>Future Operating costs – Key items</b>						
<b>Total</b>						

Risks

Business Risks	Likelihood	Consequence

Technical Risks	Likelihood	Consequence

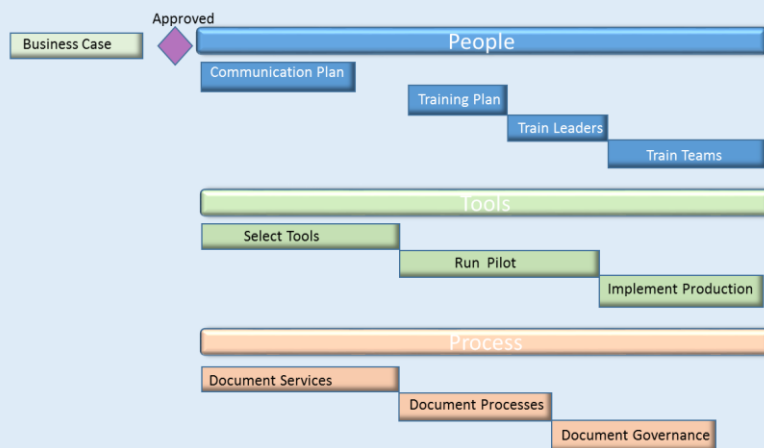
Dependencies

Assumptions

Item	Assumption

High Implementation Plan

# High Level Service Management Implementation Plan



## Project Governance

Project Sponsor

Project Manager

PMO

Project Stakeholders

Steering Committee