| **Stage** | **Business Case** | **Project ID No.** |  |
| --- | --- | --- | --- |
| **Project Title** | **[Title of Project]** | | |
| **Version** |  | | |
| **Project Sponsor** |  | | |
| **Project Manager** |  | | |
| **Description** |  | | |
| **Project Categorisation (S/M/L)** |  | | |
| **Strategic Importance** |  | | |
| **Benefits** |  | | |
| **Impact of not delivering** |  | | |
| **Major dependencies** |  | | |
| **Critical resources required, incl. ITS work** |  | | |
| **Estimated budget** |  | | |
| **Proposed start date** |  | | |
| **Proposed completion date** |  | | |
| **Project Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
| **Change Portfolio Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
|
|
| **Strategic Change Board decision** | **Yes** | **No** | **Defer** |
| **Version:**  **Date approved:**  **Notes:** |  | | |
|
|

Business Case

# 1 Background

*[As per Project Brief, updated with the latest information].*

# 2 Project Definition

*[As per Project Brief, enhancing the project deliverables with further detail on:*

* *Individuals available to deliver rather than teams*
* *Benefits identified and how these will be realised (see Benefits Management)*
* *As-is and To-be processes*
* *Reporting requirements*

*Ensure scope inclusions and exclusions are fully, explicitly stated. For all exclusions, consider risk to project delivery or end benefits if not delivered, and consider any assumptions made].*

# 3 Project Benefits

*[As per Project Brief, update with more detail to make as ‘SMART’ as possible at this stage.]*

| **Benefits** | **Measures** |
| --- | --- |
| *[e.g. Increased access to service x for user y]* | *[e.g. w% increase in number of y users with access to service x over z period of time]* |
|  |  |
|  |  |

# 4 Project Options

*[Highlight the recommended option. Include high level CAPEX and OPEX costs].*

## Option 1 – Do Nothing

## Option 2 –

*[These options could include: Bespoke Design and Build, Off the shelf product, mass market but tailor-able etc., Current product modification, In-house provision, Contracted provision.]*

## 4.1 Option Recommendation Summary

*[Summarise reason for recommended option, including reference to the analysis and consultation undertaken to arrive at this recommendation].*

# 

# 4.2 Business Case for recommended option

*[When assessing the Business Case for the project, consider the following 5-case business case model]*

| *The Strategic Case:* | *demonstrate the project aligns with the University’s priorities* |
| --- | --- |
| *The Economic Case:* | *demonstrate the project provides value for money* |
| *The Financial Case:* | *demonstrate the project is affordable (section 4.3)* |
| *The Commercial Case:* | *demonstrate the project is commercially viable (section 4.4)* |
| *The Management Case:* | *demonstrate the project will be delivered effectively* |

## 4.3 Financial business case

*[Insert or link to the* [*project costs and savings plan*](https://docs.google.com/spreadsheets/d/1F6ERO46YKO_1LXz-7RAH-L7B0GK-_6_K/edit?usp=sharing&ouid=116768281069240015847&rtpof=true&sd=true)*]*

## 4**.**4 **Return on Investment (ROI) summary**

*[State whether financial benefits are cashable or non-cashable. Describe how any benefits, e.g. staff time saving will be realised and used].*

# 5 Tolerances

*[Copy agreed tolerances from Project brief]*.

# 6 Risks and Uncertainties

*[Copy and update from Project Brief].*

Likelihood: 1 = Rare and 5 = Almost Certain

Impact: 1 = Insignificant and 5 = Catastrophic

| **Risk & Description** | **Likelihood (1-5)** | **Impact (1-5)** | **Response Measure** |
| --- | --- | --- | --- |
| X caused by Y resulting Z |  |  | Risk mitigation measures:  Avoid  Control  Transfer  Watch  Accept |
| Example:  A delay in implementing a supported IdM system caused by unavailability of staff resulting in a delay in implementing a new Student Records System |  |  | Control:  Carry out a resource audit as part of the planning stage to ensure we have resource availability throughout the lifetime of this project, with temporary resourcing as required. |

# 7 Customers, Users and Other Stakeholders.

*[Copy and update from Project Brief].*

# 8 Information Security[[1]](#footnote-0)

*Copy: As per Project Brief with the following additional information:*

*List the proposed types of data in scope of this project[[2]](#footnote-1):*

* *University data center*
* *Non university data centre including cloud storage,* 
  + *Within in the UK,*
  + *Within the EU or*
  + *Outside the EU*
* *If using a third party data centre, are they ISO27001 certified?*
* *Actions:*
  + *[For personal data] Review and complete the Privacy Impact Assessments (Available from:* [*https://www.brookes.ac.uk/it/information-management/gdpr/*](https://www.brookes.ac.uk/it/information-management/gdpr/)*) and as part of the output, ensure we have suitable risks and risk mitigation*
  + *[For commercially sensitive or IP data] Liaise with the information management team to conduct a brief information security risk assessment*
  + *Confirm any implication from Data Governance policies*

# 9 Project Plan – High Level Milestones

*[If you have a fully mapped project timeline, a draft or high-level timeline or roadmap, attach it as an appendix. The milestones should then be summarised in the table below. If you do not yet have a draft timeline you must still provide details of key milestones using this table. Milestones are major decision points or points when essential elements must be completed in order for consequent tasks to be undertaken. They will help measure progress and achievement towards the overall goal.]*

| **Key Milestones** | **Start date** | **Finish date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 9.1 High Level Transition Plan

*[Provide a brief description of your plan for transitioning into business usual. For projects with an IT element, describe how the service will transition into the live environment, this must include a reference to the service transition checklist.]*

# 10 Assessment of Readiness for Change

*[Provide details relating to any opportunities, barriers / hindrances or challenges which exist that are likely to negatively affect the establishment of change within the organisation, as it relates to this project.]*

# 11 Procurement Route

*[Consider, with advice from the Procurement Team, and referring to Procurement rules, what is the best supply route for any services or goods that will need to be purchased as part of your project. In considering this you must consider the value of any potential contract over its full lifetime.]*

# 12 Optional - Sustainability

What is the likely environmental impact of this project? E.g. pollution, resource use. What is the likely economic impact? E.g. strengthening the local economy or employment opportunities. What is the likely social impact? E.g. opportunities to be part of a community. What are the end of life disposal costs or impacts?.

# 13 Optional – Equality Impact Assessment

[Consider whether this project should have an EIA undertaken. Contact your Equality, Diversity and Inclusion Champion for advice if you are unsure].

1. These will be assessed via: <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/> [↑](#footnote-ref-0)
2. <https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/> [↑](#footnote-ref-1)