**Business Case for: (Title of Project)**

**Date:**

**Prepared by:**

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| 1. **Introduction/ Background**   **(Describe Organization/project background)** |
| **2.0 Business Objective** |
| **3.0 Current Situation and Problem/Opportunity Statement**  (Explain why we need to propose this project) |
| **4.0 Critical Assumption and Constraints**  (Describe what conditions we assume that would make the project success and what situations that limit our scope) |
| **5.0 Analysis of Option and Recommendation and explain in detail**  **Examples:**   * Do the project ourselves * Outsourcing to another company * Don’t do the project * Conclusion |
| **6.0 Preliminary Project Requirements/features** |
| **7.0 Budget Estimate and Financial Analysis**  (break the financial needs into pieces and budget |
| **8.0 Schedule Estimate**  (List schedule from starting date to end date. May include milestones) |
| **9.0 Potential Risks** |
| **10.0 Exhibits** |