

BUSINESS CASE EVALUATION

Agency Name:						
Project Name:						
Analyst Name(s):		Evaluation Date:				
Note: Use risk descriptions as a guide. Use own discretion for ratings based on knowledge of the project. Deviations from the rating						
No.	CRITERIA	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2
Deliverable						
1	Used Tool as Published	Minimum data set different.	Minimum data set, for the most part, is the same.	Minimum data set completely satisfied.	1	
2	Includes All Required Signatures	No		Yes	1	
Executive Summary						
3	Business Case Analysis Overall Approach	Overall, analysis results indicate anticipated outcomes will not fully resolve the business problem.	Overall, analysis results indicate anticipated outcomes will somewhat resolve the business problem.	Overall, analysis results indicate anticipated outcomes will fully resolve the business problem.	1	
Governance and Business Case Analysis Team						
4	Governance Maturity	No formal governance process in place.	Formal governance process has been considered, but no plan is in place.	Formal governance process is executed and plan for process improvements are in place.	1	
5	Business Case Analysis Team Size	>15 members	10 to 15 members	<10 members	1	
Problem Definition						
6	Business Problem Impact	If unresolved, directly impacts delivery of services to clients.	If unresolved, some impact on delivery of services to clients.	If unresolved, no impact on delivery of services to client.	1	
7	Agency and Constituent Environment Impact	Processes/procedures not reviewed, or poor processes being automated or substantially alters work methods.	Processes/procedures reviewed, processes doubtful, work methods not affected, or minimum effect.	Processes/procedures reviewed, new system efficient, work methods not affected or improved.	1	
Project Overview						

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8	Agency Goal(s) Support	Agency goals are solely dependent on successful implementation.	Agency goals are somewhat supported by the deliverables.	Minor or low support of agency goals.	1	
9	Improve Client Services	Directly impacts delivery of services to clients.	Some impact on delivery of services to clients.	No impact on delivery of services to client.	1	
10	Performance Measures Selection	Performance measures do not satisfy SMART criteria.	Performance measures somewhat satisfy SMART criteria.	Performance measures meet SMART criteria.	1	
11	Estimated Project Length of Time	>48 months	18-48 months	12-18 months	1	
Project Evaluation						
12	Total Project Cost	\$15 Million +	\$4 Million - \$14.99 Million	\$1Million - \$5 Million	1	
13	Funding Sources and Constraints	Budget allocation in doubt or subject to change without notice.	Some questionable allocations or doubts about availability.	Funds allocated without constraints.	1	
14	Mandated by Law or External Requirement	Major impact on agency if anticipated outcomes are not achieved.	Moderate impact on agency if anticipated outcomes are not achieved.	No impact to agency if anticipated outcomes are not achieved.	1	
15	Mandated Project Timelines	Major impact on agency if date is not met.	Moderate impact if date not met.	No impact to agency if date is not met.	1	
16	Mandated Timeline Impacts Quality	Mandated timeline adversely affects quality and completeness.	Has critical timeline but little or no impact on quality.	Timelines are not critical.	1	
17	Proposed Technology Environment Impact	Leading edge (in operation for less than one year) or aged technology (over 5 years old)	State-of-the-art (in operation from 1-3 years)	Mature technology, well-established and proven (in operation 3-5 years)	1	
18	Prerequisite to Other Project(s)	Major impact on other systems if project fails or is cancelled.	Moderate impact on other systems if project fails or is cancelled.	No impact to other systems if project fails or is cancelled.	1	
19	Deadline Impact on Agency Operations or Staff	Major impact on operations or staff if deadline extended.	Some impact on operations or staff if deadline extended.	No impact on operations or staff if deadline extended.	1	
20	Systems Exchanging Information	Extensive exchange of data or major part of project.	Some exchange of data or some importance to project.	No exchange of data or low level of complexity involved in exchange.	1	

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21	Initial Risk Consideration	No risk analysis consideration process in place.	Risk analysis has been considered, but list of identified risks appears incomplete.	Initial risk consideration has been conducted, and list of identified risks appears comprehensive.	1	
22	Alignment with Strategic Plans	Does not align with agency strategic plans.	Somewhat aligns with agency strategic plan, but is inconsistent with the approved agency budget.	Aligns with strategic plans, and is consistent with the approved agency budget.	1	
23	Information Resources Impact	Highly impacts use of information resources at the agency level.	Somewhat impacts use of information resources at the agency level.	Has minimal impact on use of information resources at the agency level.	1	
24	Financial Impact	Analysis indicates major benefits to the agency and constituents.	Analysis indicates major benefits to the agency, and somewhat to constituents.	Analysis indicates major benefits to the agency.	1	
25	Project Cost Accounting	No cost tracking process in place.	Process in place but lacking controls and commitment.	Process in place and effectively tracks costs.	1	
26	Alternative Analysis Impact	Analysis included no other alternatives.	Analysis included two alternatives.	Analysis included a minimum of three alternatives.	1	
27	Developed in Partnership with Other Organization(s)	Involvement of other organizations is high or undefined.	Involvement of other organizations is high, but roles have been somewhat defined.	Involvement of other organizations is defined and manageable.	1	
Project Selection						
28	Business Case Analysis Selection Methodology	No documented and repeatable selection process in place.	Selection process in place.	Selection process in place.	1	
29	Project Results	Analysis indicates poor project justification.	Analysis indicates that the project may not break even monetarily, but project justified by qualitative benefits.	Analysis indicates that project is justified both quantifiably and quantitatively.	1	
	Risk Total	66 - 87 High Risk Needs Rater 2	46 - 65 Medium Risk	30 - 45 Low Risk	29	0
Rater (1):						
Rater (2):						

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s matrix should be noted.
Comments
Agency used an internal tool. Requested agency to resubmit a new version that complies with the minimum data set.
Executive Sponsor signature is missing. Requested agency to resubmit a new version that identifies all required signatures.
The system will completely eliminate the business problem once the system is fully operational in 12 months.

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