**Instructor Note:** For this portion of the Project Plan you do not have to follow the numbered formatting below, this template is meant as a guideline… expand on it, remove parts – your choices need to be applied her so they fit your Project requirements. *The template below is offered as a guide, you are welcome to search the internet for other examples*

**Business Case for [Project Name]**

**Prepared by:**

1.0 Introduction / Background

2.0 Business Objective

3.0 Current Situation and Problem/Opportunity Statement

4.0 Critical Assumption and Constraints

5.0 Analysis of Option and Recommendation

6.0 Preliminary Project Requirements

7.0 Budget Estimate and Financial Analysis

8.0 Schedule Estimate

9.0 Potential Risks

10.0 Exhibits

Exhibit A: [Insert any parts that you feel need to be added here – budget info, risk analysis, assumptions, etc]