

Business Case Template

1 Introduction/Background

Include an introduction here

2 Business Objective

Information which outlines how the project fits with organisation's strategic goals

3 Current situation and Problem/Opportunity Statement

Outlines the current situation, and opportunities

4 Critical Assumptions and Constraints

Information about project scope, time, cost and other constraints

5 Analysis of Options and Recommendation

Outlines the different options for the project which were explored

6 Preliminary Project Requirements

Requirements for the project prior to project initiation

7 Budget Estimate and Financial Analysis

Cost analysis, and NPV, payback, and ROI financial analyses

8 Schedule Estimate

Brief timeline to completion

9 Potential Risks

Information about risks which may impede project progress