BUSINESS CASE – [Project Name]

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| Purpose | A Business Case is used to document the justification for the undertaking of a project, based on the estimated cost against the anticipated benefits to be gained. |

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| Rev. | Date | Reason for issue | Author | Reviewed by | Approved by |
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[The Business Case presents the optimum mix of information used to judge whether the project is desirable, viable and achievable. Here you document the business justification for the project including the reasons for the project based on estimated cost, risks and benefits. You can consider splitting this chapter into a separate document.]

# Executive Summary

[Highlight the key points in the Business Case]

# Reasons

[Defines the reasons for undertaking the project. Explain why the project is required. You will usually find the reasons in the business case]

# Business Options

[What happens if we do nothing, a minimum, do something? ]

# Expected Benefits and Dis-Benefits

[The benefits that the project will deliver expressed in measurable terms against the situation that exists prior to the project. Any dis-benefits?]

# Timescale

[Over which the project will run and the period over which the benefits will be realized]

# Costs

[A summary of the project costs, the ongoing operations and maintenance costs and their funding arrangements]

# Investment Appraisal

[Define the value of the project as an investment. What is the ROI, net present value, cash flow and payback period? How will it be funded?]

# Major Risks

[Summary of the key risks associated with the project]