



# **Business Case Template**

## **MBA/EMBA Program**

Name and Title

Executive Leader (name and title)

Department Name

Introduction (see sample below)

I have decided to make a significant commitment to my professional development. This proposal will outline my recommendations for how I wish to accomplish this commitment, including my request for corporate sponsorship.



<b>Program Information</b>	Name of the academic institute, program title and method of delivery
<b>Summary</b>	Introduce your business case for the MBA/EMBA by clearly stating your rationale for pursuing the program.
<b>OLG Benefits</b>	Explain or outline how this program will support your role and OLG achieve its strategic priorities.
<b>Program Outline</b>	Provide a program description, objectives and a general overview of the courses required.
<b>Professional Development</b>	Outline your own development goals through the pursuit of an MBA/EMBA and how it supports your career plans.
<b>Timeline</b>	Provide detail timelines of program completion (how many courses per year, expected completion date etc.)
<b>Impact</b>	Outline how you will meet the objectives of your role while completing your part-time studies.
<b>Financial Support</b>	Provide an outline of related expenses, identify any travel costs that may be required.
<b>Supporting Documents</b>	Include the program information from the academic institute, and any other relevant documents to support your request for MBA/EMBA.
<b>Additional Information</b>	Any other information that has not be captured above.

### Requirements:

- *Employees who have completed or are currently participating on OLG's Accelerate Program are not eligible for MBA/EMBA support. An employee becomes eligible following twelve (12) months of the date of program completion.*
- *Human Resources must review the request once EC Committee Member Division Lead approval has been obtained. Final approval is required by the EC sub-committee.*
- *If an employee's employment ceases with OLG prior to the completion of the program or within twenty-four (24) months following the date of completion of the program, the employee will be required to refund to OLG all amounts paid by OLG in respect of the MBA/EMBA program pursuant to the Professional Development Policy.*



## Executive Committee Member Review

Decision on the request: ☐ Approved ☐ Not Approved

Executive Committee Member  
Name:

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Executive Committee Signature:

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Date:

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## EC Sub-Committee Review

Decision on the request: ☐ Approved ☐ Not Approved

Executive Committee Member  
Name:

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Executive Committee Signature:

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Date:

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