

Business Case

	Comments	Assumptions
Background	<ul style="list-style-type: none"> • Provide a description of the background to the Project here • Include any history of events and a brief summary of any current processes/policies system that is to be replaced • Briefly state the purpose of the Project, how long it will take and what it will deliver • Briefly list any key risks to the project that would seriously affect the delivery 	
Purpose/ Reasons	<ul style="list-style-type: none"> • Describe how this Project supports the business strategy, plans or programmes • Describe in simple terms the key <i>benefits</i> of the Project. 	
Options considered	<ul style="list-style-type: none"> • Describe the options considered – with reasons for the proposed way forward / recommendation 	
Benefits expected, objectives, anticipated outcomes	<p>Explain what <i>benefits</i> the Project will bring in terms of:</p> <ul style="list-style-type: none"> • Cash savings • Time and efficiency gains • Income generation • Improved quality • Process improvement • Enhanced controls (e.g. security) • Ease of operation • Legal / regulatory requirement <p>Try to express the <i>benefits</i> in a way that can be measured Be specific about the <i>benefits</i> to be realised – where the <i>benefits</i> will be gained, which processes are affected, who will be involved, when will the <i>benefits</i> be realised. For each <i>benefit</i> identified above, define:</p> <ul style="list-style-type: none"> • Timescales for benefits realisation • Means of measuring the benefit • What controls will be established to ensure that the benefit is being realised. • Define an end-point for the period of <i>benefits</i> realisation 	
Project risks	<ul style="list-style-type: none"> • Highlight key project risks 	
Costs and resources	<p>Provide an indication of the expected costs and timescales of the proposed Project. Consider:</p> <ul style="list-style-type: none"> • Is there a likely cost attached to managing the project and/or delivering the outcomes? When will they be incurred? • How will costs be funded? • Are they capital or revenue costs? <p>Make sure costs include: Employee time both in terms of delivering the project and ongoing support, ongoing costs support costs, training costs</p>	
Timescales	Include a high level project plan	
Investment Appraisal	<p>Conclusion: Illustrate the balance between the development, operational, maintenance and support costs against the quality and financial value of the benefits over an agreed period of time.</p> <p>NB: Your organisation may have a set 'payback period'</p>	

