

Business Case Template



Project	“Name of Project”
Document Reference:	“Name of Document”
Version	“Version No.”
Issue Status:	“Current Status”
Date Last Updated:	“Date”
File Reference:	“Name of Folder Filed in”
Author	“Name of Author”

Contents List

1. DISTRIBUTION LIST.....	3
1.1 ISSUE/AMENDMENT RECORD	3
1.2 INSTRUCTIONS TO RECIPIENT	3
2. SUMMARY	4
2.1 PURPOSE OF PROJECT	4
2.2 EXECUTIVE SUMMARY.....	4
2.3 SCOPE.....	4
2.4 DEPENDENCIES	4
2.5 BUSINESS NEED	4
3. SERVICE OPTIONS
3.1 OPTION 1 - CONTINUE WITH THE CURRENT SERVICES
3.2 OPTION 2 - IMPROVE CURRENT SERVICES
3.3 OUTSOURCING
4. COST ANALYSIS
4.1 COST BENEFIT ANALYSIS
4.2 INTERNAL.....
4.3 EXTERNAL.....
4.4 3 RD PARTY
4.5 OFF SET SAVINGS TO BUSINESS
5. SUMMARY
5.1 SCOPE.....
5.2 OBJECTIVES.....
5.3 DELIVERABLES
5.4 POSSIBLE DEPENDENCIES.....
5.5 POTENTIAL COST SAVINGS
5.6 PLAN
5.7 ORGANISATIONAL
5.8 COMMERCIAL
5.9 COMMUNICATIONS
5.10 PILOT.....
6. WHERE TO GET ADDITIONAL HELP.....

1. Distribution List

Role	Name	Position	Scope
Owner			
Author			

1.1 Issue/Amendment Record

Status	Version	Release	Issue Date	Reason For Issue/Changes Made
Draft	0.1	0	Date	First Draft

1.2 Instructions To Recipient

- The final version of this document will be version 1.0
- A re-issue of the document containing fundamental changes to the document will be represented by a change in version number.
- A re-issue of the document containing only minor changes to the document will be represented by a change in release number.
- The owner of the document should be contacted to request changes to this document.
- The Quality Reviewer will sign off the content of each new release and new version of the document
- Recipients will be notified of all changes to the document.

2. Summary

2.1 Purpose of Project

The Purpose of the Project should clearly define the reasons for implementing the Project in regards to the Business Performance Improvements that will come from implementation.

2.2 Executive Summary

The Executive Summary should give a clear and descriptive high-level explanation of what the Projects Objectives and Benefits are.

2.3 Scope

High Level information surrounding scoping and what type of activities that the Project intends to deliver by activity or task level so that there is good understanding of what the Plan/Programme will incorporate for delivery.

2.4 Dependencies

This section is to identify the process and procedures needed and dependencies that have any impact in delivering the Project or Supporting the Project.

2.5 Business Need

This sections is to detail the predominate benefits in implementing this Project and to also ensure that the Business Requirements are met and documented.