Business Case

Fill in the boxes with the relevant information for your project. The first four sections can be started during project start-up. They can be updated and expanded upon, and the rest can be started, when project planning and initiation begins. **The business case should be revisited throughout the project, and updated regularly.**
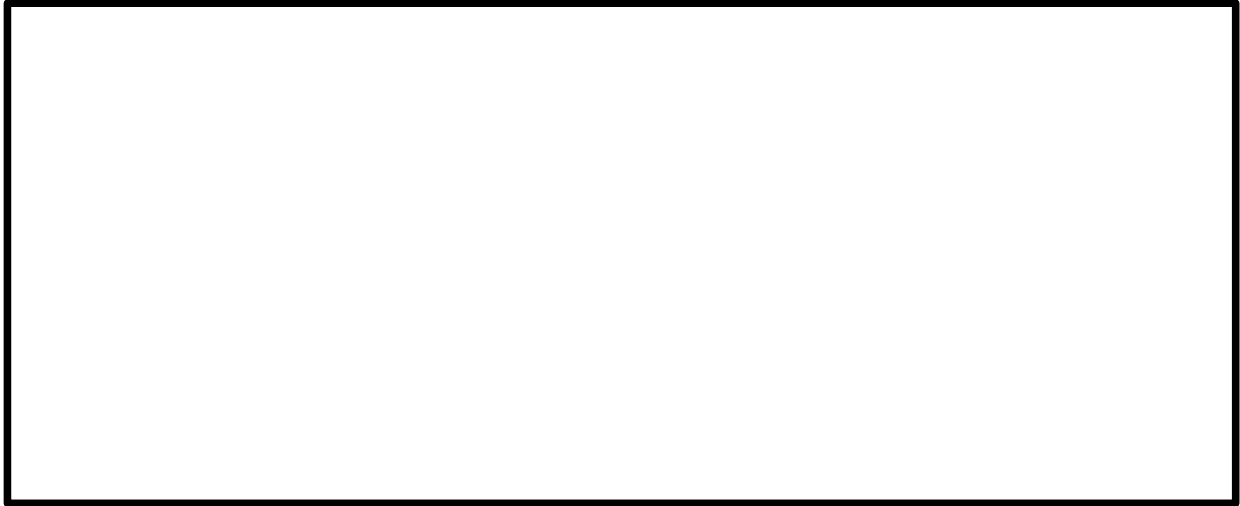
Reasons for the project *– why are we doing this? What is wrong with where we are now? What do we want to move towards?*

Options *– brief description of the different options considered for the project including recommendation of the chosen option. For example, in a software project, you could buy commercial software of the shelf, pay for commercially available software to be altered, write a new system 'from scratch', etc.*

Benefits expected – *expressed in measurable terms against today's situation. What will a successful project deliver to the organisation? For example, does an office accommodation project lead to being able to house 10 more staff? Lead to rent reduced by 10%?*

Risks – *summary of the key risks of the project What could stop the project? What could effect the quality of the deliverable?*
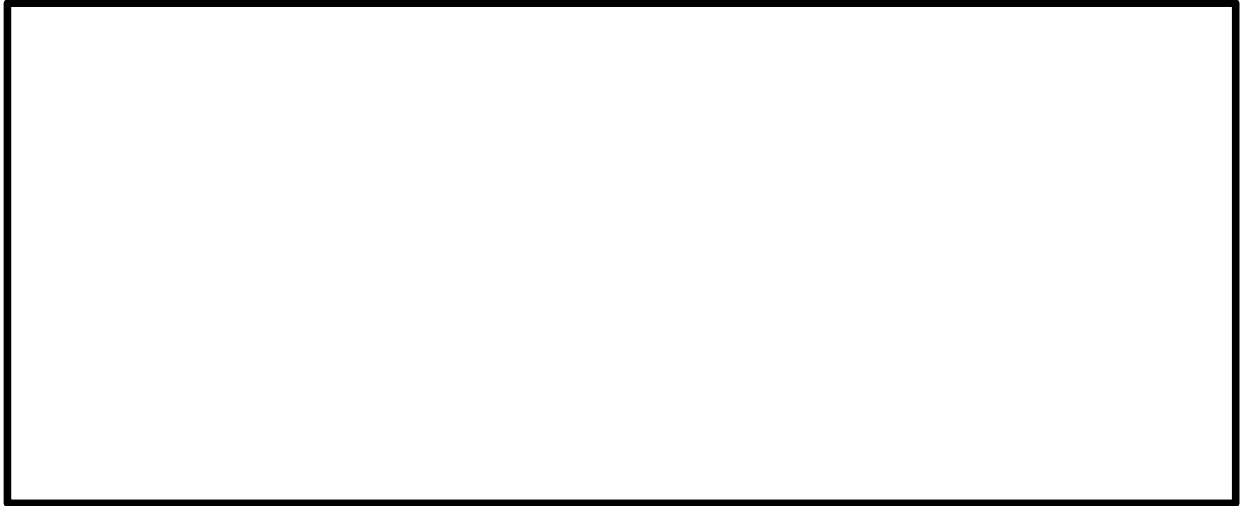
Cost – *extracted from the Project Plan. How much will the project cost? Is there any contingency? What will be the costs to the organisation going forward? (i.e. what are the ongoing maintenance and operational costs?)*

Timescale – *summary of the Project Plan. How long will the project take? How long before the benefits become apparent? Is there any contingency in this figure?*

Investment appraisal – *What are the costs of not doing the project? (e.g. will rental costs continue to rise?) What are these compared to the cost of doing it? Does the project make financial sense to the organisation? How long to see a return on the investment?*

Evaluation – *Is the project a good idea? Why?*