**BUSINESS CASE**

|  |  |
| --- | --- |
| **Company Name:****[Enter Company Name]** | **Project Sponsor:****[Enter Project Sponsor]** |
| **Department:****[Enter Department]** | **Project Manager:****[Enter Project Manager]** |
| **Project Name:****[Enter Project Name]** | **Date Prepared:****[Enter Date Prepared]** |

**Executive Summary**

* **Overview:**

This section provides a concise introduction to the project, including its background, problem statement, and objectives.

* **Options Appraisal:**

A summary of the different options considered during the project planning phase is presented here.

* **Costs and Benefits:**

This section provides a summary of the project's main costs and benefits.

**Introduction**

* **Background**:

This section offers a brief history of the project, outlining how it originated and the driving force behind it.

* **Problem Statement:**

The problem that the project aims to address is summarized in this section.

* **Strategic Objectives:**

This subsection identifies the strategic objectives related to the project and specifies the measures that will be used to evaluate their achievement.

* **Project Objectives:**

The specific objectives of the project are outlined here, highlighting the expected deliverables or products that will be produced as a result.

* **Related Projects:**

Any other projects that are relevant to the strategic objectives of the organization and have interdependencies with the current project are briefly mentioned in this section.

**Options Analysis**

* **Option Description:**

State descirption, it's benifits, disadvantages, timescale, cost and major risks.

* **Preferred Option:**

The preferred option is stated in this section, along with a brief explanation of why it was chosen over the other options.

**Procurement**

This section describes the necessary procurement actions for the project, including an indicative timetable and justification for the proposed approach.

**Costs-Benefits Analysis**

This section outlines the methodology used to calculate the project's savings and benefits, including the attribution of costs.

**Project Management and Control**

* **Business Case:**

A brief statement is provided on how this document will be kept up to date throughout the project.

* **Governance:**

This section specifies the individuals or entities responsible for overseeing the project's progress, such as a committee, executive sponsor, or divisional head. It also mentions the project manager who will be managing the day-to-day operations.

* **Progress Monitoring:**

This section describes the mechanisms that will be established to monitor and compare the actual achievements of the project against the baseline plan.

**Completion:**

Completion Date or Deliverable Date (or elapsed time from start of project)

**Additional Comments:**

Additional review, summary or key points.

**Project Manager Name & Signature**