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| Business Case |  |
| Proposed project |  | Id |  | Version |  |
| Document author |  | Email |  | Phone |  |
| Contributors |  |
| Strategic Context |
| The need*Why is a project needed? Is there a problem to be fixed, a risk or opportunity to respond to, a benefit to be created? What is driving this need?*  |  |
| Background*Provide a brief history of the situation and outline any relevant issues, events or facts to be taken into consideration.* |  |
| Past attempts*Is this the first time that the organisation has attempted to meet this need? If not, what other initiatives have been undertaken? What should / shouldn’t be repeated this time?* |  |
| Benefits Realisation |
| Benefits *What long-term benefits/gains are expected to be achieved, post-project?*  | Benefit indicators/measures*Used to evaluate the achievement of the benefit*  | Current measure (baseline) *What is the current measure of this benefit?*  | Target measure & timeframe*How much improvement do we expect to see, and by when?* | Linkages*Other projects/operational activities that contribute to the benefit* |
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| Options Analysis  |
| Name | Description | Estimated cost | Estimated timeframe | The pro’s (benefits, risks avoided, financial ROI, etc) | The con’s (costs, risks and challenges) | Recommendation and rationale |
| Proposed Project |  |  |  |  |  | Recommended because … |
| 1st Alternative  |  |  |  |  |  |  |
| 2nd Alternative |  |  |  |  |  |  |
| Do Nothing |  |  |  |  |  |  |
| Proposed Project |
| Description*Objective/s of the Proposed Project, broad scope of work (inclusions and exclusions), target timeframe and required resources (people and budget).* |  |
| Strategic Fit*How does the Proposed Project support the organisation’s corporate strategy, goals and/or values? Refer to strategy documents, directives and policies where relevant.* |  |
| Organisational impact*What will be the potential change to current services and business processes? What products/services will be created? What internal and external stakeholders will be affected?* |  |
| Ongoing support*What ongoing costs will be involved? What underpinning business structures will be required (e.g. processes, IT systems)? Are these supported by stakeholders?* |  |
| New project or variation *Is the Proposed Project sufficiently large and ‘stand-alone’ to form a project or could it be more sensibly be undertaken as part of another programme, project or BAU (‘business as usual’) activity?* |  |
| Funding*What are the likely sources of funding for the project?*  |  |
| Financial analysis*Is a purpose of the project to generate profit? If so, what financial analyses have been done? E.g. Payback Analysis, Return on Investment Analysis, Net Present Value, etc.* |  |
| Constraints*Are there any organisational constraints or business dependencies that may affect the Proposed Project?* |  |
| Assumptions*What assumptions have been made?* |  |
| Risks:*Things that might happen that would negatively (threat) or positively (opportunity) impact the project, organisation, people or environment.* | Threats | Opportunities |
|  |  |

Record of Authorisation

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| Viability check |
| Strategic Fit *- does the Proposed Project support the corporate strategy, goals and/or values of the organisation?* | Choose an item. |
| Value for Money *- does the Proposed Project represent the optimal mix of potential benefits, costs and associated risks?* | Choose an item. |
| Supplier Capacity & Capability *- will potential suppliers be able to deliver the required services?* | Choose an item. |
| Affordability *- is there likely to be sufficient funding available for the Proposed Project?* | Choose an item. |
| Achievability *- does the organisation possesses the skills required for successful delivery*  | Choose an item. |
| Change Readiness - *will the organisation be ready and able to respond to the changes brought about by the Proposed Project?* | Choose an item. |

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| Additional general comments  |
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| Endorsements |
| Name | Title & Organisation | Record of endorsement  | Optional comments | Date |
|  |  | Choose an item. |  | Click or tap to enter a date. |

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| Authorisation  |
| Name | Title & Organisation | Record of approval  | Optional comments | Date |
|  |  | Choose an item. |  | Click or tap to enter a date. |

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