YOUR COMPANY LOGO

Your Company Name

Business Case Document

Date

Revision History

Date	Version	Author	Change

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Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document.   In any table, select and delete any blue line text; then click Home→Styles and select "Table Text" to restore the cells to the default value.

Identifies whether there is a potential business value to the proposed project idea or initiative before the organization commits time, resources and expenditures.

1   General Information

1.1   Purpose

The purpose of this business case is to identify whether there is potential business value to the proposed project or program idea or initiative to commit time, resources, and expenditures. This document provides solution benefits and costs to obtain management approval and secure funding. It provides information on the following topics:

- *Business problem or opportunity.*
- *Alternative solutions.*
- *Solution benefits and costs.*
- *Risks and issues that can impact the business objectives*
- *Recommendations.*

1.2   Request Number

Type the business or project initiation request number.

1.3   Sponsors

Type the name of the:

- *Senior management sponsoring this project or program.*
- *Beneficiary paying for the project as well as the primary business / IT decision maker.*
- *Individual responsible for ownership for the delivered solution and accountable for results of the project.*

1.4   Stakeholders

List all business areas that may be impacted by the delivered solution and can provide resources.

1.5   Project Description

Describe in detail the business problem or opportunity / business need addressed by the project or program.

- *Include the business drivers, key systems impacted, and the programs, projects, applications, and departments that are impacted.*
- *Identify the way the project fits with business and corporate strategic goals.*
- *Identify the risk of not doing the project or program.*
- *If the business has a product or solution in mind, state here.*
- *List any deliverables.*

1.6   Benefits

List and describe all benefits.

1.7   Risks

List and describe all risks at a high level that must be considered in proceeding with the project or program, as well as the risks incurred by not proceeding.

Risks examples: Deadlines, competition, resources, current projects or company environment.

Risk	H/M/L Affect	Workaround Strategy

* Workaround Strategy: Tasks or steps to reduce risk occurrence.

1.8   Assumptions and Constraints

Identify any assumptions and constraints governing the cost, schedule, or deliverables for the project or program. Note any contractual agreements or special requirements governing the project.

2   Recommendations and Alternatives

2.1   Recommendations

State the recommendation the team developed from the alternative options. Include details, e.g.,

- *How could the request / opportunity be implemented as a project or program?*
- *Who should lead the initiative?*
- *When should the initiative begin?*
- *Additional information requirements that should be researched.*

2.2   Options and Alternatives

Provide a list of options and alternatives.

- *Conduct meetings and brainstorming sessions to explore all alternatives.*
- *Identify any additional assumptions and constraints identified by IT governing the cost, schedule, or deliverables for the project.*
- *List facts and conditions upon which completion of the Business Case is based. .*

2.3   Key Milestones

List key milestones and dates.

2.4   Critical Success Factors

Provide a list of factors that are critical to the success of the project, e.g., automated data input, report accuracy, and timeliness.

Number	Critical Success Factors
1.	
2.	
3.	
4.	

2.5   Other Comment Information

Provide other comment information to help explain the business case.

3 Costs and Resources

3.1 High Level Cost Estimate

☐   < $100,000

☐ $100,001 - 200,000

☐ $200,001 - 500,000

☐ $500,001 - 1,000,000

☐ $1,000,001 – 3,000,000

☐   > $3,000,000.

Note: This high-level estimate is based on the limited information available at the time of the estimate. This estimate can change an average of +/- 50% through the completion of the Business Requirements Document.

Cost Description	Estimated Amount	Capital or Expense
Startup Costs		
Application Costs		
Software		
Hardware		
Implementation		
Restructuring Costs		
Training Costs		
Maintenance		
Support		
Ongoing		
Other		
Total Estimated Costs		

3.2   Related Projects

(Note any related proposed or current projects. Also note if this project is part of a proposed or current program.).

Project / Program	Request #	Contact / Project Lead

.

3.3   Resources

Indicate the resources needed and the expected time for the resources that are important to the project's success.

Role / Function	Name	Functional Area

4 Authorization

I agree with the goals, recommendations, and deliverables. I understand the project costs, benefits, and risks associated. I authorize initiation and delivery of this project.

Name	Sponsor's Department	Signature	Date