

# Business Case (BC0004)

Program id:

Program name:

Program manager:

Project id:

Project name:

Project manager:

Date:

Version number:

Status:

Note: All sections in this template require completion. Ensure the detail is appropriate and refer to or attach additional documentation if required. If a section is not relevant to your project, leave the section in, state 'n/a' and explain the reasons. (Optional: Delete this text box once the template is completed).

# Table of contents

<b>1. Executive summary</b>	<b>4</b>
1.1 Specific request	4
1.2 Project details	4
1.3 Project return summary	6
1.4 Financial benefits and costs	7
1.5 Non-financial benefits	8
1.6 Project risks summary	8
1.7 Impacts and recommendations	8
1.8 Approvals	9
<b>2. Document overview</b>	<b>10</b>
2.1 Purpose	10
2.2 Definitions	10
2.3 Referenced documents	10
<b>3. Project overview</b>	<b>11</b>
3.1 Strategic contribution	11
3.2 Categorization	11
3.3 Statement of need	11
3.4 Objectives	12
3.5 Scope	12
<b>4. Operational environment and solution</b>	<b>13</b>
4.1 Current and future operational environment	13
4.2 Critical success factors	13
4.3 Recommended solution	13
4.4 Alternatives considered	14
4.5 Organizational change management	14
4.6 Plan of work	14
4.7 Exit strategy	14
<b>5. Risks, issues, assumptions, dependencies and constraints</b>	<b>15</b>
5.1 Key risks	15
5.2 Key issues	15
5.3 Assumptions	15
5.4 Dependencies	16
5.5 Constraints	16
<b>6. Economic justification</b>	<b>17</b>
6.1 Project benefits	17
6.2 Project costs	18
6.3 Project return analysis	21
6.4 Financial metrics	21
6.5 Financial assumptions and sensitivity	22
<b>7. Project delivery capability</b>	<b>23</b>

- 7.1 Feasibility ..... 23
- 7.2 Resource requirements..... 23
- 8. Governance..... 24**
  - 8.1 Project control board ..... 24
  - 8.2 Region and project governance framework ..... 24
- 9. Document control..... 25**
  - 9.1 Document version control ..... 25
  - 9.2 Document approvals..... 25
  - 9.3 Document distribution ..... 25
  - 9.4 Referenced documents ..... 25
  - 9.5 Document Review History ..... 25

Consulting Cloud Preview