

Business Case template

Project Title:

OBJECTIVES, OUTPUTS AND OUTCOMES

1. THE PROPOSED INVESTMENT

Brief description of proposal (including actual services & products being delivered, together with groups that will benefit from proposal):

1.1 Rationale for the proposal

1.1.1 Service needs addressed by the proposal

Detail the service need that will be addressed by this proposal

1.1.2 Project objective

Be specific

1.1.3 Project outputs

Be specific

1.2 Summary of proposals

1.2.1 Overview of options evaluated

Describe all proposal options considered

1.2.2 Preferred option

Describe the preferred investment option in detail making clear what processes/steps are involved.

1.2.3 Summary of project evaluation analysis

Summarise the findings of the preferred option

1.2.4 Impact of the preferred option on company budget

Insert Cash flow impact on company budget table in section 5.1

The cost must relate to FULL accrual costs:

- *Payments for outputs – (recurrent)*
- *Additions to assets – (capital)*

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1.2.5 Identification and management of risk

Specifically, what risks are associated with implementation of the project, including the risk of the project objectives not being met.

What has been done to manage and minimise risk?

- *Planning Risk*
- *Demand Risk*
- *Completion/Construction Risk*

*Rate risk in terms of high, moderate or low
(Note details to be provided in Section 6)*

2 OPTION ANALYSIS (OTHER PROJECT APPROACHES)

2.1 Common assumptions underlying options

Detail all underlying assumptions

2.2 Other Options Considered

Describe, in some detail, all other options considered and why they were not preferred

3 ANALYSIS OF FINANCIAL IMPACTS

3.1 Underlying Assumptions

Detail briefly all assumptions for example:

Assessment period

Cash outflows based on

Cash inflows based on

Socio-economic benefits based on

Other benefits based on

3.2 Impacts on other Divisions and/or Departments

For either project development or implementation

4 BENEFITS

4.1 Monetary Impacts

Summary

4.2 Unquantifiable Impacts

Detail all impacts

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5 THE PREFERRED OPTION

5.1 Budget Impact

Estimated accrual cost:

Budget Required

Costs	Year 1 \$000K	Year 2 \$000K	Year 3 \$000K
Payments for Outputs			
Payments for Capital			
Sub Total			
(Other company or other budgets or external contributions)			
Total			

Estimated benefits:

Benefits	Year 1 \$000K	Year 2 \$000K	Year 3 \$000K	Ongoing \$000K
Savings and Increased Revenue				
Socio-economic				
Total				

6 RISK ANALYSIS

6.1 Strategies for Risk Minimization

Consider Risks associated with some or all of the following, noting whether they are high, moderate or low risk (elaborate as required):

- Project Planning
- Completion/construction
- Demand
- Implementation
- Management
- Operations
- Financial
- Environmental
- Private Sector

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7 IMPLEMENTATION AND MANAGEMENT PLAN

7.1 Management Plan or Implementation

Who is responsible for the project. Specify the steps/milestones for implementation.

8 COMMUNICATIONS PLAN

Detail a Communications Plan (costs are to be included in overall project costings). Assistance should be sought from the NRE Communications section.

9 POST IMPLEMENTATION REVIEW

9.1 Dates for Post Implementation Review

9.2 Parties Responsible for Conducting the Review

9.3 Key Performance Measures

Specify how the success of the project 'will be assessed'.

10 SIGN OFF

11 CONTACT OFFICER FOR FURTHER INFORMATION:

Consulting Cloud Preview