

## How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

## Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

## Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- The reasons for the project must be consistent with the corporate, programme management or customer strategies.
- The project plan must be aligned with the business case.
- The benefits are clearly identified and justified.
- How the benefits will be realized must be clear.
- What defines a successful outcome is described.
- The preferred business option is stated, along with the reasons why.
- Where external procurement is required, the preferred sourcing option is stated, and why.
- How any necessary funding will be obtained is described.
- The business case includes non-financial, as well as financial, criteria.
- The business case includes operations and maintenance costs and risks, as well as project costs and risks.
- The business case conforms to organizational accounting standards (e.g. break-even analysis and cash-flow conventions).
- The major risks faced by the project are explicitly stated, together with any proposed responses.

# Business case

## **Project:**

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

## 1 Document history

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### Document location

This document is only valid on the day it was printed. The source of the document will be found at this location – *[insert project folder structure]*

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### 1.2 Revision history

Date of this revision:

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

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### 1.3 Approvals

Name	Signature	Title	Date of Issue	Version

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### 1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

## **2 Executive summary**

[Highlights the key points in the business case, which should include important benefits and the return on investment.]

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## **3 Reasons**

[Defines the reasons for undertaking the project and explains how the project will enable the achievement of corporate, programme management or customer strategies and objectives.]

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## **4 Business options**

[Analysis and reasoned recommendation for the base business options of do nothing, do the minimum or do something. 'Do nothing' should always be the starting option to act as the basis for quantifying the other options. The difference between 'do nothing' and 'do the minimum' or 'do something' is the benefit that the investment will buy.

The business case for the chosen option should be continually assessed for desirability, viability and achievability as any new risks and/or changes may make one of the other options more justifiable.]

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## **5 Expected benefits**

[These result from the desired outcomes to be achieved through the use of the project outputs. The benefits are expressed in measurable terms against the situation as it exists prior to the project. Benefits should be both qualitative and quantitative. They should be aligned with corporate, programme management or customer benefits. Tolerances should be set for each benefit and for the aggregated benefit.]

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## **6 Expected dis-benefits**

[The impact of one or more outcomes of the project might be perceived as negative by one or more stakeholders.]

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## **7 Timescale**

[The period over which the project will run (summary of the project plan) and the period over which the benefits will be realized. This information is subsequently used to help timing decisions when planning (project plan, stage plan and benefits management approach).]

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## **8 Costs**

[A summary of the project costs (taken from the project plan), the ongoing operations and maintenance costs and their funding arrangements.]

## **9 Investment appraisal**

[Compares the aggregated benefits and dis-benefits with the project costs (extracted from the project plan) and ongoing incremental operations and maintenance costs. The objective is to be able to define the value of a project as an investment. The investment appraisal should address how the project will be funded.]

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## **11 Major Risks**

[Gives a summary of the key risks associated with the project, together with the likely impact and plans should they occur.]