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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 | | | | | | | |
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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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| *In the interest of supporting ‘good work, done well’, Elemental Projects offers this and other project management templates, free of charge, for people with projects – visit* [*www.elemental-projects.com.au*](http://www.elemental-projects.com.au)*. Users may adapt, use, reproduce, and share our templates on the condition that they are not on sold. Elemental Projects accepts no liability for projects managed using these templates. Copyright © Elemental Projects (Australia) Pty Ltd.* |  |