

Business Case

Document Information

Project name:	The name of your project
Date:	Date of the last approved version of this document
Author:	Normally, the name and title of the Project Manager
Approver:	Normally, the name and title of the Project Board members
Document code:	Configuration item record number for this document
Version:	Version of the document (e.g. v2.12)

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Approval

Date	Name and Signature

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Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

Reasons

Why are you doing the project? What is the problem you want to solve?

Options

Options

What options did you consider before selecting the one that forms the project?

Costs and Benefits

Duration: How long does it take to finish the project?

Benefits timescale: How long does it take to realize the benefits of the project?

Major risks: What major risks may affect the cost or benefits of the project?

Cost: How much does it cost to do the project?

Dis-benefits: What dis-benefits do you expect as a result of the project?

Benefits: What benefits do you expect as a result of the project?

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Investment Appraisal

Combine all costs (cost of the project, cost of maintaining the product of the project in operation, expected dis-benefits, and risks) and compare them with combined effect of benefits and the risks that affect them, to show the justification of the project.

Then, explain the way project will be funded.

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