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| **Business Case** |  |
| **Document Purpose**The Business Case provides justification for undertaking a project (or programme). It evaluates the benefit, cost and risk of alternative options and provides a rationale for the preferred solution. |
| **Project Name:** | *Insert project name* | **Project / Work Package Number:** | *If applicable* |
| **Project Sponsor:** | *Insert name* | **Linked Document(s):** | *If applicable* |
| **Project Manager:** | *Insert name* | **Lifecycle Phase:** | *If applicable* |

1. Project Summary

*Provide a brief explanation of the project*

1. Background & Reasons for Change

*Briefly describe the issue / business problem that the proposed project will address. This section should not describe how the problem will be addressed, only what the problem is. This could include ‘we have to’ (e.g. legal requirement, government target, governing body target) or the need to improve a particular service to save money or improve quality. In addition, state how the project will support your organisations strategic objectives.*

1. Summary of Options Appraisal

*• List and briefly describe the options considered (including the options that were discounted)*

*• Evaluate each option and compare how well they deliver the required outcomes and benefits against the implementation and maintenance costs of each option (and associated risks / opportunities)*

*• A Whole Life costing approach (including on-going maintenance and decommissioning) with return on investment information should be provided for suitable projects*

*• A summary table should be included with clear comparisons of the options including “Do nothing” and the preferred option should be clearly indicated (see Options Appraisal addendum)*

1. Recommended Option - Description

*Provide a brief description of the recommended option.*

1. Recommended Option – Outcomes / Benefits

*What benefits are expected to arise from the project? Benefits should be measurable and may include:*

*• Financial – quantified cost savings that can be demonstrated and measured, increased revenue, decreased costs, cost / claim avoidance (through preventative action)*

*• Service Improvements – should be measurable (e.g. more games played, wider range of people engaged in sport,, enhanced customer experience)*

*• Environmental, social and economic benefits*

*• Identify benefits that focus on what happens if we do not make changes, e.g. compliance with legislation or avoidance of increased future costs, reduction of risks*

1. Recommended Option – Cost / Resources

*Including spend profile and source of funding for the recommended option*

1. Recommended Option – Key Risks / Opportunities

*Provide a summary of the potential risks and opportunities, together with the impact if they happen*

1. Recommended Option – Timescales / Indicative Schedule

*Set out when the proposed changes need to be made, together with key milestones*

1. Recommended Option – Synergies / interdependencies with other projects / programmes / initiatives

*Set out any known / potential interdependences with other projects, programmes or initiatives. What are the potential time, cost, quality, technical implications, and what measures will be put in place to ensure that conflicts do not arise?*

1. Recommended Option – Assumptions & Constraints

*Provide a list of preliminary assumptions and constraints for the proposed project*

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| **Control & Approval** |
| **Author:** |  | **Approver / Title:** |  |
| **Document Version no:** |  | **Approval Date:** |  |

**Options Appraisal Table**

Include any references to Technical Reports which inform the Options Appraisal Table.

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| **Option(s)***Insert short description of options* | **Costs***Including staff, land, plant & machinery, other resources, and how these costs will be met* | **Benefits and Opportunities***Reasons for doing the option, should include Environmental, Social, Technological, Legal and Economic benefits, as appropriate, together with potential opportunities* | **Dis-Benefits and Risks***Describe any dis-benefits of this option, any opportunities that will be missed, waste products that will be generated, etc* |
| 1 – Do Nothing |  |  |  |
| 2 – Title |  |  |  |
| 3 – Title |  |  |  |
| 4 – Title  |  |  |  |

Take the identified environmental, social, technological, legal and economic impacts (positive and negative) of options into account in selecting the Preferred Option(s), and record how the appraisal has been taken into account in selecting the Preferred Option(s).

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| **How the financial cost, environmental, social, technological, legal and economic impacts (positive and negative) of the options have been taken into account in selecting the preferred option(s)** |
| *What has been done to increase positive impact and reduce negative impact and to mitigate risks to achieving benefits for the preferred option?* |