

# Business Case Template

<b>PROJECT NAME</b>	
<b>PREPARED BY</b>	
<b>PERSONS CONSULTED</b>	
<b>TODAY'S DATE</b>	

## 1. PROJECT SUMMARY

<p><b>WHAT IS THE PROJECT ALL ABOUT AND WHY ARE WE DOING IT?</b></p> <p>You may need to include plans/ drawings and add as much detail as you think necessary – or a copy of the Project Brief</p>	
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## 2. OPTIONS APPRAISAL

OPTION DESCRIPTION	BENEFITS	COSTS	RISKS
Do nothing			

## 3. WHAT ARE THE PROJECT TIMESCALES?

<b>START DATE:</b>		<b>END DATE:</b>	
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## 4. HOW WILL WE KNOW WE HAVE BENEFITED?

You will need to demonstrate you have a benchmark. Then set objectives for the future.

<p><b>WHAT WILL IMPROVE OVERALL?</b></p> <p>E.g., Cost savings, time &amp; efficiency gains, improved quality, enhanced controls, and ease of operation/use.</p>	
<p><b>PERFORMANCE MEASURE TODAY</b></p> <p>If there are no benchmark figures, you may need to start work obtaining them.</p>	
<p><b>PERFORMANCE LEVEL AT THE END OF THE PROJECT</b></p>	
<p><b>WHAT CONTROLS WILL BE ESTABLISHED TO ENSURE THAT THE BENEFIT IS BEING REALISED?</b></p> <p>Consider how business as usual will be affected and any changes managed.</p>	

## 5. WHAT KEY ACTIONS NEED TO OCCUR FOR THE PROJECT TO HAPPEN?

<p><b>KEY ACTIONS:</b></p>	
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## 6. WHAT ARE THE PREDICTED PROJECT COSTS?

Ensure you are working with your Service Unit accountant

	AMOUNT (\$)
FEASIBILITY FUNDING (if applicable)	
CONTRACTORS	
CONSULTANT	
PROCUREMENT	
EQUIPMENT	
STAFF	
OTHER (please specify)	
CONTINGENCY	
TOTAL	

## 7. HOW WILL THE PROJECT BE FUNDED?

Ensure you are working with your accountant

	YES/NO	SOURCE OF FUNDING	ESTIMATED AMOUNT (\$)
APPLY FOR CAPITAL FUNDING			
ATTRACT FUNDS FROM PARTNERS, GRANTS, AND AREA BASED GRANTS			
SHIFT RESOURCES AWAY FROM CURRENT ACTIVITIES			
FUNDED FROM CURRENT BUDGET			
BORROWING			

## 8. SPEND

SPEND PROFILE	YEAR:		YEAR:		YEAR:	
	\$		\$		\$	

## 9. INCOMING FUNDS FROM SAVINGS

ESTIMATED CASHABLE EFFICIENCY GAINS	YR:		YR:		YR:		YR:		YR:		FUTURE YEARS
	\$		\$		\$		\$		\$		\$

## 10. WHEN DO YOU ANTICIPATE INCURRING THE COSTS?

Financial Year 1		Financial Year 2		Financial Year 3		Financial Year 4		Financial Year 5		TOTAL
YEAR:		YEAR:		YEAR:		YEAR:		YEAR:		
\$		\$		\$		\$		\$		\$

## 11. HOW MUCH WILL THE PROJECT INCREASE/DECREASE YOUR ANNUAL RUNNING COSTS?

AMOUNT (\$)	REASON
\$	

## 12. WHAT RISKS ARE ASSOCIATED WITH THIS PROJECT?

<b>RISK DESCRIPTION</b>  Also consider any high risk projects running concurrently with this project. E.g. H & S Compliance, New Design, New Technology, No designated project manager.	
<b>WHO WILL DEAL WITH THIS RISK?</b>	

## 13. ORGANIZATIONAL RESOURCE

Has the project been allocated team resource according to its requirements?	EXPLAIN
FULLY RESOURCED	
MOST KEY POSTS FILLED	
POSTS TO BE ALLOCATED	
SUPPORTING IT RESOURCE	

I have considered the benefits against the project costs and I confirm that this project should be progressed.

Project Owner Sign-Off (usually a Service Director): \_\_\_\_\_ Date: \_\_\_\_\_