### Business Case Template

***(The guidance for use with this document is included in the template.)***

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| **Project Title** |  |
| **Project No. or Ref (if applicable)** |  | **Document Version Ref** |  |
| **Project Manager** |  | **Telephone No.** |  |
| **Project Sponsor** |  | **Telephone No** |  |

**1. Background**

Provide a description of the background to the project here, including any history of events and a brief summary of any current system that is to be replaced. Briefly state the purpose of the Project, how long it will take and what it will deliver.

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**2. Why the Project is needed**

Describe how this Project supports the business strategy, plans or programmes. Describe in simple terms the key *benefits* of the Project. Explain the reasons for the selection of the chosen solution (where appropriate).

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# 3. Benefits

Explain what *benefits* the Project will bring in terms of:

* Cost savings/Time and efficiency gains, /Improved quality/Process improvement/Enhanced controls (e.g. security)/Ease of operation.

Try to express the *benefits* in a way that can be measured. Be specific about the *benefits* to be realised – where the *benefits* will be gained, which processes are affected, who will be involved, when will the *benefits* be realised.

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|  **Benefits**  |  **Measuring them** |
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**4. Benefits realisation**

For each *benefit* identified above, define:

* Timescales for *benefits* realisation/Means of measuring the *benefit*/what controls will be established to ensure that the *benefit* is being realised. Define an end-point for the period of *benefits* realisation.

**5. Costs** / **timescales**

Provide an indication of the expected costs and timescales of the proposed Project.

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