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**Business Case for <Project Name>  
<Project Reference>**

## Orientation to the Project

<b>Project Name</b>			
<b>Investment Theme</b>	Revenue Generation		Revenue Defence
	Cost Reduction		Cost Avoidance
	Regulatory		Regulation:
Programme Name			
Responsible Department			
Department/s Impacted			
System/s Impacted			
	<b>Funding</b>	<b>Cost Centre</b>	<b>Split</b>
Department			<Amount>(<%>)
Department			

## Reasons

<A high-level description of the plan and the approach used during the planning process>
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## Options

### Option 1: Do Nothing

Description	
Option Benefits	
Option Dis-Benefits (Drawbacks)	
Expected Timeframe	
Expected Cost	

### Option x: <Title> (copy table for each option considered)

Description	
Option Benefits	
Option Dis-Benefits (Drawbacks)	
Expected Timeframe	
Expected Cost	

**The Chosen option for this project is Option x: <Title>**

<List the reasons why the selected option was chosen>

**Expected Benefits**

Financial Benefits	Expected Value	Expected Date	Measurement
<Description>	<Amount>	<Date>	<Measure>
		<Date>	
		<Date>	

Non-Financial Benefits	Metric	Expected Date	Measurement
<Description>	<Metric, e.g. % change>	<Date>	<Measure>
		<Date>	
		<Date>	

**Dis-Benefits/Drawbacks**

Dis-Benefits/Drawbacks	Metric	Expected Date	Measurement
<Description>	<Metric, e.g. % change>	<Date>	<Measure>
		<Date>	
		<Date>	

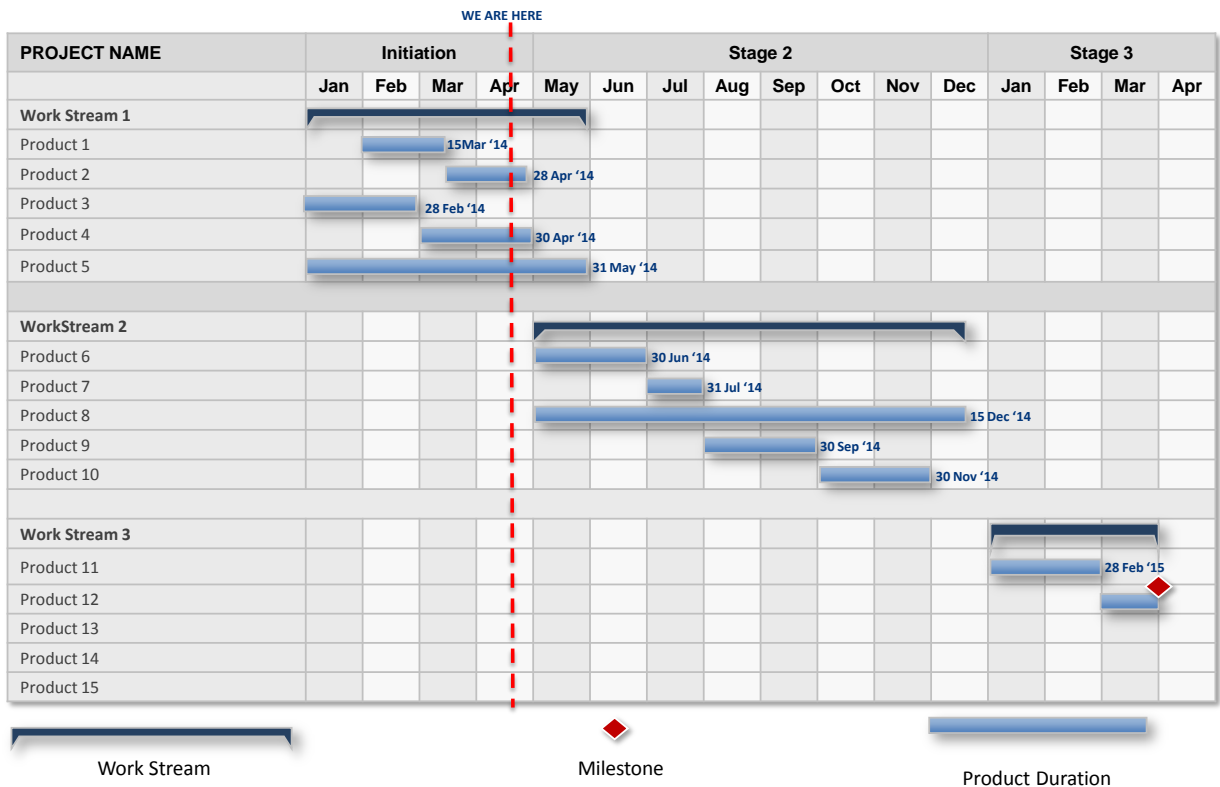
**External Dependencies**

Project Dependencies	Impact	Owner
<External Business area, project or programme>		

System Dependencies	Impact	Owner
<System>		

## Timescale

<This provides a high-level indication of the time period over which the project will run. A summarised project schedule is included for reference and can be edited. A time-based overview of the benefits realisation could also be included here, this too could take a diagrammatic form or consist of an extract of the benefits realisation schedule>



## Costs

Costs	Year 1	Year 2	Year 3
<b>Project Costs</b>			
<Cost element 1>			
<Cost element 2>			
<Cost element 3>			
...			
<b>Operational and Maintenance Cost</b>			
<Cost element 1>			
<Cost element 2>			
<Cost element 3>			
...			
<b>Total Cost</b>	\$	\$	\$

## Investment Appraisal

### Cash Flow

Year	0	1	2	3	4	5
<b>Total Cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Project Cost	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<Cost Element 1>	0	0	0	0	0	0
<Cost Element 2>	0	0	0	0	0	0
<Cost Element..n>	0	0	0	0	0	0
Operational and Maintenance Cost	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<Cost Element 1>	0	0	0	0	0	0
<Cost Element 2>	0	0	0	0	0	0
<Cost Element..n>	0	0	0	0	0	0
Other Cost						
<b>Benefits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Revenue Generation	0	0	0	0	0	0
Revenue Defence	0	0	0	0	0	0
Cost Reduction	0	0	0	0	0	0
Cost Avoidance	0	0	0	0	0	0
Net Cash flow	0	0	0	0	0	0
<b>Cumulative Net Cashflow</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Present Value Factor	1	0.91	0.83	0.75	0.68	0.62
Present Value of Cash flow	0.00	0.00	0.00	0.00	0.00	0.00
<b>Cumulative Present Value</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Discount Rate</b>	<b>10.00%</b>					

### Investment Indicators

IRR - Internal Rate of Return	#NUM!
NPV - Net Present Value	0.00
ROI - Return on Investment	#DIV/0!

### Note and Assumptions:

## Major Risks

Risk Description	Impact (1 - 10)	Probability	Risk Response Plan
<Risk Description>	...	...	<Response description>
	...	...	
	...	...	

## Approval Signatures

Name	Role	Signature	Date
	Project Executive		
	Senior User		
	Senior Supplier		
	Project Manager		