Business Case Template

1. Executive Summary

2. Introduction and Summary

a. Rationale for Preferred Option

b. Current Business Process

c. Description of the Problem

d. Opportunity

e. Project Objectives

f. Project Scope

g. Business Benefits

h. Project Costs

i. Assumptions

j. Analysis of Potential Impact on Business and Staff

k. Analysis of Potential Impact on Technology

l. Other Issues

m. Implementation Plan

3. Approach

a. Financial Metrics

b. Assessment of Impact on Privacy

c. Criteria for Evaluating Alternatives

4. Key Selection Criteria

a. Weighting

b. Constraints and Limitations

5. Preferred Alternative

a. Business Benefits

b. Costs

c. Assumptions

d. Analysis of Potential Impact on Business and Staff

e. Other Issues

6. Risk Management Plan

a. Risk Assessment

b. Risk Response

c. Benefit Realization

7. Conclusion and Recommendations

*Extracted from BA111: Core Competencies for the Business Analyst*