Instructions

Remember: The purpose of this document is to influence organizational decision-makers to approve and fund your project. Write accordingly.

Add sections and sub-sections as necessary.

In some places, text is bracketed (e.g. [Organization]). It should be replaced with the text relevant to your organization.

*Italicized* text represents instructions, advice, and guidance. Delete it before you publish the document.

If any blue text remains in the document, delete it. Don’t forget about the header, footer, and this page.

Business Case

[Project]

[Organization]

[Program]

[Author]

[Date]

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# Summary

The summary statement should be written from the perspective of a senior manager.

It should detail:

* The **problem** experienced by the organization
* The **impact** the problem has on the organization
* The **recommended solution** to the problem, and
* The expected **benefits** the solution will bring to the organization

# Problem

*In this section, briefly* ***state*** *the problem as it currently impacts the organization.*

*Then* ***agitate*** *the problem extensively.*

# Strategic Environment

*In this section, list the relevant strategies of the organization, and how the selected solution must align with and support them. A brief paragraph for each strategy should suffice.*

# Solutions Considered

[List of solutions considered]

[For each solution considered, a short paragraph describing each solution and why it was not selected. End with the selected solution and its key selling points.]

# Solution Details

## Overview

*Include a quick overview of the solution, indicating the high-level scope of the solution, how each scope item will solve some element of the problem, and how each scope item supports one or more strategies of the organization.*

## Cost-Benefit Analysis

[Summary, highlighting the elements important to your management]

[Details/Spreadsheet]

## Timeline

*Select the table/content relevant to the project lifecycle category, and delete the others. Some organizations prefer schedules in lieu of duration – adapt as necessary.*

*Waterfall*

|  |  |
| --- | --- |
| Phase | Estimated Duration |
| Analysis |  |
| Design |  |
| Development |  |
| Testing |  |
| End-to-End |  |

*Agile*

This project will adhere to best practices in agile development.

Accordingly, new product versions will be fully analyzed, designed, developed and tested every one to four weeks. The Product Owner will determine when to release new product versions based on current market conditions.

The project will end when management determines it to be in the best interests of the organization.

*Iterative*

|  |  |
| --- | --- |
| Phase | Estimated Duration |
| Analysis |  |
| Iteration 1 |  |
| Iteration 2 |  |
| Iteration 3 |  |
| End-to-End |  |

## Assumptions

|  |  |  |
| --- | --- | --- |
| Assumption | Status | Resolution |
|  |  |  |
|  |  |  |
|  |  |  |

## Risks

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Probability | Impact | Management Approach |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |