**HOW TO USE THIS TEMPLATE:**

### Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manag­er and help in the creation of the Business Case. There is also a Product Description for the Business Case at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [....] text

When the template is complete, the Business Case document can be printed and ap­proved.

Prior to printing, you should delete all [....] prompt text.

Saving the Business Case document under its own name

Save the Business Case document by selecting the “SAVE-AS” command; this will avoid overwriting the standard template. You must specify your own Project Directory.

**Once your Business Case is complete check the document against the following Quality Criteria:**

* The reasons for the project must be consistent with the corporate or programme strategy
* The Project Plan and Business Case must be aligned
* The benefits should be clearly identified and justified
* It should be clear how the benefits will be realized
* It should be clear what will define a successful outcome
* It should be clear what the preferred business option is, and why
* Where external procurement is required, it should be clear what the preferred sourcing option is, and why
* It should be clear how any necessary funding will be obtained
* The Business Case includes non-financial, as well as financial, criteria
* The Business Case includes operations and maintenance costs and risks, as well as project costs and risks
* The Business Case conforms to organizational accounting standards (e.g. break-even analysis and cash-flow conventions)
* The major risks faced by the project are explicitly stated, together with any proposed responses

PROJECT DOCUMENTATION

#### BUSINESS CASE

|  |  |
| --- | --- |
| **Project:** |  |
| Release: |  |
| Date: |  |
|  |  |
| **PRINCE2** |  |
|  |  |
| Author: |  |
| Owner: |  |
| Client: |  |
| Document Ref: |  |
| Version No: |  |

# 1 Business Case History

## 1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

## 1.2 Revision History

**Date of this revision**:

**Date of next revision**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision date** | **Previous revision date** | **Summary of Changes** | **Changes marked** |
|  |  | First issue |  |

## 1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date of Issue** | **Version** |
|  |  |  |  |  |

## 1.4 Distribution

This document has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version** |
|  |  |  |  |

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### 9 Costs

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## 3 Executive Summary

[Highlights the key points in the Business Case, which should include important benefits and the return on investment (ROI)]

## 4 Reasons

[Explains the reasons for undertaking the project and how the project will enable the achievement of corporate strategies and objectives]

## 5 Business Options

[Analysis and reasoned recommendation for the base business options of: do nothing, do the minimal or do something]

## 6 Expected Benefits

[The benefits that the project will deliver expressed in measurable terms against the situation as it exists prior to the project]

## 7 Expected Dis-benefits

[Outcomes perceived as negative by one or more stakeholders]

## 8 Timescale

[Over which the project will run (summary of the Project Plan) and the period over which the benefits will be realised]

## 9 Costs

[A summary of the project costs (taken from the Project Plan), the ongoing operations and maintenance costs and their funding arrangements]

## 10 Investment Appraisal

[Comparison of the aggregated benefits and dis-benefits to the project costs (extracted from the Project Plan) and ongoing incremental operations and maintenance costs. The investment appraisal should address how the project will be funded]

## 11 Major Risks

[A summary of the key risks associated with the project together with the likely impact and plans should they occur]