Business Case

Project Name: project name

**Document History**

The following is the document control for the revisions to this document.

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| --- | --- | --- | --- |
| **Version Number** | **Date of Issue** | **Author(s)** | **Brief Description of Change** |
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|  |  |  |  |
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**Document Sign off**

The business case will need to be signed off by all relevant or impacted budget holders, Information Security, any major stakeholders – e.g. impacted PGLs and business service heads, and any implementation leads required to deliver the project.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Date of Sign off** |
|  | Budget holder/Project Sponsor |  |
|  | Project Manager |  |
|  | Stakeholders |  |
|  | Business owner |  |
|  | Information Security |  |
|  | Implementation Lead |  |

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1. Document Purpose

This document should lay out in high level terms the business case for the project. It will need to state the business need being met, the risks and opportunities inherent in the project, the expected cost of the project, the security impact of doing (and not doing) the project and the required resourcing needed to deliver the project. The business case will need to be signed off by all relevant or impacted budget holders, any major stakeholders – e.g. impacted PGLs and business service heads, and any implementation leads that will be required to deliver the project, and approved by the Investment Governance Committee before any further work can progress.

This document is not intended to support all project proposals. For small low risk projects, completing the full business case is inappropriate. To determine if the full business case is required, please complete the Project Type Assessment.

1. Core Information

All information in this section must be completed. Costs and Resources will be detailed later in the document but summaries must be given here.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project Name |  | | | | | |
| Project Manager |  | | | | | |
| Project Sponsor |  | | Department | |  | |
| Business Owner |  | | Department | |  | |
| Brief description of the Project |  | | | | | |
| Legal/regulatory requirements |  | | | | | |
| Departments/offices/regions affected |  | | | | | |
| Proposed project start |  | | Assessed Priority\* | |  | |
| Strategic Goal |  | | | | | |
| Strategic Target |  | | | | | |
| Budgeted project |  | | | | | |
| Estimated investment | Year 1 | | | Total Years 1-3 | | |
| Opex | Capex | | Opex | | Capex |
|  |  | |  | |  |
| Estimated Return | Year 1 | | | Total Years 1-3 | | |
|  |  | |  | |  |

\* Please use the [priority assessment tool](http://ukportal/landing/projects/Pages/Project-Priority.aspx) to determine priority.

1. Project Purpose

Rationale for the project

Briefly describe the rationale for the project. Summarise the approach, challenges and benefits.

Options

Describe the options for the project. You must include the option for doing nothing and the impact that that option might have.

* + 1. Option 1: Do nothing.
    2. Option 2: Do something
    3. Option 3: Do something else
    4. Selected Solution

Project Scope

Describe the scope of the project and if appropriate the out of scope items

The scope of the project will comprise the following key deliverables:

* Deliverable A
* Deliverable B
* Deliverable C

The achievement of the above will ensure that the project is delivered in a structured manner that minimises disruption and risk.

Out of scope items will include:

* Item A
* Item B

**The items listed above are not linked to the key deliverables that comprise the project scope. If they are to be addressed, the project scope will need to be amended with the resultant impact on timelines and costs, or they will need to be treated as separate projects.**

Business Benefits

The following table will list each of the deliverables and how they will deliver the required business benefits.

|  |  |  |
| --- | --- | --- |
| Deliverable | Phase | Business Benefit\* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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\* Ensure that there is at least 1 benefit that references the regions 2021 business strategy.

Key Success Measures

What metrics should be tracked to enable us to measure the effectiveness of this project? What targets and timeframes are expected?

|  |  |
| --- | --- |
| Measure | Target |
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Project Costs

Detailed breakdown of Opex and Capex costs, stating any assumptions made in the estimation of those costs and, if precise costs cannot be obtained yet, please give a broad estimate of costs and a timeline for the delivery of an accurate costing.

If there are items that will generally incur costs but do not for this project, please add them into the table below with zero costs. This will demonstrate that the costs have been considered as part of the overall project budget.

| Category | Item | Budget Dept | Budgeted? | Opex Cost | Capex Cost |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Sub Totals |  |  |  |  |  |
| Contingency | A contingency budget of 10% has been included. |  |  |  |  |
| Total Costs |  |  |  |  |  |
| Total Budget |  |  |  |  | |

Ongoing Costs

Detail the breakdown of cost that the firm will face on an ongoing basis once the initial project has completed. Include those costs that relate to the ongoing management and maintenance of the solution.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Notes | Opex Cost | Capex Cost |
|  |  |  |  |
|  |  |  |  |
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Timescales

Detail the expected key milestones and dates for the delivery of this project. If there is a hard deadline by which this project must be completed then please state it. Refer to the project framework and the change windows to ensure that timescales are realistic.

|  |  |  |
| --- | --- | --- |
| Phase | Milestone | Expected Completion |
| Business case |  |  |
| Design and Plan |  |  |
| Build and Test |  |  |
| Delivery |  |  |

Resource Impact

Detail the internal resourcing effort in person days required to deliver this project. This must include all legal and business service staff and consider the delivery of the project as well as any ongoing resourcing requirements in relation to maintenance and support of the delivered solution.

| Name | Start | Finish | Planned Work Hours |
| --- | --- | --- | --- |
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Larger projects MUST complete resourcing schedule at Appendix A.

Risks and Constraints

High-level assessment of the risks inherent in the project and the possible constraints that might delay or impact the project or the goals it seeks to achieve.

| Risk | Likelihood | Impact | Mitigation |
| --- | --- | --- | --- |
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Assumptions

List any assumptions that the project is making. It may be necessary to plan work to confirm these assumptions.

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| --- | --- |
| Item | Assumption |
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Appendix A – Resourcing Schedule

A resourcing schedule must be completed for all large or complex projects, giving estimates of resource requirements for the duration of the project.

| Role | Project Phase | Total Hours | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role A |  | 162.6 hrs | 2h | 12.4h | 53.2h | 66.2h | 15.6h | 8h | 5.2h |  |  |  |
|  | 1 Business Case | 4 hrs | 2h | 2h |  |  |  |  |  |  |  |  |
|  | 2 Design and Plan | 63.6 hrs |  | 10.4h | 53.2h |  |  |  |  |  |  |  |
|  | 3 Build and Test | 89.8 hrs |  |  |  | 66.2h | 15.6h | 8h |  |  |  |  |
|  | 4 Delivery | 5.2 hrs |  |  |  |  |  |  | 5.2h |  |  |  |
| Role B |  | 147.1 hrs | 2h | 3.8h | 4.8h | 58.2h | 13.3h | 22h | 43h |  |  |  |
|  | 1 Business Case | 5 hrs | 2h | 3h |  |  |  |  |  |  |  |  |
|  | 2 Design and Plan | 5.6 hrs |  | 0.8h | 4.8h |  |  |  |  |  |  |  |
|  | 3 Build and Test | 93.5 hrs |  |  |  | 58.2h | 13.3h | 22h |  |  |  |  |
|  | 4 Delivery | 43 hrs |  |  |  |  |  |  | 43h |  |  |  |
| Role 3 |  | 48 hrs |  |  |  |  | 17.6h | 30.4h |  |  |  |  |
|  | 3 Build and Test | 48 hrs |  |  |  |  | 17.6h | 30.4h |  |  |  |  |