|  |  |  |  |
| --- | --- | --- | --- |
| Date: | *10 August 20xx* | To: | *Project Sponsor or approving manager* |
| Subject: | *Title of Business Case / change required* | From: | *Analyst or document creator/s* |
|  |

1. Summary

* *One or two lines: What is the business problem or opportunity to be addressed, including the value to be delivered to the organization?*

2. Current Issue

* *What is prompting the need for action, or the cost of not taking action?*
* *Where is the gap between where we are and where we want to be? Advise what is needed versus existing capabilities of the organization*
* *Include data and facts showing the root cause of the problem (or opportunity)*
* *Identify the stakeholders affected*

3. Solution Approach

* *Solution Summary, including must-have solutions with their cost versus benefit.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Solution Option | High Level Benefit | High Level Cost | Required, Desired, Optional |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4. Recommendations

* *Approve Solution Option “x”*
* *Approve resources to proceed with solution*
* *Other recommendations for the approving manager*

Appendix 1 – Relevant Data

* *Add graphs, tables, pictures relevant to the current issue.*

Appendix 2 –

* *Additional information.*