

Business Case Template



Project Name:

Proponent:

Guidance notes - read and delete

The following general notes should be considered when developing a business case:

1. The key purpose of a Business Case is to undertake a detailed comparative analysis of the potential options and facilitate the decision of whether to proceed with the project.
2. The level of details included in the Business Case should reflect the size and complexity of the project.
3. Refer to or add links to other relevant documents where possible to avoid repeating the information.



Document History

Version	Date	Author	Revision details
1.0			
2.0			
3.0			

Document Approval

Name	Signature	Date
Prepared by:		
Approved by:		

Review and Consultation

Stakeholder Name	Feedback	Actions Taken



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1. Purpose

The Purpose of this Business Case is to:

- define the project need to be addressed and the outcome required
- provide a detailed analysis of each option and recommend a preferred option
- seek approval to deliver the project.

2. Project Drivers

Outline what is driving the project (i.e. economic, tourism, social, health, sustainability, etc.). This will ultimately be what the options are measured against. Needs to paint a picture of 'what success looks like'.

3. Outcome Required

Define the outcomes required as a result of developing the Business Case (i.e. planning approval, funding, further detailed planning, etc.)

4. Project Options

Outline the project options, highlighting the strengths and weaknesses of each option. The purpose of this section is to clearly articulate what is the best option and to define the basis for that decision.

Note that the 'Do Nothing' option must always be considered in a Business Case.

Options	Description	Strengths and Weaknesses
Do nothing		

5. Financial Analysis

Option	Construction Cost	Operational Cost	Total cost (nominal \$)
Option 1: Do Nothing	NA	NA	NA
Option 2:			
Option 3:			
Option 4:			
Option 5:			



6. Non-Financial Benefits and Considerations

Option	Description of Benefit or Consideration
Option 1: Status quo (do nothing)	
Option 2:	
Option 3:	
Option 4:	
Option 5:	

7. Option Ranking

Rank options based on evaluation of available information and data and the options' ability to meet the project drivers.

8. Implementation and Procurement

Define how the project will be implemented and how products and services will be procured. If there are several procurement options these should be evaluated and a preferred method identified.

9. Change Management

Outline the change management requirements to implement the project. Identify all affected parties and define how they will be impacted.

Define strategies to proactively manage change that will result from implementing the project.

10. Recommendations

Succinctly outline the preferred option, how the option achieves the project outcomes and why the option is preferred over other options.

Need to include:

- Overall project costs
- Funding sources
- Delivery methodology.

11. Project Evaluation and Benefits Realisation

Outline the process for evaluating the success of the project, i.e. measuring against the defined project outcomes and success factors.



