Project Name

Business Case

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| --- | --- |
| VERSION: | 0.01 |
| DATE OF ISSUE: | 17 Mar 2016 |
| AUTHOR: | Author |
| APPROVER: |  |
| STATUS: | Draft |

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| Approval |
| Version | Date | Nature of approval |
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| Document Information |
| Master Location: | H:\0 BDA benefits\BDA BC - full scale.docx |
| File Name: | BDA BC - full scale.docx |

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| Distribution |
| Name | Area |
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# project information

**Project name**

**Business directorate**

**Senior responsible owner**

**Programme manager**

**Project manager**

**Finance business partner**

**Stage of business case**

**Date of submission**

**Total cost**

**Business case history**

| Version | Date | Changes | Author |
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**Risk potential assessment rating**

**Impact assessments completed**

**Integrated assurance action plan (IAAP)**

**Legal advice**

**Commercial approvals board (CAB)**

**Finance approvals**

**Project closure date**

**Milestones**

**PIC envelope cost summary (attachment)**

# summary

## Decision Sought

## Project Objective

## Project Delivery Approach

## Options Considered

## Funding, Budget & Affordability

## Expected Savings

## Risks

## Further Approvals

# strategic case

## Strategic Fit

## Rationale

## Project Objective

## Existing Arrangements

## Business Needs

## Scope

## Strategic Options

## Recommended Option

## Main Benefits

## Risks

| **There is a risk that…** | **Impact** | **Mitigation** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

## Constraints

| **Constraint** | **Response** |
| --- | --- |
|  |  |
|  |  |

## Dependencies

# economic case

## Options Generation Methodology

## Critical Success Factors (CSFs)

| **CSF** | **Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |

## High-Level Options

| **Option** | **Description** |
| --- | --- |
|  |  |
|  |  |
|  |  |

## Option Variants

## Evaluation of Options Against CSFs

|  | **Option 1** | **Option 2** | **Option 3** | **Option 4** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **CSF 1** | 1 | 5 | 5 | 4 |
| **CSF 3** | 2 | 3 | 5 | 5 |
| **CSF 4** | 1 | 5 | 5 | 5 |
| **CSF 5** | 1 | 4 | 4 | 5 |
| **CSF 6** | 5 | 4 | 1 | 4 |
|  |  |  |  |  |
| **Feasible ?** |  |  |  |  |
|  |  |  |  |  |
| **Score** |  |  |  |  |

## Baseline Option

## Income

## Contract Costs

## Options Analysis: Contract Costs

## Set-up costs

## Options Analysis: Set-Up Costs

## Benefits

## Options Analysis: Benefits

## Value for Money (VFM)

## Preferred Option

# finance case

## Income

## Contract Costs

## Set-up Costs

## Benefits

## Funding, Budget & Affordability

## Financial Assurance

# commercial case

## Current Contract

## Business Requirements

## Commercial Approach

## Service Continuity During Procurement

## Procurement Options

## Contract Management

## Current Status

# management case

## Governance

## Assurance

## Controls

## Plan

## Business Change

## Dependencies

## Communications and Stakeholder Management

## Risk and Issue Management

## Supplier and Contract Management

## Benefits

## Lessons Learned

# appendix a: