Project Name

Business Case

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Table of Contents

1. project information 5

2. summary 7

2.1 Decision Sought 7

2.2 Project Objective 7

2.3 Project Delivery Approach 7

2.4 Options Considered 7

2.5 Funding, Budget & Affordability 7

2.6 Expected Savings 7

2.7 Risks 7

2.8 Further Approvals 7

3. strategic case 8

3.1 Strategic Fit 8

3.2 Rationale 8

3.3 Project Objective 8

3.4 Existing Arrangements 8

3.5 Business Needs 8

3.6 Scope 8

3.7 Strategic Options 8

3.8 Recommended Option 8

3.9 Main Benefits 8

3.10 Risks 8

3.11 Constraints 9

3.12 Dependencies 9

4. economic case 10

4.1 Options Generation Methodology 10

4.2 Critical Success Factors (CSFs) 10

4.3 High-Level Options 10

4.4 Option Variants 10

4.5 Evaluation of Options Against CSFs 10

4.6 Baseline Option 11

4.7 Income 11

4.8 Contract Costs 11

4.9 Options Analysis: Contract Costs 11

4.10 Set-up costs 11

4.11 Options Analysis: Set-Up Costs 11

4.12 Benefits 11

4.13 Options Analysis: Benefits 11

4.14 Value for Money (VFM) 11

4.15 Preferred Option 12

5. finance case 13

5.1 Income 13

5.2 Contract Costs 13

5.3 Set-up Costs 13

5.4 Benefits 13

5.5 Funding, Budget & Affordability 13

5.6 Financial Assurance 13

6. commercial case 14

6.1 Current Contract 14

6.2 Business Requirements 14

6.3 Commercial Approach 14

6.4 Service Continuity During Procurement 14

6.5 Procurement Options 14

6.6 Contract Management 14

6.7 Current Status 14

7. management case 15

7.1 Governance 15

7.2 Assurance 15

7.3 Controls 15

7.4 Plan 15

7.5 Business Change 15

7.6 Dependencies 15

7.7 Communications and Stakeholder Management 15

7.8 Risk and Issue Management 15

7.9 Supplier and Contract Management 15

7.10 Benefits 15

7.11 Lessons Learned 16

8. appendix a: 17

# 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: