

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Business Case. There is also a Product Description for the Business Case at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the Business Case document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Business Case document under its own name

Save the Business Case document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Business Case is complete check the document against the following Quality Criteria:

- The reasons for the project must be consistent with the corporate or programme strategy
- The Project Plan and Business Case must be aligned
- The benefits should be clearly identified and justified
- It should be clear how the benefits will be realized
- It should be clear what will define a successful outcome
- It should be clear what the preferred business option is, and why
- Where external procurement is required, it should be clear what the preferred sourcing option is, and why

- It should be clear how any necessary funding will be obtained
- The Business Case includes non-financial, as well as financial, criteria
- The Business Case includes operations and maintenance costs and risks, as well as project costs and risks
- The Business Case conforms to organizational accounting standards (e.g. break-even analysis and cash-flow conventions)
- The major risks faced by the project are explicitly stated, together with any proposed responses

PROJECT DOCUMENTATION

BUSINESS CASE

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Business Case History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

1.2 Revision History

Date of this revision:

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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3 Executive Summary

[Highlights the key points in the Business Case, which should include important benefits and the return on investment (ROI)]

4 Reasons

[Explains the reasons for undertaking the project and how the project will enable the achievement of corporate strategies and objectives]

5 Business Options

[Analysis and reasoned recommendation for the base business options of: do nothing, do the minimal or do something]

6 Expected Benefits

[The benefits that the project will deliver expressed in measurable terms against the situation as it exists prior to the project]

7 Expected Dis-benefits

[Outcomes perceived as negative by one or more stakeholders]

8 Timescale

[Over which the project will run (summary of the Project Plan) and the period over which the benefits will be realised]

9 Costs

[A summary of the project costs (taken from the Project Plan), the ongoing operations and maintenance costs and their funding arrangements]

10 Investment Appraisal

[Comparison of the aggregated benefits and dis-benefits to the project costs (extracted from the Project Plan) and ongoing incremental operations and maintenance costs. The investment appraisal should address how the project will be funded]

11 Major Risks

[A summary of the key risks associated with the project together with the likely impact and plans should they occur]