<Project Title>

Minor Business Case

|  |  |  |
| --- | --- | --- |
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|  |  |
| --- | --- |
| Project Name: |  |
| Location: |  |
| Author: | <Name> |
| <Contact details> |

1. BUSINESS NEED

<What is the problem / opportunity?>

2. INTENDED OUTCOMES

<What are the intended benefits to be realised?>

3. STRATEGIC ALIGNMENT

<What are the stated strategic goals of the organisation that these outcomes align to?>

4. ALTERNATIVES ANALYSIS

4.1 Option 0 – Do nothing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <What is the current state?> | Direct costs | $ | Direct benefits | $ |
| Other costs |  | | |
| Other benefits |  | | |
| Known risks |  | | |

4.2 Option 1 – <Title>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <Scope> | Direct costs | $ | Direct benefits | $ |
| Other costs |  | | |
| Other benefits |  | | |
| Known risks |  | | |
| Time to deliver |  | | |

4.3 Option 2 – <Title>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <Scope> | Direct costs | $ | Direct benefits | $ |
| Other costs |  | | |
| Other benefits |  | | |
| Known risks |  | | |
| Time to deliver |  | | |

4.4 Option 3 – <Title>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <Scope> | Direct costs | $ | Direct benefits | $ |
| Other costs |  | | |
| Other benefits |  | | |
| Known risks |  | | |
| Time to deliver |  | | |

4.5 Multi-criteria analysis

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Do nothing | | Option 1 | | Option 2 | | Option 3 | |
| Criteria | Weight | Rating | Score | Rating | Score | Rating | Score | Rating | Score |
| Feasibility |  |  |  |  |  |  |  |  |  |
| Costs |  |  |  |  |  |  |  |  |  |
| Benefits |  |  |  |  |  |  |  |  |  |
| Risks |  |  |  |  |  |  |  |  |  |
|  |  | Score |  |  |  |  |  |  |  |

5. RECOMMENDATIONS

It is recommended that detailed project planning be commenced for Option <#>.

5.1 Proposed scope

<Explicitly state what is in- and out-of-scope for detailed planning purposes.>

5.2 Proposed schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Planning commence: |  | Planning complete: |  |
| Delivery commence: |  | Delivery complete: |  |

5.3 Proposed budget

|  |  |
| --- | --- |
| Planning | $ |
| Capital expenditure (delivery) | $ |
| Operational expenditure (delivery) | $ |
| Contingency (20%) | $ |
| Total | **$** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | In plan\* | $ |  | Out of plan | $ |

|  |  |  |
| --- | --- | --- |
| *\*funds already allocated in current budget* |  |  |

6. AUTHORISATION TO PROCEED TO DETAILED PLANNING

SIGNATURE Name & Title