

PROJECT NAME HERE

Business Case

Date here
Version 1.0

Prepared for:
Customer's Name
Customer's Organization

Prepared by:
Author's Name
Author's Organization

The Business Case is a formal document that is intended to capture preliminary information about a candidate project. This information is compiled before a project is initiated and is used to gain final fiscal approval. The Business Case is intended to establish the business basis for a project and to launch and staff the project.

Project Description

Provide a brief description of the candidate project.

Business Reason

Explain the value and importance this project represents to the business environment.

Scope Description

Describe the boundaries that define the proposed project. While the actual scope may be unclear at this time, it is helpful to identify any products that will be produced or processes that will be included.

Schedule Impact

Describe any implications this project may have on the business schedule, including any significant dead-lines.

Business Impact

Describe how this project will change the general business operation.

Application Impact

Identify any existing automated applications that will require revision or enhancement for this project's success.

Technology Impact

Identify any technology requirements needed to support the creation and operation of project deliverables.

Project Impact

Identify any other active and pending projects that will be effected by this initiative.

Resource Needs

List the general skill types and quantities that will be required for the total completion of the project.

Financial Expectations

While no formal financial projections have been prepared, identify any general financial costs or benefits expected from this project.

Risk Statement

Describe the potential risk to the business if this project is not attempted or fails.