

# Business case template for political finance oversight institutions

## Purpose

A business case enables you to determine whether the undertaking of a project is desirable, viable and achievable based on the estimated costs against the anticipated benefits to be gained from it.

## Overview

<b>Project name</b>		
<b>Project manager</b>		
<b>Project sponsor</b>	[The owner of the business case and the person ultimately accountable for the project.]	
<b>Executive summary</b>	[Complete this section <b>last</b> as its content is simply a concise summary of what is presented across the document.]	
<b>Project reason</b>		
<b>Project intended outcome</b>		
<b>Project benefits</b>	<b>Intended benefits</b>	<b>Projected beneficiaries</b>
	[You can extract this information from the intended benefits template if you used it]	
<b>Strategic objective(s) the project contributes to achieving</b>	[This is to ensure good strategic alignment]	



Options appraisal

The columns below are given as a typical example – this options appraisal would compare doing nothing, doing the minimum required to make a change, and doing the fullest possible piece of work in order to gain all possible benefits.

	'Do nothing' option		Minimal option		Full option	
The objectives each option will achieve to bring about the intended project outcome						
The problems or unmet needs each option will resolve						
The benefits each option will realise						
Deliverables						
Interdependencies						
Assumptions						
Constraints						
Post-project implications						
Timeline	Project start date	[month/year]	Project start date	[month/year]	Project start date	[month/year]
	Milestone	End date [month/year]	Milestone	End date [month/year]	Milestone	End date [month/year]



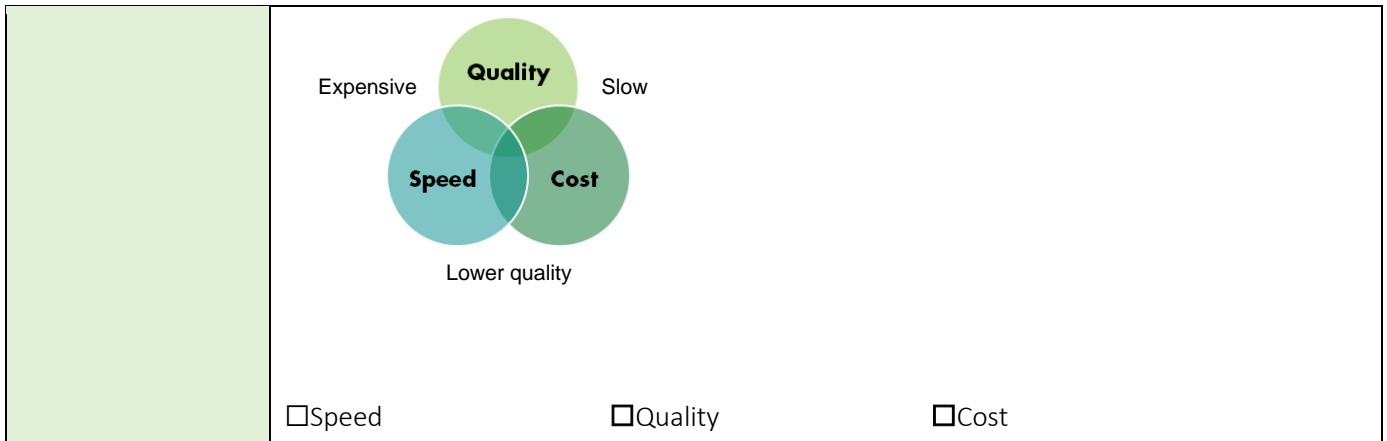
	Milestone	End date [month/year]	Milestone	End date [month/year]	Milestone	End date [month/year]
	(Add rows as needed)					
	<b>Project end date</b>	[month/year]	<b>Project end date</b>	[month/year]	<b>Project end date</b>	[month/year]
<b>Resources required</b>	<b>Project team:</b> [Specify number of representatives and from which departments]  <b>Other resources:</b> [Specify type and quantity of required equipment, goods, contracted services, etc]		<b>Project team:</b> [Specify number of representatives and from which departments]  <b>Other resources:</b> [Specify type and quantity of required equipment, goods, contracted services, etc]		<b>Project team:</b> [Specify number of representatives and from which departments]  <b>Other resources:</b> [Specify type and quantity of required equipment, goods, contracted services, etc]	
<b>Costs</b>  (excluding staff time)	<b>Item</b>	<b>Cost (including VAT)</b>	<b>Item</b>	<b>Cost (including VAT)</b>	<b>Item</b>	<b>Cost (including VAT)</b>
	<b>Total</b>	£	<b>Total</b>	£	<b>Total</b>	£



Top risks for each option	Risk	Risk	Risk
	The risk of ... Due to ... Resulting in ...	The risk of ... Due to ... Resulting in ...	The risk of ... Due to ... Resulting in ...
	The risk of ... Due to ... Resulting in ...	The risk of ... Due to ... Resulting in ...	The risk of ... Due to ... Resulting in ...
Add further rows as needed			

Recommended option

<b>Recommended option</b>	<input type="checkbox"/> Do nothing option <input type="checkbox"/> Minimal option <input type="checkbox"/> Full option		
<b>Project funding</b>	<b>Amount</b>	<b>Budget name/code</b>	<b>Budget holder</b>
	£		
	£		
	£		
	£		
	<b>Contingency budget</b>		
	£		
	<b>Total funding £</b>		
	Have all budget holders confirmed they have funding available for the specified amounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, provide additional clarification: ...	
<b>Exclusions</b>			
<b>Stakeholders</b>			
<b>Project design axiom</b>	Select two features of the 'iron triangle' to determine the design priority of your project.		



Appendix A

[In exceptional circumstances, additional contextual information may be required for inclusion into the business case. If so, use this Appendix A. Otherwise, delete this page.]