**Business Case Template**

**LOGO**

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| **DATE** |  |
| **SUBMITTED BY** |  |
| **TITLE / ROLE** |  |

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| **PROJECT OBJECTIVE**  In bullet points, describe the problem this project aims to solve or the opportunity it aims to develop. |
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| **ALGINMENT**  In bullet points, describe how the project aligns with other business objectives, policies or commitments. |
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| **RESOURCES**  Summarise resources required – people, time commitment, dollars (for ***both*** Implementation and Maintenance of the management system) |
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| **RISKS**  List risks and potential barriers associated with the implementation project |
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| **BENEFITS**  List the benefits that this project will bring to the organization. |
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| **DO NOTHING OPTION**  List the consequences to the organisation if we do nothing (i.e. don’t change current situation). |
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| **SCOPE OF WORK/ TIMELINE**  Insert a description of project stages, steps/actions required at each stage and a timeline (e.g. Gannt chart or similar). You may want to make the scope of works and Appendix to this Plan  **ENDORSEMENT** |

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**Name/ Manager 1:**

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**Name/ Manager 2:**

**APPENDIX 1 - SCOPE OF WORK/ TIMELINE**