Shard Business Services Business Case Lite

Please see guidance for general advice on how to complete the template, or click the links below for help on specific sections.

Project/Programme Details	
Project No	
Project Name	
Project Manager	
Area	
Start Date	.

Document Details			
Document Ref		Version No.	
Status	Approved/Draft	Last Update Date	
Approved by		Approval Date	

To be completed by finance team

Background

Scope

Options

Proposed Solution

SHARD
Business Services

Guidance

Section	Description
Background	Background – describe the potential change, idea, and/or problem. Why it should be done now and the implications of not doing it.
Scope	In this section you need to describe what the scope of the project is, its key objectives, deliverables and purpose. What business benefits will accrue? Are there any events, work or other projects that are either dependent on the outcome of this project or that the project will depend on?
Options	In this section you need to describe and evaluate the different options and give reasons why the preferred option was chosen. There will often be a Do-Nothing option that can be used as a baseline against which to measure the costs and benefits of the other options. The criteria used to decide which is the best value option should be clearly stated and should be as objective and measurable as possible. Benefits should be valued in financial terms wherever possible. Even if it is not possible to value all the benefits of a proposal, it is still important to consider valuing the differences between the options, including the 'Do nothing' option.
Proposed Solution	Identify the selected option and how you propose to implement the change. This should cover any feasibility issues not covered elsewhere (Project Management principles, Next steps, etc.). The rest of the business case should be based on the identified solution. (See below).
Additional Information	Other details you may need to include will depend on the size and type of project and specific requests from key stakeholders.