

BUSINESS CASE

The justification for investment — why this project should proceed and the return it delivers · Engineering · IT · Healthcare · Construction

Project Name	[Enter project name]	Project Code	[e.g., PRJ-001]
Project Manager	[Name]	Project Sponsor	[Name / role]
Sector / Discipline	[Engineering / IT / Healthcare / Construction]	Date	[DD Month YYYY]
Version	[1.0]	Status	[Draft / Approved]

1. EXECUTIVE SUMMARY

[In three or four sentences, summarise what is proposed, the problem or opportunity it addresses, the recommended option, and the headline financial return — the net present value, return on investment, and payback period shown in the financial summary below. This section should let an approver understand the decision at a glance.]

2. PROBLEM / OPPORTUNITY STATEMENT

[Describe the business problem or opportunity this project addresses. Explain its impact on cost, quality, safety, service, compliance, or strategy, its urgency, and the cost or risk of doing nothing.]

3. STRATEGIC ALIGNMENT & OBJECTIVES

Explain how this project supports organisational strategy, then list its specific, measurable objectives:

- [Objective tied to cost, efficiency, or revenue — for example, reduce processing cost by a target percentage.]
- [Objective tied to quality, safety, or service level.]
- [Objective tied to a strategic, regulatory, or compliance outcome.]

4. OPTIONS ANALYSIS

The following options were assessed, including the option of doing nothing. The recommended option is identified in the final column.

Option	Description	Indicative Cost	Key Benefit / Trade-off	Recommended
Option 0 — Do nothing	[Maintain the status quo]	[Amount]	[Consequence of inaction]	No
Option A — [Name]	[Description]	[Amount]	[Key benefit]	Yes
Option B — [Name]	[Description]	[Amount]	[Key benefit]	No
Option C — [Name]	[Description]	[Amount]	[Key benefit]	No

5. RECOMMENDED OPTION

[State the recommended option and explain clearly why it was chosen over the alternatives — how it best balances benefit, cost, risk, feasibility, and speed to value.]

6. COST–BENEFIT & FINANCIAL SUMMARY

The headline financial measures are summarised below. Detailed year-by-year calculations are held in the accompanying Business Case / ROI workbook.

Measure	Value	Measure	Value
Total investment (cost)	[Amount]	Net present value (NPV)	[Amount]
Total benefits	[Amount]	Return on investment (ROI)	[%]
Net benefit	[Amount]	Benefit–cost ratio (BCR)	[x]
Payback period	[Years]	Discount rate used	[%]

7. EXPECTED BENEFITS

Benefit	Type	Measure / KPI	Annual Value	Owner
[Reduced operating cost]	Tangible	[Annual spend]	[Amount]	[Owner]
[Improved throughput / output]	Tangible	[Units per period]	[Amount]	[Owner]
[Avoided compliance / risk cost]	Tangible	[Incidents avoided]	[Amount]	[Owner]
[Improved quality / satisfaction]	Intangible	[Score]	[n/a]	[Owner]

8. KEY RISKS & ASSUMPTIONS

#	Risk to Delivery or Benefits	Likelihood	Impact	Mitigation
1	[Benefits realised more slowly than forecast]	[H/M/L]	[H/M/L]	[Phase delivery; track benefits monthly]
2	[Cost or scope increases]	[H/M/L]	[H/M/L]	[Change control; contingency]
3	[Resource or capability gap]	[H/M/L]	[H/M/L]	[Secure resources early; training]

Key assumptions the case depends on:

- [Assumption about benefits, adoption, or market conditions.]
- [Assumption about cost, resource availability, or timeline.]

9. IMPLEMENTATION APPROACH & TIMELINE

Phase / Milestone	Description	Target Date
Initiation & planning	[Charter, plan, and mobilisation]	[Date]
Design / procurement	[Detailed design and sourcing]	[Date]
Build / execution	[Delivery of the solution]	[Date]
Testing & commissioning	[Verification and acceptance]	[Date]
Go-live, handover & benefits	[Deployment, closeout, and benefit tracking]	[Date]

10. RECOMMENDATION & NEXT STEPS

[State the decision requested of the approver — for example, approval to proceed and release funding — and the immediate next steps that will follow approval.]

11. APPROVAL

Role	Name	Decision	Date
Project Sponsor	[Name]	[Approve / Reject / Defer]	
Finance / Budget Holder	[Name]	[Approve / Reject / Defer]	
Steering Committee	[Name]	[Approve / Reject / Defer]	