



Business Case Template 1

Business Case For [Initiative Name]

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Purpose

To document the justification for the undertaking of this project based on the estimated cost of the development and implementation against the risks and anticipated business benefits and savings to be gained. The total business change must be considered, which may be much wider than the project development cost.

This document is used to say why the forecast effort and time will be worth the expenditure. This document will be used by the project sponsor to monitor the on-going viability of the project against its business case.

Once you have completed the content of the business case and have finished your executive summary, delete this section.