

Business Case Template – Title Page

Project Business Case

Project	
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Business Case Approval

	Project role	Company	Name	Signature	Date
Author	<i>Project Manager</i>				
Reviewer					
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Business Case Template – Table of Contents

Business Case – Table of Contents

Section number	Section title	Page number
1	Executive summary	3
1.1	The project	3
1.2	Business background	3
2	Introduction	4
3	Project scope and organization	5
3.1	Vision	5
3.2	Implementation strategy	5
3.3	Deliverables	5
3.4	Stakeholders	6
3.5	Related projects	6
3.6	Organizational impact	6
3.7	Resources	7
3.8	Project management framework	7
3.9	Key issues	7
3.10	Critical assumptions and constraints	7
4	Benefit and cost	8
4.1	Benefits	8
4.2	Costs	9
5	Schedule	10
6	Risk	10
7	Alternatives	11
7.1	Identification of options	11
7.2	Comparison of options	11
7.3	Recommended option	11
8	Glossary and appendices	12

1 Executive summary

1.1 The project

1.2 Business background

2 Introduction



3 Project scope and organization

3.1 Vision

3.2 Implementation strategy

3.3 Deliverables



3.4 Stakeholders

3.5 Related projects

3.6 Organizational impact



3.7 Resources

3.8 Project management framework

3.9 Key issues

3.10 Critical assumptions and constraints



4 Benefit and cost

4.1 Benefits



4.2 Costs



5 Schedule

6 Risk



7 Alternatives

7.1 Identification of options

7.2 Comparison of options

7.3 Recommended option



8 Glossary and appendices

