

Business Case

Assess whether a proposed initiative should proceed. Use estimates and assumptions that reviewers can challenge; this template does not promise approval or financial returns.

Initiative _____ Prepared By _____

Date _____ Decision Owner _____

Executive Summary

Proposal and preliminary recommendation.

Current Situation and Opportunity

Proposed Solution and Scope

Alternatives

Option	Description	Reason to consider
Option A		
Option B		
Do Nothing		

Business Case Continued

Strategic Rationale

Quantitative and Qualitative Benefits

Initial and Ongoing Costs

Risks and Mitigations

Assumptions and Dependencies

Business Case Decision

Timeline and Milestones

Resources Needed

People, tools, and other requirements.

High Level Financial Summary

Estimated costs, quantified benefits, and optional simple net benefit.

Recommendation

Select an option and explain why.

Sponsor or Decision Maker

Decision

Signature

Date