
Organisation Name

Project Title

Business Case

Project no.

Revision: R1
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Document No:

Ref. No.	
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Project Title	
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Strategic program (link to Strategic Plan)	
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Summary

Concise Scope	
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Principal Outcomes	
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Approval

Accountable Officer:	
Assurance Check by:	Dept:
Approved by:	Position:

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1 Proposal Summary

Provide a summary of the business case covering:

- background;
- project description;
- needs, scope and boundaries;
- target customers or population;
- objectives, outcomes and benefits; and
- costs and risks, acquisition and implementation

2 Establishing the Business Need

A business case provides the foundation for the procurement planning process, and is highly recommended for all projects that are of high value, complex or strategic. It provides the organisation with a process to check to ensure that the proposed project is feasible, evaluate and select the preferred implementation strategy, and confirm that the option selected will meet the department's objectives. The process imposes a discipline on the department to consider all available options, to recognise baseline costs, and address all issues and risks in the decision to proceed. Where appropriate, the business needs should be addressed under the headings below.

2.1 Statement of Need, Issues Definition, Opportunity Description

Provide the following information:

- A description of the extent of an unmet need, demand for services or opportunity that has been identified and which is considered to be a high priority;
- Identification of the target population or clients and the anticipated benefits to these groups;
- An explanation of the rationale for assigning a high priority and the reasons that the timing is appropriate to implement the project; and
- Identification of the reason/rationale for this need or demand not being satisfied with existing systems and facilities.

2.2 Supporting Data and Information

Provide supporting information covering:

- How the requirement was determined and its criticality, urgency or importance;
- Data or other evidence of the requirement;
- The stakeholders that have been consulted and whether or not they support the proposal; and
- The consequences of not proceeding.

3 Relationship to Organisation Vision and Strategy

Outline:

- How the initiative or project relates to the Vision, Mission, Business Plan or other strategic documents of the department.
- The links with other initiatives or services, core and current activities
- How the initiative aligns with government policy
- Inter-department considerations.

4 Consideration and Selection of Preferred Options

Provide:

- An outline of the range of options that have been considered to address the identified need
- A summary of the strengths and weaknesses of each option
- The rationale for the selection of the preferred options
- The financial and investment alternatives
- The assumptions that have been made in selecting the preferred option
- An outline of the business process changes proposed to facilitate this project.

5 Financial Analysis – Outputs, Benefits, Costs and Risks

5.1 Costs

Provide:

- The capital and operating costs of the preferred option for Year 1, Year 2 and beyond.
The proposed budget must include:
- Capital and recurrent expenditure, including salaries, equipment and consumables for:
- Operating cash
- The total lifecycle costs (total cost of ownership)
- The impact upon other projects and initiatives
- The impact upon human resources requirements and policies.

5.2 Benefits, Outputs and Outcomes

Provide information on:

- Savings and how those savings will be used
- Potential revenue
- The expected outputs of the project, and the information or services it will deliver
- Quantify outputs wherever possible
- The expected outcomes in terms that are as specific as possible, and relate to the needs identified eg:
 - Compliance with statutory or other obligations
 - Improved decision-making as a result of better information
 - Reduced cost
- A summary of costs and benefits, and explain why the benefits outweigh the costs involved
- Any known or potential risks and how these will be managed and minimised.
- Outputs, costs and revenue should be quantified wherever possible.

5.3 Funding

Provide:

- An estimate of the net impact of project by combining cost and benefits.
- An estimate of funding requirements:
 - if funds have not been allocated or approved, state the means by which funds will be acquired
- Identify other sources of funding being considered or investigated such as Commonwealth, State and local government, or the private sector

5.4 Unquantifiable Cost and Benefit Analysis

Identify:

- Unquantifiable impact on:
 - the organisation
 - other organisations
- Broader social implications
- Distribution of benefits

6 Acquisition and Implementation Strategy

6.1 Acquisition

Outline:

- The acquisition process, in compliance with any purchasing and tendering requirements and other relevant policies and procedures.

6.2 Implementation

Describe:

- Describe the proposed implementation strategy, including:
 - Project implementation strategy
 - Project milestones and key dates
 - Person accountable for managing implementation
 - Required resources (human, physical, other) and skills
 - Required changes to working practices
 - Integration with existing and proposed systems.