

Project Business Case

Project Business Case Template

PROJECT BUSINESS CASE SUMMARY						
Project Name					Project#	
Objectives of the project*						
	S	M	A	R	T	
Outcomes/benefits sought by the project**						
	S	M	A	R	T	
Project success criteria						
Cost Benefit Financials - see supplementary Cost Benefit Analysis Template					£	
A. Total project financial benefits over 5 years^{††}						
Internal IT staff costs						
Departmental staff costs						
Third party/consultancy costs						
Hardware costs						
Software costs						
Support & maintenance costs						
Training & other costs						
Infrastructure costs						
Miscellaneous costs						
B. Total project costs over 5 years						
Net Cost-Benefit Assessment (A-B) over 5 years						
TCO over 5 years						
Capital Cost over 5 years						

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Costs estimating assumptions		Benefits estimating assumptions	
Payback period ^{††} (months)		Breakeven Fiscal Year	
Payback assumptions ^{††}			
Payback influences and dependencies ^{††}			
Intangible benefits (e.g. regulatory)			
Strategic alignment assessment			
How aligned with organisational strategy			
How aligned with systems strategy			
How aligned with technology strategy			
Business Case supported by			
Business priority assessment			
Delivery Exposure Indicator [†]		Value Exposure Indicator [†]	
Business Value Indicator ^{††}		Overall Business Priority ^{††}	
Estimated timescales			
Target Start Date		Target Completion Date	

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*fields on PM3 Project Details page
**fields on PM3 Benefits pages
†fields on PM3 Exposure Management pages
††fields on PM3 Proposed Value page

NOTES		
Date	Author	Note

PROJECT BUSINESS CASE DOCUMENT APPROVAL		
Role	Signature	Date
Project Requester		
Project Sponsor		
IT Contact		