



# Developing a Business Case

Example framework

# Example framework: Business Case

Using a business case to capture and analyse key aspects of a decision allows for issues to be identified early, alternative options to be considered, and a solid business logic to be formulated

## A BACKGROUND

*<Describe the current business context and the problem or need that the initiative addresses>*

## B RATIONALE FOR PROJECT

*<There are many problems and projects in a business, why is this problem is important? Why now?>*

| C<br>OPTIONS | COST    | BENEFIT | RISK / ISSUE                        | MITIGATION   |
|--------------|---------|---------|-------------------------------------|--|
| Option 1...  | \$X,000 | \$Y,000 | <i>&lt;What could go wrong?&gt;</i> | <i>&lt;What will you do to avoid it going wrong?&gt;</i> |
|              |         |         |                                     |  |
|              |         |         |                                     |  |

## D RECOMMENDATION

*<Which option will be selected and why?>*

## E NEXT STEPS / PLAN

|                       |                |                |
|-----------------------|----------------|----------------|
| <i>Milestone 1...</i> | <i>By whom</i> | <i>By when</i> |
| <i>Milestone 2...</i> | <i>By whom</i> | <i>By when</i> |
| <i>Milestone 3...</i> | <i>By whom</i> | <i>By when</i> |



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