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| Insert Company Name |
| Business Case |
| [Type name of programme/project] |

Place your company logo here

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# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Strategic Objectives

*Describe the strategic objectives of the programme/project.*

# Financial Summary

*Set out the estimated costs of the programme/project including all programme, delivery (capital and operational), resourcing, transitional and benefit realization costs. The required cash-flow and expenditure required to support the programme/project should be set out.*

*The amount of detail and the format of this information are likely to be as specified by your finance department.*

*Detailed costings and benefits, and options/approaches considered (including alternatives) should be placed in an Appendix.*

# Benefit Realization and Timescales

*Summary of the benefits (and disbenefits) expected to be realized by the programme/project and the timescales for their achievement. Additional/detailed information could be placed in an Appendix.*

# Capability and Capacity

*Description of the organization’s capability and capacity to resources, undertake and support all of the activities associated with the change programme/project, including a ‘readiness’ assessment. Additional/detailed information could be placed in an Appendix (or refer to the Change Readiness Report, if completed).*

# Change Management Approach

*Description of the method and approach to be adopted for the management of the changes and the organization, management and governance of the programme/project.*

# Critical Success Factors

|  |  |  |
| --- | --- | --- |
| CSF ID | CSF | Related Outcome |
| *Insert unique ID* | *Briefly summarise the critical success factors for the programme/project* | *Identify the specific programme/project outcomes that the CSF relates to* |

# Risk Summary

*Include a summary of the major risks identified so far and their assessment and responsive actions. Details should be in the Risk Register for the programme/project.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Risk ID | Description | Impact Rating | Probability Rating | Total Risk Score | Responsibility | Response |
| *Unique ID* | *Brief description of the risk cause, event, effect and impact* | *e.g. scale of 1-5 (High)* | *e.g. scale of 1-5 (High)* | *Impact x Prob-ability* | *The person who ‘owns’ this risk* | *The responsive action taken/proposed for the risk*  *(details in the Risk Register)* |

# Issues Summary

*Summary of the major issues identified so far and their assessment and responsive actions. Details should be in the Issue Register for the programme/project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issue ID | Description | Impact Assessment | Responsibility | Response |
| *Unique ID* | *Brief description of the issue* | *Nature and scale of impact* | *The person who ‘owns’ this Issue* | *The responsive action taken/proposed for the issue*  *(details in the Issue Register)* |

# APPENDIX: [Detailed cost-benefit analysis – multiple documents]

# APPENDIX: Risk Register

*Include the Risk Register (or location of).*

# APPENDIX: Issues Register

*Include the Issues Register (or location of).*