

PROJECT DELIVERY

Briefing Paper
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THE BUSINESS CASE PROCESS



In this briefing paper, the evolution of a business case for securing the approval of the project and investment. The business case presents analysis to stakeholders, providing confidence with their decision to approve the project.

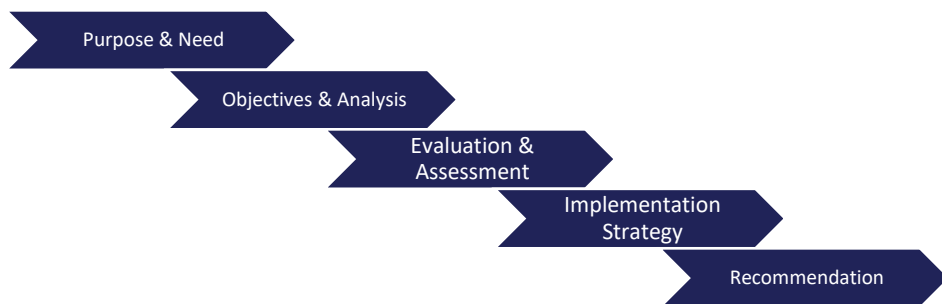
A well-executed business case process enables a critical examine the opportunities, alternatives, project stages and financial investment.

And must outline the business need, provide relevant background and supporting information to put the investment into context; and Identity options and provide meaningful analysis, define the resources and plan to implement the system.

Finally the business case must include a recommendation for the best course of action that will create business value.

“A business case answers the question: “what the outcome of the investment decision will be?” Justification is presented in the business case document describing the rationale to support the decision and investment approval...”

KEY OBJECTIVES OF A BUSINESS CASE



STAGES OF THE BUSINESS CASE PROCESS

Stage 1 - Define Purpose & Identify Requirements

Describe the background and purpose, define the current situation, gap analysis, organisation need and the high-level solution requirements. The section will also include the project scope and definition.

Stage 2 - Define Objectives & Analyze Options

Identify the alternative approaches and select three or four options to analyse. Gather information about each alternative, analyse the options and develop the shortlisted options.

Stage 3 - Evaluate Options & Assess Alternatives

Evaluate how the alternatives will deliver on the business objectives, then select the preferred option, taking into account the strategic and financial value created and the risks.

Stage 4 - Implementation Strategy

Create the implementation plan for the preferred option, detailing how to achieve the business objectives, who will be accountable for each milestone, and how to mitigate the project risks.

Stage 5 - Recommendation

Prepare and justify the final recommendation, draft the document for approval and prepare the presentation of the business case to the board and/or steering committee for approval to proceed and initiate the project.

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