Business Case Template

Name of Proposed Initiative				
Proposal Owner		**Title**		
Executive Summary - Explain the key aspects of the project in a brief executive summary.				
Long-term Business Owner				
Department		**Name**		

Introduction and Business Objectives
Provide a summary of the reasons behind the project, including the following:

- Background information on the business problem or opportunity
- Overview of the proposed solution or initiative
- Clearly defined the goals and objectives of the project
- List the specific goals and outcomes that the project aims to achieve
- Stakeholders and their interests
- Organizational needs
- Customer requirements
- Any other factors that justify the project's existence

Deliverables - List the tangible items or outcomes that will be produced as a result of the project.

Strategic Alignment - Explain how the project aligns with the organization's strategic priorities and contributes to its overall success.

Project Scope - Define the boundaries and limitations of the project. Include what is included and excluded from the project scope.

Value Statement - Value may either be incurred once upon the implementation of the proposed solution or recur over the operational life of the solution. It may yield direct revenue, or strategically position the enterprise for market gains. Identify the value benefits and classify them as such.

Success Criteria - Provide details on the financial and non-financial benefits that the project is expected to generate.

Additionally, outline the key performance indicators (KPIs) or metrics that will be used to measure the project's success in delivering value and achieving a positive ROI.

Examples (describe in specific project terms):

- Financial (Cost vs. Revenue)
- Performance
- User acceptance
- Schedule
- Competitive differentiation

Other Projects and Dependencies - Have constraints and assumptions from similar past projects been reviewed and included in this proposal, with explanations for any variances?

Have actual versus planned benefits of previous projects been compared, and have these variances been considered in the current project's benefit projections (including benefit amount, timing, and duration)?

Are there ongoing or upcoming parallel projects that could be affected by or integrated with this project?

Who are the key stakeholders?

Name	Role	Department

Project Schedule - List the high-level phases for this project. If this Business Case scope is part of a larger program or multi-phase project, show the schedule context. Please ensure start and end dates are defined for all milestones, phases, releases of this project.

Phase	***Dates***
Planning	
Execution	
Monitoring/Support	
Handoff/Closure	

Project Financials - Outline the estimated budget for the project, including any resources, materials, or external services required. Specify any new recurring costs that will be required to sustain deliverables.

Systems	
Internal Labor	
Consulting	
Other:	
Recurring Costs (licenses, added headcount)	

Risk Assessment and Mitigation Strategies - Identify potential risks that could impact the success of the project and propose mitigation strategies.

Compliance and Regulatory Considerations - Identify relevant laws and regulations. Ensure compliance with legal requirements.
Training and Change Management - Are there training and/or communication needs for users or customers handling new or modified systems, data, or reporting systems?
Systems Impact - Will the project require an update to or integration with an existing Canal system or the setup of a new system?
Data Impact - Identify any potential impacts the project may have on current data structures or databases. If applicable, outline plans for data migration or integration with existing systems. Address any challenges or risks associated with data transfer.

Reporting Requirements - Identify any additional reporting requirements arising from the project. Consider the needs of various stakeholders and departments.

Approved By					
Name		**Title**		**Date**	