

BUSINESS CASE TEMPLATE GUIDE



MEETING HOUSE INFORMATION & PROPOSED CHANGES

MEETING HOUSE PROFILE:

In this section, please provide us with a brief profile of your Meeting House, including its history, location, and the number of rooms.

PROPOSED CHANGE:

Give a detailed description of the changes you are proposing, for example, the employment of a staff member to manage MH hiring.

REASONS FOR PROPOSED CHANGE:

For LQPT to make a well-informed decision, please provide us with well-thought-out decisions based on your analysis/discussion/experience to date. Below are a few questions for you to consider.

- Is the need for the proposal clearly identified?
- What has led to this proposed change?
- Have all the options been considered equally with all the pros and cons?
- Have all these issues been discussed in Business Meetings/Area Meetings etc?

BENEFITS & COSTS

BENEFITS OF CHANGE:

State the benefits this proposal will produce. Examine the viability of your proposed change, for example,

- Is this the best option?
- What are the benefits of this change being implemented?
- Is the solution proposed well-conceived?
- If new staff are proposed, how will they be line managed?
- Have Area Meeting Trustees been involved in the thinking?

Provide supporting information for your proposed change. For example, being able to offer more hours for room hire, or being able to offer an improved service for your current hirers.

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ESTIMATED COSTS:

A breakdown of the projected costs involved if your proposal is approved and supporting information on how you came to these figures.

SUPPORTING DOCUMENTS:

Please include the following:

- A breakdown of the Meeting House finances.
- Supporting minutes to the proposed changes from the relevant meetings (LM & AM).