

[Name of Proposed Project Here]

Business Case for Potential Project

Version 1.0

[Enter Date]

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# Introduction

## Project Problem Statement

A single, concise sentence that states the business problem that will be solved by undertaking this project.

## Background of the Potential Project

Briefly describe the potential project background. Include any historical information, research, or business information which would inform the reader of the general foundational concepts of the project. This section should be written in a manner which is easily interpreted by a layperson unfamiliar with the technical terms and acronyms common to the business.

## Alignment with Strategic Placemats/IT Strategic Roadmap

Identify the Vision, Mission, and/or Strategic Goals of the business that are directly related to, or impacted by, the proposed project.

## Is this Project Mandated?

Use this section to indicate if the project is mandated. There are generally four sources of mandates. They are Federal, State, Governor and/or IT. If the project is mandated by one of these entities, please state which entity provided the mandate and reference the law or initiative providing the mandate.

# Business Justification and Impact

## Business Need

The business needs or problems defined in this section should identify those areas which impede the business from fully realizing a specific area of its mission, vision, and/or strategic goals as identified above.

## Return on Investment (ROI)

Use this section to estimate hard and soft dollar benefits expected from completing this project.

## Project Impact

Use this section to describe less tangible or non-dollar benefits to the citizen, organization, or State as a whole.

## Business Risk Analysis

As opposed to the typical risk analysis conducted during the planning phase and related to project activities/deliverables, this is an analysis of the risk(s) to the business of either approving, or not approving the proposed project. This section should include short statements outlining the consequences, penalties, risks, or missed opportunities that may be realized if the project is not done.

### Risks of Performing the Project

Table 1: Risks of Performing the Project

|  |  |  |
| --- | --- | --- |
| **Risk** | **Impact** | **Response** |
|  |  |  |
| xx | xx | xx |
|  |  |  |

### Risks of Not Performing the Project

Table 2: Risks of Not Performing the Project

|  |  |  |
| --- | --- | --- |
| **Risk** | **Impact** | **Response** |
|  |  |  |
| xx | xx | xx |
|  |  |  |

# Project Scope and Success Criteria

## Solution Statement

The solution statement should depict the general concept of how the business anticipates solving the business needs and/or problems (e.g., COTS solution, build from scratch, consortium, etc.). The solution should be derived objectively vs. subjectively and the manner by which the business determined the appropriate solution should be explained.

## Project Scope

### In Scope

The scope elements should be listed at a high level. They will be further elaborated on later in the project.

* xx
* xx

### Out of Scope

Sometimes it is as important to state what is out of scope for the project as it is to state what is in scope in order to ensure complete understanding of the scope of the project when entering the planning phase. Any element not listed as “in scope” is considered out of scope of the project. However, specifically the scope of the project does not include:

* xx
* xx

## Objectives

Objectives are quantifiable criteria that must be met for the business need or problem to be considered resolved and subsequently for the project to be considered successful. Project objectives must be SMART (Specific, Measureable, Achievable, Relevant, and Time Bound).

A single business need or problem may be resolved by meeting one or more related objectives. In turn, a single objective may impact one or more business needs or problems. Each objective should utilize one or more measurements to support success.

Table 3: Business Objectives and Measurements

| **Business Need** | **Objective** | **Measurement** | **Anticipated Benefit(s)** |
| --- | --- | --- | --- |
|  |  |  |  |  |
| 1 | xx (copy from section 2.1) | 1.1 xx (how are you going to show that you’ve solved the business need) | 1.1.1 xx (how and when are you going to show that you’ve met the objective) | xx (what are the business benefits achieved by this objective) |
|  |  | 1.2 xx | 1.2.1 xx | xx |
| 2 | xx | 2.1 xx | 2.1.1 xx | xx |

# Cost Analysis

The costs shown in the tables below are for estimating and guidance purposes. The project budget will be finalized during the project planning phase. While developing a business case there are still many unknown factors when estimating the budget but this section should be completed with estimates based on the information already gathered. The risk contingency is usually between 25% - 50% at this stage. Generally the budget will become clearer when enough is known about the scope and/or project to determine a better estimated budget during the project initiation phase.

## Project Funding Sources

Table 4: Project Funding Sources

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Amount** | **Funding Explanation** |
|  |  |  |
| GR Funds | $0.00 | Explain |
| Federal Funds | $0.00 | Explain |
| Other Funds | $0.00 | Explain |
| **Total Available** | **$0.00** |  |

## High Level Cost Estimate

Table 5: High Level Cost Estimate

|  |  |  |
| --- | --- | --- |
| **Line Item** | **Business Case Budget** | **Comments** |
|  |  |  |
| Hardware | $0.00 |  |
| Software/Licenses | $0.00 |  |
| Consulting | $0.00 |  |
| Training | $0.00 |  |
| Agency FTE | $0.00 |  |
| ITSD FTE | $0.00 |  |
| Other: | $0.00 |  |
| **Sub-Total** | **$0.00** |  |
| Risk Contingency | $0.00 |  |
| **Business Case Budget Total** | **$0.00** |  |

## Five Year Maintenance and Operations Estimate

Table 6: Five Year Maintenance and Operations Estimate

|  |  |  |
| --- | --- | --- |
| **Line Item** | **Business Case Budget** | **Comments** |
|  |  |  |
| Hardware | $0.00 |  |
| Software/Licenses | $0.00 |  |
| Consulting | $0.00 |  |
| Agency FTE | $0.00 |  |
| ITSD FTE | $0.00 |  |
| Other: | $0.00 |  |
| **5 Year M&O Total** | **$0.00** |  |

# Project Organization

## Project Owners

Table 7: Project Owners

| **Project Owner** | **Interest or role** |
| --- | --- |
|  |  |
|  |  |

## Key Stakeholders

Table 8: Key Stakeholders

| **Stakeholder** | **Interest or role** |
| --- | --- |
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## Project Governance Structure

Insert a screen shot of the proposed project governance structure for this project. See sample below.



Figure 1: Project Governance Model

## Key Resources

This section identifies the key resources that will be assigned to the project. Key resources assigned to the proposed project are outlined below. Additional or alternate resources may be identified and allocated to the proposed project when identified.

Table 9: Key Roles and Responsibilities

| Name & Organization | Project Role | Project Responsibilities |
| --- | --- | --- |
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# Key Project Assumptions and Constraints

## Assumptions

Assumptions are factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration. This section identifies the statements believed to be true and from which a conclusion was drawn to define this business case.

The project has the following assumptions:

* xx
* xx

## Constraints

Constraints are defined as the state, quality, or sense of being restricted to a given course of action or inaction. An applicable restriction or limitation, either internal or external, to the project that will affect the performance of the project or a process.

### Constraint Listing

This section is used to list any constraints that this project will be working under. Examples may include funding constraints, legislative deadlines, limited personnel, etc.

The project has the following constraints:

* xx

### Constraint Prioritization

Cost, schedule, scope, and quality are often in conflict during projects. The sponsor elected to prioritize these constraints as displayed in the following matrix: Consult with sponsor and arrange according to project priority.

* Fixed: no changes are desired in the constraint unless all other options have been exhausted.
* Flexible: a change can occur in this constraint only after the options that made changes in the constraints marked accept are exhausted.
* Accept: the constraint is the first place to adjust to account for a change in the project.

**Note on Quality Constraint**: Some models of the triple constraint triangle use quality instead of scope as the 3rd leg of the triangle. In many classic situations, when time or cost was strained, it was quality – usually through less testing or verification, but sometimes through dropped characteristics – that was compromised.

Table 10: Constraint Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| **CONSTRAINT** | **Accept** | **Flexible** | **Fixed** |
|  |  |  |  |
| Cost |  | X |  |
| Schedule | X |  |  |
| Scope | X |  |  |
| Quality |  |  | X |

# Acronyms

Table 11: Acronyms

|  |  |
| --- | --- |
| Acronym | Literal Translation |
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# Glossary

Table 12: Glossary

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| --- | --- |
| Term | Definition |
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# Record of Changes

Table 13: Record of Changes

| VersionNumber | Date | Author/Owner | Description of Change |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |