



Business Case Checklist

This checklist is created by the IPT. It assists the team lead and the team in determining if the appropriate questions have been asked in establishing the objectives, identifying risks, and creating the business case for the project. It should be used as an internal guide.

I. IPT Name:		
II. Deliverable Name: Business Case Checklist		Date Completed:
III. Contact Information		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
IV. Task Order Number:		

Checklist Item	Yes/ No	Comments
1. Was an initial baseline business case developed and approved at the start of this project?		
2. If the need for developing a business case has been waived or curtailed, has this been adequately documented, then communicated to and confirmed by The Department and Trading Partners?		
3. Have the system's business objectives and drivers been developed and approved by The Department of Education?		
4. Have the key business case components (objectives and benefits) been communicated to all project team members?		
5. Have the business case guidelines been developed?		
a) Are they actively used to evaluate alternative design and development approaches?		
b) Are they an active part of the issue analysis process?		
c) Are they an active part of the change request analysis and prioritization process?		
6. Has user management been responsible for identifying and confirming all tangible and intangible benefits?		
a) Have they identified and confirmed the extent of the benefits?		
b) Have they identified and confirmed the time frames in which the benefits will be achieved?		
7. Have intangible benefits of the proposed system been identified, documented and quantified to the extent possible?		
8. Have all one-time benefits been identified and quantified?		
9. Have estimates for the continuing cost of operating the		



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proposed system over a three-to five-year period been prepared?		
10. Have estimates of the total, one-time development and roll-out costs been prepared?		
11. Have all assumptions associated with the business case and economic models been documented and confirmed by The Department of Education? Do they include assumptions regarding:		
a) Scope?		
b) Current activity levels?		
c) Growth and projected activity levels?		
d) Documented constraints or interdependencies?		
e) Estimated system life expectancy (pay-back rate)?		
12. Does the system represent a real value to the business?		
13. Is senior management confident that the benefits of the new system cannot otherwise be achieved by merely re-designing the business process (without implementing system changes)?		
14. Has a formal process been established for controlling and communicating all business case changes?		
15. Are business rules revised on a regular basis?		
16. Has an overall summary of implementation economics been prepared?		
17. Have estimates been tested for reasonableness against previous experience?		
18. Is project management confident that the benefits of the new system cannot be achieved by the current system if methods are improved and there is better planning, scheduling and control of personnel?		
19. Are the estimated personnel resources required to analyze system performance included in the cost/benefit analysis?		
20. Has all documentation been prepared in accordance with systems development practices standards?		