



Business Case Template

The purpose of this document is to provide suggested questions to ask when determining the feasibility of an IT initiative. **This document is the recommended format for business cases.** The business case provides economic justification for the project, explains why the sponsoring organization must undertake this project, addresses the alternatives to the project, and identifies the technology issues that have impact. The Business Case address three main components: (1) initiative and rationale for investing, (2) value impact analysis, and (3) technology. Update this document throughout the project with relevant information as it becomes available.

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

Initiative Description

Provide a description of the initiative and rationale for investing in the initiative. This includes a description of the business problem the initiative will address, the scope of the initiative, other areas and processes impacted, what is required to complete the initiative and the timing in which the initiative will be completed. The following questions should be answered:

Describe the need for change (the business problem to be addressed).

What is the purpose of the initiative?

What is the scope of the initiative, including what it is not?

What is the start date and end date of the initiative?



What other business areas/external groups are affected by the implementation of this initiative and how are they affected?

What systems are impacted by the implementation of this initiative and how are they impacted?

What business processes are impacted by the implementation of this initiative and how are they impacted?

Benefits

Significant investments should not be undertaken unless they support SFA's goals and objectives. Provide a narrative discussion to explain why SFA is doing the initiative and what project objectives or expected outcomes can be quantified and how can they be measured.

BENEFITS	
<i>Quantified Benefits (e.g., cost reduction)</i>	<i>Quantified Benefits (e.g., revenue enhancement)</i>
Reduced FTEs	\$XXX
Operating Expenses	\$XXX
<u>Total:</u>	\$XXX
<i>Assumptions</i>	
<i>Benefit 1 assumptions</i>	<i>Benefit 2 assumptions</i>

Demonstrate that the initiative supports the goals and objectives of SFA, how it supports these goals and objectives, to what extent it helps SFA achieve these goals and objectives and when these benefits will be realized.

Provide a narrative description of the qualitative benefits or expected outcomes of implementing this initiative.



Costs

Provide a comprehensive list of costs, including those to implement the initiative and the costs to support it over its useful life.

COSTS				
<i>One-Time Implementation</i>			<i>On-Going</i>	
System Development	\$XXX		Production Processing	\$XXX
Hardware	\$XXX		Key Personnel	\$XXX
Software	\$XXX		Ad-hoc Processing	\$XXX
Business Support	\$XXX		System Maintenance	\$XXX
Other	\$XXX		Telecommunications	\$XXX
Total	\$XXX		Total (per year)	\$XXX
<i>Assumptions</i>				

Alternatives

Discuss what could be done in place in this initiative and describe the consequences of each alternative.

Alternative	Consequence
Remain as-is	
Non-technology solution	
Enhance an existing system	
Implement on a smaller scale	
Other	



Technology

Discuss the critical technology issues that impact: time to market and total cost of ownership.

Time to Market

What is the degree of complexity in integrating with other systems?

Has this technology been implemented at Education before? If not, is this a proven technology?

Does SFA have the technical expertise to implement this initiative?

Total Cost of Ownership

Does this technology comply with the standard technical architecture of SFA? Education? Federal Government?

What is the level of required enhancement after implementation?

What is the life span of this initiative?