

Business Case Template

Title: *Project Name*

Department: *Sponsoring department*

Executive: *Chief Officer*

Project Manager:

Project Scope: *Summary of what the project will cover/include*

High Level Objectives/Outcomes: *List of the main objectives or outcomes the project seeks to deliver*

Financial Benefits: *Estimate of the savings which the project intends to deliver and approximately when they will be realised*

	2006/07	2007/08	2008/09
Cashable (£)			
Non-Cashable (£)			

Other Benefits: *List any other benefits which the project will generate*

Estimated Costs: *Broad estimate of overall costs to complete project*

Key Resources: *Brief summary of resources needed for the project including fulltime project team*

Timescales: *High-level estimate of the time the project is expected to take from start to finish and any key milestones.*

Risks: *List of the key risks which could impact the delivery of the project e.g. its level of complexity*