Insert project title

Business Case

Insert date (optional)

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# Executive Summary

*<< Provide a summary of this document. Include a brief outline of the project purpose, objectives and outcomes. How does the project align to the strategic plan? What is the total estimated time and cost to implement the outcomes and what is the recommended next step in the process? Provide a statement of what the approver is being asked to approve >>*

Enter text here

# Project Purpose

*<< Describe the problem/opportunity that prompted the project to be initiated >>*

Enter text here

## Process to Date

*<< Background details for the Business Case should include any changes, actions, and/or activities that have already occurred in relation to the project proposal >>*

Enter text here

## Project Objectives and Outcomes

*<< Provide a broad statement and/or dot points about what objectives the project is expected to deliver based upon the current state of knowledge and understanding. A good method to use to ensure your objectives are clear is the “Verb, Quantity, Time, Quality” method. Ensure information is consistent with the Project Logic template >>*

Enter text here

# Strategic Alignment

*<< Demonstrate how this project supports the CEQ Strategy Map and Branch/Office Operational Plan >>*

Enter text here

# Benefit Analysis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Objective** | **Performance Measure** | **Baseline Performance**  | **Target Performance** | **Target Date** |
| *List an objective from 1.2 Project Objectives and Outcomes.*  | *How will the improvements in performance be measured?* | *What is the current level of performance?* | *What is the expected level of improvement in performance that will result from the outputs of this project?* | *When will the performance be achieved?* |

# Risk Analysis

*<< Undertake an overall risk analysis >>*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risks** | **Likelihood** | **Consequence** | **Management Strategy** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

# Achievability

*<< Estimate achievability by taking into account risks and benefits. Consider critical project parameters like financial commitments, stakeholder readiness, project complexity, and availability of resources >>*

**Enter text here**

Based on the following considerations, achievability of this project is considered high/medium/low?

## Funding

*<< Estimate the level of funding that is required by financial year and detail availability of these funds >>*

Enter text here

## Staff Resources

*<< Consider the number of project team members required, their availability, and capability. Are skill sets readily available or are specialist resources required >>*

Enter text here

## Governance and Accountability

*<< Detail the names and titles of those accountable for ownership and decision making on this project. One individual should be the decision maker supported by a committee or board of content experts. Ensure everyone on this list is aware or their roles and responsibilities and are included in the Approval and Endorsement section at the end of this document >>*

Enter text here

## Complexity of Problem/Solution

*<< Describe the level of difficulty in defining and/or understanding the problem and solution. Is it an easily understood problem, solution is known and can be implemented without any difficulty? Or is it a complex problem that will require more time, cost and resources? >>*

Enter text here

## Constraints and Dependencies

*<< Describe inter-related projects, projects that require this project to be completed before they can deliver, etc. Schedule constraints mean higher project risk >>*

Enter text here

## Impacts

*<< Identify additional areas of potential impact, the nature of impact and who will be impacted (internal and external). Include both the impacts envisaged during the life of the project (e.g. costs, disruptions, temporary arrangements, etc.) and ongoing impacts resulting from the project’s product/deliverables >>*

Enter text here

| **Area of Impact** | **Nature of Impact** | **Who Will be Impacted** |
| --- | --- | --- |
|       |       |       |
|       |       |       |

# Recommendation

*<< Provide a summary of the reason/s why the project should, or should not, proceed to the next stage and identify the impacts of not proceeding >>*

Enter text here

# Approval and Endorsement

|  |
| --- |
| [ ]  Progress to Plan Phase  |
| [ ]  Revise and resubmit |
| [ ]  Cease |
| Comments:  |

**Project Manager**

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

**Project Sponsor**

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

Add additional names as required.

# Contact Officer

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Contact officer: Contact Officer Name here

Title: Contact Officer Title here

Phone: Contact Officer Phone Number here