

Guidelines for developing a business case

These guidelines will assist you to development a business case when management approval of a specific business solution and associated financial expenditure is required.

A succinct business case identifies to all parties what the business solution is and what approval(s) are required. It clearly sets-out expectations concerning who will be involved and identifies business options, analysis, costs, timeframes and the benefits and risks associated with the business solution. It requests specific approval to proceed and includes an implementation strategy.

Use the headings set-out below to formulate your business case:

1. Introduction
 - Reason for the business case
 - Identify what solution is being sought
2. Business issues
 - Provide specific detail of issues, concerns and problems including data analysis
3. Business need
 - Identify specific business need including benchmark analysis
4. Business options, costs, benefits, risks and recommendation
 - Identify costed business options and associated benefit and risk analysis
 - Recommended business solution
5. Request to proceed
 - Request specific approval to proceed with identified recommendation
 - Include high-level associated risk if approval is not given
6. Implementation strategy
 - Identify tasks, actions, responsibility and timeframe to implement the recommended business solution

Contact a Nature Coast Enterprise Business Development Manager for more information (Ph 04 298 6611).

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