Project Title

A business case educates decision-makers on the reasoning and justification for a project or need. This document identifies a specific business need or problem and justifies the resources (money, personnel, effort, etc.) required to resolve the problem or improve overall business processes. Thoughtful business cases should include all the risks and rewards for a given action.

Footers should always include the most recent date the document was revised and the page number. If appropriate for the document, please include the name of the person who prepared it and / or their department along with the link to the document’s permanent location. document.

The below headings are examples for a regular “business case” but they can be changed to fit any business purposes:

# Executive Summary

A brief overview of the main points designed to communicate the scope to executive stakeholders. Use sub-headings if necessary by applying the Heading 2, Heading 3, etc. to organize content within a section.

# Problem Statement

Identify the issue or need and why it is important.

# Problem Solution

Present a well-reasoned solution to the problem based on evidence.

# Financial Impact

Discuss financial cost and / or impact.

# Other Considerations

Use this space to note any other relevant information not covered by the above categories.