



Five Aspects of Business Case

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- Strategic
- Economic
- Commercial
- Financial
- Management

Strategic Case

- *The strategic case outlines the strategic context for the investment proposal and makes a robust and compelling case for product or for change in organization.*
- *Conduct a fit for purpose analysis of the short-list, using cost benefit analysis and/or multi-criteria decision analysis techniques to assess benefits, costs and risks.*

- **Strategic Context**
- **The Need for Investment**
- **The Case for Change**

Investment Objective One	What you are seeking to achieve?
Existing Arrangements	Summarise the current state.
Business Needs	Describe the business gap, the difference between the current state and the desired future state.
Potential Scope	What degree of change is required to successfully achieve the objective? What is a core must have? What is desirable, aspirational or out of scope?
Potential Benefits	If the objective is successfully achieved, who will benefit, how and how we measure the gain (or loss)?
Potential Risks	What contingent events could impact on the achievement of the objective?
Constraints and Dependencies	What are the limiting parameters within which the investment must be delivered? What other actions outside the scope does success depend on?

Economic Case

- *Provide a description of the main, viable options (or choices) for the investment. Initially assess each option against the assessment criteria to select three to five short-listed options for more detailed economic assessment (where possible).*

- **Critical Success Factors**
- **Identify Short-listed Options**
- **The Preferred Option**

Dimension	Description	Options within each Dimension
Scale, scope and location	In relation to the proposal, what levels of service (supply) and coverage (user) are possible? For example, by levels of functionality, geographic coverage, population/user base, etc.	<ul style="list-style-type: none"> • status quo.... • •
Service solution	How can services be provided? For example, alternative processes, mixes of processes, etc.	<ul style="list-style-type: none"> • status quo.... • •
Service delivery	Who can help us to deliver the services? E.g. in-house or out-sourced or alternative partnering arrangements.	<ul style="list-style-type: none"> • status quo.... • •
Implementation	When can services be delivered? Including choices about the pace of change. E.g. big bang, phased, modular.	<ul style="list-style-type: none"> • status quo.... • •
Funding	How can it be funded? Including choices of funders and possible arrangements. For example, capital or operating, privately or Crown funded, user charging.	<ul style="list-style-type: none"> • status quo.... • •

	Option 1: Do Nothing	Option 2: Do Minimum	Option 3: Intermediate	Option 4: Aspirational
Appraisal Period (years)				
Detailed Cost				
Whole of life costs				
Cost-benefit analysis of monetary costs and benefits				
Present Value of monetary benefits				
Present Value of Costs				
Benefit Cost Ratio				
Net Present Value				
Multi-criteria analysis of non-monetary benefits				
Better quality inputs for investment decision making (33% weight)				
Reduced/Eliminated investments without clear benefits (33% weight)				
Investments Due Diligence (33% weight)				
Preferred option				

Commercial Case

- *Outline the potential deal. Summarise the procurement strategy, intended contractual arrangements, the products and services intended for procurement, the main risks associated with the project and the supporting arrangements for payment for the required products and services.*

Financial Case

- *Summarise the overall affordability of the project over the life of the investment and identify capital and operating funding requirements.*

	2016	2017	2018	2019	2020	Total
Capital expenditure						
Operating expenditure						
Total expenditure						
Revenue						
Capital required						
Operating required						

Management Case

- *Summarise the project management, benefits and risk management and post project evaluation arrangements.*

1. Project's Impact on Corporation/Department
2. Project Scope and Complexity
3. Information Technology Element
4. Procurement Element (other than Information Technology and Infrastructure)
5. Infrastructure Element
6. Supplier and Department Experience
7. Department's Project Management Framework and Approach

Thank you