

Simple Business Case Template

Date	
Submitted By	
Title / Role	

1. Project Overview

Briefly describe the problem this project aims to solve or the opportunity it aims to address.

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2. Background / Current Situation

Summarize the current context or environment related to the problem or opportunity.

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3. Proposed Solution

Outline the recommended solution, including a summary of what it will do and how it addresses the problem.

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4. Technical Requirements and Integration

List any major system requirements, platforms, or tools involved. Note any dependencies or integration points with existing infrastructure.

5. Security and Compliance Considerations

Note any security, privacy, or compliance implications, including data handling, user access, or regulatory needs.

6. Implementation Plan

List key steps and phases of the rollout, including timelines, responsible teams, and any needed resources.

7. Cost Estimate (CAPEX / OPEX)

Provide a rough breakdown of capital expenditures (CapEx) and operating expenses (OpEx), if applicable. Include any ongoing support costs.

8. Benefits / Impacts on Users

Describe the anticipated benefits to the organization or end users - efficiency, productivity, satisfaction, revenue, etc.

9. Performance Metrics

List how success will be measured. Include key performance indicators (KPIs), benchmarks, or usage targets.

10. Risks and Limitations

Outline what might affect success—such as budget constraints, dependencies, skill gaps, or external factors.

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