

Technology Business Case Template

<div>1. Executive Summary</div> <div>Offer a high-level summary of the proposed technology initiative, its purpose, anticipated impact, estimated costs, and recommendations. This section should capture leadership attention in one page or less.</div>	
<div>2. Current State / Environment</div> <div>Describe the current technology, infrastructure, or operational context. Include: existing tools, systems, or workflows in use; known limitations or inefficiencies; lifecycle status (e.g., aging equipment, outdated platforms); and current costs (financial, labor, productivity)</div>	
<div>3. Business Need or Opportunity</div> <div>Clearly explain the challenge, risk, or opportunity that the proposed technology addresses. Examples include outdated legacy equipment hindering performance; new regulatory standards requiring technical upgrades; market demand for product innovation; and operational bottlenecks or excessive downtime.</div>	

4. Proposed Technology Solution

Detail the recommended solution, including what the technology is (e.g., a system, platform, device, infrastructure); how it works and what it will do; vendor/product info, if applicable; and scope of implementation (which teams, sites, or processes).

5. Strategic Alignment

Explain how this project supports organizational goals. Examples include: improving safety, speed, quality, or output; aligning with sustainability or innovation goals; enabling new revenue or market expansion; or supporting digital transformation or operational excellence.

6. Alternatives Considered

List other technologies or methods evaluated (including doing nothing), and why they were not chosen. For each, include a brief description, pros and cons, and reasons for rejection.

7. Cost-Benefit Analysis

Provide detailed cost estimates and projected returns for the following. Include tables, charts, or scenarios, if needed:

- Capital expenditures (hardware, installation, development)
- Operating costs (maintenance, support, licensing)
- Potential cost savings (labor, energy, rework, downtime)
- Forecasted ROI, payback period, TCO (Total Cost of Ownership)

8. Risks and Mitigation

Identify risks related to: technical integration or system compatibility; physical infrastructure or site constraints; safety or regulatory compliance; and vendor performance or supply chain issues. Provide strategies to mitigate each risk.

9. Technical and Operational Requirements

List requirements for successful implementation for power, space, and environmental specs; compatibility with existing systems; specialized labor and training, and required certifications, data standards, and materials.

10. Implementation Plan and Timeline

Include a high-level rollout plan that contains planning and procurement; installation or deployment; pilot testing and validation; full-scale implementation; and monitoring and optimization. Show expected timelines with key milestones and responsible roles.

11. Evaluation and Success Metrics

Define how performance will be measured post-implementation. Examples include throughput increases, downtime reductions, energy efficiency gains, user adoption and satisfaction, and quality, accuracy, or compliance improvements.

12. Approvals and Next Steps

Summarize the key stakeholders and who must approve, the required funding or procurement triggers, the decision deadlines, and the action items to initiate the project.

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