**Business Case Templates**

*To support better spending and investment decisions and better procurement*

The aim of the business case template family is to support thinking, writing and engagement with stakeholders and compliance with best practice. These templates provide a framework for scoping and planning spending proposals, to support evidence based decision-making. They avoid a “one-size fits all” approach and should be used proportionately.

The two Single-Stage Business Case templates are based on the Five Case Model and follow the Better Business Cases Guidance. They have been developed in partnership with the Cayman Islands Government as part of the International Better Business Case Programme.

**The Five Case Model can be used for the preparation of:**

* Programme Business Cases (PBC)
* Project Business Cases (three stage: SOC, OBC, FBC)
* Business Justification Cases (BJC)
* Policies and Strategies

**It is concerned with:** Thinking, Evidencing, and Documenting. TBusiness cases should be clear, concise, and avoid unnecessary repetition.

**Which template should be used?**

Consider:

* the value thresholds (see guidance below),
* the complexity and risk involved,
* whether the situation is novel or contentious,
* whether procurement is required and the scale of the procurement, and
* whether there are any dependencies, e.g. with business as usual matters or other projects?

When in doubt, consider using the higher value business case templates, which provide more structure and support. Contact your local office for advice, support and training.

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| **TEMPLATES**  **For Procurements and Projects** (enabling outputs, activities and infrastructure):   1. Single Stage Business Case - Low Value and Risk (£0 to £250k value of procurement). 2. Single Stage Business Case - Medium Value and Risk (£250k to £2 million value of procurement) 3. Three Stage Business Case (SOC, OBC, FBC) – High Value (Over £2 million value of procurement)     **For Overarching Programmes** (their outcomes are to be achieved through improved services delivered by the enabling projects that make up the programme):   1. Programme Business Case using the Five Case Model |

**<Title of Spending / Investment Proposal>**

**SINGLE STAGE BUSINESS CASE - LOW VALUE AND RISK (£0 TO £250K VALUE OF PROCUREMENT)**

|  |  |
| --- | --- |
| SRO: |  |
| Project Manager: |  |
| Organisation: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Prepared by: |  |  |  |
| Reviewed by: |  |  |  |
| Approved by: |  |  |  |

1. **INTRODUCTION**

*<State the purpose of the business case and the spend for which approval is being sought.>*

1. **THE CASE FOR CHANGE**

*<Describe the proposed intervention and the business needs you are seeking to satisfy? How does satisfying these needs contribute to Organisational goals and objectives?>*

1. **OPTIONS ANALYSIS**
   1. **Main options**

*<Describe the options considered: advantages and disadvantages, and conclusions. Consider the “Do Minimum” option and “Business as Usual”.>*

* 1. **Recommended option**

*<Describe the recommended option: scope and main deliverables, related cost(s), main benefits and risks, and timescales; and why this solution has been selected over other options.>*

* 1. **Sources and assumptions**

*<Describe the sources and assumptions for the evidence base supporting the recommended option, and why approvers should have confidence in the information provided.>*

1. **PROCUREMENT ROUTE**

*<Describe what you are procuring and how this will be undertaken in accordance with Procurement Rules and Regulations and any relevant Organisational policies and procedures to deliver value for money.>*

1. **FUNDING AND AFFORDABILITY**

*<Describe how the procurement will be funded and any additional resources required, including any commitments that have already been made to guarantee the funding or other resources required. Summarise the indicative financial implications and sources of funding for the proposed investment over the life of the project using the table below*.>

Table 1: Cost and Funding for the Recommended Option

| **Lifespan** | | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Capital Expenditure** | |  |  |  |  |  |  |
| 1 | Fixed assets |  |  |  |  |  |  |
| 2 | Software |  |  |  |  |  |  |
| 3 | Other Capital items |  |  |  |  |  |  |
| **4** | **Total Capital costs (CAPEX)** |  |  |  |  |  |  |
| **Operating Expenditure** | |  |  |  |  |  |  |
| 5 | Personnel |  |  |  |  |  |  |
| 6 | Depreciation |  |  |  |  |  |  |
| 7 | Maintenance |  |  |  |  |  |  |
| 8 | Operating licences etc. |  |  |  |  |  |  |
| 9 | Training |  |  |  |  |  |  |
| 10 | Other Operating costs |  |  |  |  |  |  |
| **11** | **Total Operating costs (OPEX)** |  |  |  |  |  |  |
| **Total Expenditure** | |  |  |  |  |  |  |
| **12** | **Total Project Costs (CAPEX + OPEX)** |  |  |  |  |  |  |
| **Funding** | |  |  |  |  |  |  |
| 13 | CAPEX funding |  |  |  |  |  |  |
| 14 | OPEX funding |  |  |  |  |  |  |
| 15 | Third party funding (CAPEX if any) |  |  |  |  |  |  |
| 16 | Third party funding (OPEX if any) |  |  |  |  |  |  |
| **17** | **Total funding** |  |  |  |  |  |  |
| **Affordability Assessment** | | | | | | | |
| **18** | **Shortfall/Overage CAPEX (CAPEX Costs – Total CAPEX Funding**) |  |  |  |  |  |  |
| **19** | **Shortfall/Overage OPEX (OPEX Costs – Total OPEX Funding**) |  |  |  |  |  |  |

**Revenue Generation (if applicable)**

Table 2: Revenue Projections for the Recommended Option

| **Recommended Option** | | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Revenues** | |  |  |  |  |  |  |
| 1 | Sales and other Revenue |  |  |  |  |  |  |

1. **DELIVERY ARRANGEMENTS**

*<Describe the arrangements in place for successful delivery of the scheme:*

* *the governance arrangement (roles and responsibilities and reporting lines);*
* *the project plan*
* *project assurance*
* *benefits delivery*
* *risk management*
* *any assistance required from other parts of government or the private sector>*

**Also See Annex A – Financial appraisal table**