



BUSINESS CASE TEMPLATE

TITLE OF PROPOSAL

Date

Author(s):

Executive Lead:

Directorate:

Business Case Ref:

Version:

Date of approved summary QIA:

Final Decision:

Date proposal reviewed	By	Decision made

Document Control:

Version Control:

Please record all key changes made to the document and how these have been approved (either person or committee)

Version	Date	Author and title	Summary of key changes	Approval by

Review and Approvals log:

Please ensure you log (in chronological order) all reviews and approvals to show the audit trail for support for your proposal

Version shared	Person and title or Committee	Date reviewed	Recommendation	Rationale
	Managers of affected departments (<i>state individual managers</i>)			
	Executive Sponsor			
	Senior Management Group (SMG)			
	Executive Management Board (EMB)			
	Finance and Investment Committee (FIC)			
	Trust Board			

1. Proposal Overview

Provide a summary of the whole case and include a brief background of the relevant area, proposal aim, current state, business need, all options considered and why they have been discounted and the preferred Solution. State the whole life cost.

Background

Aim

Current State

Business Need

Options

Preferred Option

Whole Life Cost

2. Strategic Case

a) What will happen if we do not support the proposal? Is it a must do i.e. due to a regulatory requirement? Please highlight if this relates to a risk on the Corporate Risk Register

b) How does the proposal fit with the Trust's current strategies and Trust Objectives?

3. Economic Case

a) What options have been considered? Please provide a high-level summary narrative of the options.

<i>Options</i>	<i>Brief description</i>	<i>Benefits</i>	<i>Risks</i>
Option 1 - Do Nothing			

Option 2 (preferred option)				
Option 3				
Option 4				
<i>b) What is the Net Present Value (NPV) and Return on Investment (ROI) of each of the options? Net Cost/(Savings)</i>				
Year	Do Nothing	Option 1 (preferred option)	Option 2	Option 3
Net Present Value (at 3.5%)				
Return on Investment				
<i>The above has been confirmed by:</i>			<i>Insert name of Finance BP</i>	

4. Preferred Option (all sections from now refer to the preferred option)

a) Please expand upon the preferred option, by providing full details of the proposal and provide rationale for why this will be the best way forward. Include consideration to strategic fit, deliverability and, ease of implementation. What resources are needed; will it affect any other departments. What is the proposals impact on the environment and sustainability.

b) How will you measure the benefits of the preferred option? What Key performance indicators (KPIs) will you use? Please note that proposals will be rejected if there is no benefits realisation plan

No.	Benefit Description	Indicator and how is it recorded	Current and Target Measure and Change	Financial Saving if applicable	Timescale	Assumptions
1						
2						
3						
4						
5						

c) When will the post project evaluation be completed?

5. Financial Case - Analysis and Affordability (of preferred option)

Please include VAT, where not claimable, within all costs stated.

a) Whole life costs of the preferred option (Please specify what this spend is related to) Net Cost/(Savings). All possible costs should be included, a list of costs that you should consider is included at appendix B.

Whole Life Costs (£)	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5 onwards	Total
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Capital Cost							
Total Capital Cost							
Operating Expenditure							
Non-Recurrent Operating Costs							
Recurrent Operating Expenditure/(Saving)							
Additional Costs							
Savings							
Total Recurrent Operating Expenditure/(Saving)							
Total Operating Expenditure/(savings)							
Whole Life Cost							
<i>b) Impact on the Trusts Statement of Comprehensive Income (please specify what this spend is related to and if operating or non-operating) Net Cost/(Savings)</i>							
Statement of Comprehensive Income (£)	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5 onwards	Total
Net Operating Expenditure/(Saving)							
Non-Operating Expenditure							
Depreciation							
PDC dividend							
Total Non-operating Expenditure							
Total Impact on I&E							
<i>c) Impact on the Trusts Cash Flow</i>							
Cash Flow (£)	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5 onwards	Total
Capital Costs							
Net Operating Expenditure/(Saving)							
PDC dividend							
Impact on Cash Flow							
<i>d) What is the required funding source</i>							
The above has been confirmed by:				Insert name of Finance BP			

f) Please include narrative of workings of costs, savings and all financial and activity assumptions		

6. Quality Impact assessment (of preferred option)

Please embed the signed summary Quality Impact Assessment (QIA) below. The guidance and template can be found on the zone.

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7. Equality Analysis (of preferred option)

Please embed the completed equality analysis below. The guidance and template can be found on the zone.

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8. Risk Assessment (of preferred option)

Please ensure you undertake a thorough assessment of the risks associated with implementing the proposal and mitigating actions (using the Trust Risk Management Approach). Include the top five here

Risk Description	Mitigation	Likelihood (1-5)	Consequence (1-5)	Owner

9. Commercial Case (of preferred option)

a) Commercial detail. Explain how you intend to deliver the proposal? Did you go through a tender process, acquire supplier quotes, who is the preferred supplier and what selection process did you go through.

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10. Management Case (of preferred option)

a) Project management detail. How will you track implementation, what governance group will the proposal report to during implementation and where does that group report into? What reports will be produced, what will they cover and how often will they be produced?

b) Include a high-level implementation plan and key milestones and dates? This must be included otherwise the proposal will be rejected

11. Stakeholder engagement/consultation (of preferred option)

a) Does the proposal require/have commissioner, STP or other external support? If yes, provide evidence of discussions

b) Does the proposal have a requirement for consultation (staff/union/JPF/public)? If yes, what consideration have you given to enacting this? How have affected staff groups been engaged and how have their responses been taken into account.