**Project Business Case Template**

1. **Introduction**
   1. Name of project
   2. Purpose of business case
   3. Overview of project
   4. The project’s key players
2. **Business Context**
   1. The thrust of the project
   2. Rationale
   3. Organisational impact statement
   4. Analysis of options
   5. Related projects and programmes
   6. Assumptions and constraints
3. **Project Definition**
   1. Statement of scope
   2. Target outcome definitions
   3. Validation of project scope
   4. Committed outputs definitions
   5. Scope boundaries
4. **Project Governance**
5. **Managing the External Environment**
   1. Stakeholders
   2. Risk
   3. Issues
6. **Project Analysis**
   1. WBS/Gantt chart
   2. Schedule of milestones
   3. Internal resource plan
   4. External resource acquisition plan
   5. Project budget
7. **An overview of planning**

For detailed instructions on how to use this template and an example, please see Chapter 9 (Section 9.5.3) in:

Zwikael, O., Smyrk, J. R. (2019). *Project Management: A Benefit Realisation Approach*. Springer-Verlag, London, UK. ISBN: 978-3-030-03173-2 (print book); ISBN 978-3-030-03174-9 (eBook).