

# **Business Case Template**

**-- WORKING VERSION --**

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**Note: Remove this page once a document has been created.**

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Texas Department of Information Resources  
Austin, TX

[AGENCY NAME]

[PROJECT NAME]

STATE OF TEXAS

## BUSINESS CASE TEMPLATE

VERSION: [VERSION NUMBER]

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Executive Sponsor	Mailing Address	Phone/Email
<i>I am the Executive Sponsor of the business case analysis for this project and hereby certify the overall accuracy, viability, and defensibility of the content and estimates in this template.</i>		
<b>Executive Sponsor Signature</b>	<b>Date</b>	

Technology Sponsor	Mailing Address	Phone/Email
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<b>Technology Sponsor Signature</b>	<b>Date</b>	

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# 1. Executive Summary

For a standard Business Case, complete this section *after* completing all other sections.

## 1.1 Problem Statement

Describe the business problem, including a brief statement of any mandates that require processes or services not currently in place (from Section 3.1).

## 1.2 Project Description

Describe key information for the proposed project such as how the project will solve the business problem, goals and objectives, and stakeholders/customers (from Section 4).

## 1.3 Project Evaluation

Summarize how each of the quantitative and qualitative evaluation factors is used to evaluate the proposed project, including the impact of not implementing the project and rejected alternatives (from Section 5).

## 1.4 Project Selection

Summarize the rationale for why the project was selected based on the evaluation factor results as shown in the summary charts below (from Section 6).

<b>Summary: All Project Evaluation Factors</b>			
<b>Line</b>	<b>Factor</b>	<b>Maximum</b>	<b>Rating*</b>
<b>SF</b>	<b>Statutory Fulfillment</b>	<b>35</b>	
<b>SA</b>	<b>Strategic Alignment</b>	<b>45</b>	
<b>IA</b>	<b>Agency Impact Analysis</b>	<b>35</b>	
<b>FA</b>	<b>Financial Analysis - Government/Constituent</b>	<b>60</b>	
<b>AA</b>	<b>Alternatives Analysis</b>	<b>30</b>	
<b>RC</b>	<b>Initial Risk Consideration</b>	<b>45</b>	
	<b>Total, All Project Factors</b>	<b>250</b>	

\* Ratings are detailed in the Business Case Workbook.

Financial Analysis: Agency/State							
Line	Measure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
RA1	Agency Benefits (Cash Inflow)						
RA2	Project Costs (Cash Outflow)						
RA3	Benefit/Cost Variance (Net Cash Flow)						
RA4	Cumulative Net Benefits (Cumulative Net Cash Flow)						
RA7	Breakeven Point (Years 1 to 10)	N/A	N/A	N/A	N/A	N/A	

Financial Analysis: Constituents							
Line	Measure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
VA1	Constituent Benefits						
VA2	Project Costs						
VA3	Benefit/Cost Variance						
VA4	Cumulative Net Benefits						

## 2. Governance and Business Case Analysis Team

### 2.1 Governance

Describe the Information Technology (IT) governance processes and structures within the agency. Include the relationship of the Executive Sponsor and the Technology Sponsor to the IT governance structures and to senior management.

**Governance Processes and Structures**

### 2.2 Business Case Analysis Team Members

For each role listed below, provide the names and titles of agency staff that will fulfill them (all that apply).

Role	Name/Title
Executive Sponsor	

Role	Name/Title
Technology Sponsor	

Role	Name(s)/Title(s)
Budget/IT Analysts	

Role (Other)	Name(s)/Title(s)
Division/Program Managers	

Role (Other)	Name/Title
Information Security Officer	

Role (Other)	Name/Title
Contract Manager	

Role (Other)	Name/Title

### 3. Problem Definition

#### 3.1 Problem Statement

Describe the *problem* the IT project would address, including any problems related to technology, processes, and services.

Problem Statement

#### 3.2 Agency and Constituent Environment

Identify and briefly describe the relation of each stakeholder/customer to the project.

Stakeholders/Customers	Description

Describe the processes and/or services that would be modified or automated by the project. Include processes and/or services for agencies and constituents (citizens, employers, other agencies).

Processes/Services	Description of Modifications/Automation

### 3.3 Current Technology Environment

#### 3.3.1 Current Software

Describe the agency's existing software that will be modified or replaced by the proposed project.

Software Item	Description

#### 3.3.2 Current Hardware

Describe the agency's existing hardware that will be modified or replaced by the proposed project.

Hardware Item	Description

## 4. Project Description

### 4.1 Goals and Objectives

Describe the business goals and objectives of the IT project. Ensure the goals and objectives support business needs.

Goals / Objectives	Description

### 4.2 Performance Measures

Describe performance measures that will be used to gauge the project's business outcomes for key processes and services.

Key Processes/Services	Performance Measures

### 4.3 Assumptions

List the assumptions regarding the agency processes and constituent services affected by the proposed project.

Assumptions

### 4.4 Proposed Technology Environment

#### 4.4.1 Proposed Software

Describe the software requirements for developing, installing, or implementing the project.

Software Item	Description

#### 4.4.2 Proposed Hardware

Describe the hardware requirements for developing, installing, or implementing the project.

Hardware Item	Description

#### 4.5 Major Project Milestones

Provide the target dates and descriptions of the project's major milestones and deliverables.

Target Date	Milestones/Deliverables

Example Only

## 5. Project Evaluation

### 5.1 Statutory Fulfillment

Describe the direct and derived mandate(s) related to the IT project and cite statutory reference(s) for federal and state statutes, rules, and regulatory requirements.

Mandates Related to Project	Statutory Citations

### 5.2 Strategic Alignment

Describe how the IT project aligns with the State Strategic Plan, agency strategic plan, agency Information Resource Strategic Plan (IRSP), and other plans the project addresses. Provide citations for specific goals and objectives related to the project in each plan.

Plan	Goals/Objectives	Relationship to IT Project

### 5.3 Agency Impact Analysis

Summarize how the IT project would impact the use of technology resources at the agency level, including support of the defined architecture/standards for the agency and state. Describe how the IT project would support development and/or deployment of code that can be reused.

Analysis Summary

### 5.4 Financial Analysis

Using the level of detail illustration provided in the instructions, describe methods used to calculate the estimates for project costs and quantitative project benefits including all underlying assumptions. Quantitative project benefits include benefits to both the agency (cost savings, cost avoidance, revenue generation) and constituents (service level savings, regulatory savings, and other savings).

Methods: Project Costs	Estimate Factors/Underlying Assumptions

Methods: Quantitative Project Benefits	Estimate Factors

Methods: Qualitative Project Benefits	Estimate Factors

### 5.5 Initial Risk Consideration

Identify the key barriers (those risks assigned a score as a “5”) that could impede the processes and/or services provided by the project.

Risk	Mitigation Actions

### 5.6 Alternatives Analysis

Describe alternative options, including the option of not implementing any project at all and at least one non-selected project option.

No Project (status quo)	Key Factors Showing Non-viability

Alternative Option(s)	Key Factors Showing Non-viability

## 6. Project Selection

### 6.1 Methodology

Describe the agency-developed methodology used for project selection.

**Selection Methodology**

### 6.2 Results

Describe in detail the selection results based on application of the agency's methodology for project selection. State the rationale for why the project was selected above the other alternatives solutions. Cite any market research that was conducted.

Note: Copy the graphical summary charts to the Executive Summary.

**Selection Results**