# **Business Case & Alternatives Analysis**

# *About this template:*

This template should be completed for all high risk and high complexity projects, prior to launching the project, to justify the case for the project and ensure it is strategically aligned.

|  |  |
| --- | --- |
| **Project Name** | [Enter name of project] |
| **Project Sponsor** | [Name], [Position], [Department] |
| **Project Owner** | [Name], [Position], [Department] |
| **Project Manager** | [Name], [Position], [Department] |
| **Date:** | [yyyy-mm-dd] |

# **Opportunity/Problem Definition**

## **Business Need**

Describe the current situation and the opportunity or problem that it presents. Include any problems related to technology, processes and/or services, without presupposing a solution.

[Enter section here…]

## **Anticipated outcomes/Benefits**

Describe the anticipated outcomes of implementing of a project that specifically addresses the situation or problem/opportunity (the “why”). The description should include address expected benefits to business operations and alignment with strategic priorities. Consider all user groups.

[Enter section here…]

# **Solution Alternatives Analysis**

## **Evaluation Criteria**

Describe the evaluation criteria that you used to screen and analyze solution options to determine your ultimate recommendation.

## **Potential solutions**

It is important that any alternative solutions be carefully considered and evaluated to ensure the most appropriate solution is pursued. Knowledgeable stakeholders should be consulted when exploring all possible solutions. Identify all solution options that can address this business need, including maintaining the status quo. Add additional options as needed.

|  |  |
| --- | --- |
| **Solution Option** | Status Quo |
| **Brief Description** | [insert] |
| **Estimated Costs & Resources Required** | [insert] |
| **Advantages & Opportunities** | [insert] |
| **Disadvantages & Risks** | [insert] |
| **Key Factors Showing Non-Viability (if any)** | [insert] |

|  |  |
| --- | --- |
| **Solution Option** | [insert name] |
| **Brief Description** | [insert] |
| **Estimated Costs & Resources Required** | [insert] |
| **Advantages & Opportunities** | [insert] |
| **Disadvantages & Risks** | [insert] |
| **Key Factors Showing Non-Viability (if any)** | [insert] |

|  |  |
| --- | --- |
| **Solution Option** | [insert name] |
| **Brief Description** | [insert] |
| **Estimated Costs & Resources Required** | [insert] |
| **Advantages & Opportunities** | [insert] |
| **Disadvantages & Risks** | [insert] |
| **Key Factors Showing Non-Viability (if any)** | [insert] |

|  |  |
| --- | --- |
| **Solution Option** | [insert name] |
| **Brief Description** | [insert] |
| **Estimated Costs & Resources Required** | [insert] |
| **Advantages & Opportunities** | [insert] |
| **Disadvantages & Risks** | [insert] |
| **Key Factors Showing Non-Viability (if any)** | [insert] |

# **Recommended Solution & Justification**

Based on the options and evaluation criteria outlined above, specify the recommended solution and why it was chosen over other options.

[Enter section here…]