

Business Case Template

BAHub — BusinessAnalysis.hopto.org

Format: Editable Word Document (.docx) | [Preview](#)

Sections Included:

- 1. Executive Summary (1-page decision brief)
- 2. Problem Statement (quantified current-state costs)
- 3. Options Analysis (min. 2 alternatives + do-nothing)
- 4. Cost-Benefit Analysis (NPV + payback calculation)
- 5. Risk Assessment and Mitigation (top 5 risks)
- 6. Implementation Approach (phases + milestones)
- 7. Governance Structure (SRO, sponsor, benefits owner)