*<Department Name>*

*<CESS Project name>*

CESS Project ($1 Million or more) Business Case

*<CESS Contact Name & Email Address>*

*Submitted <mm/dd/yyyy>*

Executive Summary

# gENERAL iNVESTMENT iNFORMATION

|  |  |
| --- | --- |
| **Investment Name** |  |
| **Business Sponsor** |  |
| **Sponsor Organization** |  |
| **Supporting CIO** |  |
| **Investment Manager** |  |
| **Investment Type** (Business Enhancement, Replacement or New Business) |  |

# Purpose of business case

# High-level Business Impact

# aLTERNATIVES and aNALYSIs

## Alternative A

| **Alternatives Analysis** | **Year1** | **Year2** | **Year3** | **Year4** | **Year5** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Alternative A***  *Cost of Alternative*  *Cost Savings*  *Cost Avoidance*  ***Total Benefit*** |  |  |  |  |  |  |

## Alternative B

| **Alternatives Analysis** | **Year1** | **Year2** | **Year3** | **Year4** | **Year5** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Alternative B***  *Cost of Alternative*  *Cost Savings*  *Cost Avoidance*  ***Total Benefit*** |  |  |  |  |  |  |

## Alternative C

| **Alternatives Analysis** | **Year1** | **Year2** | **Year3** | **Year4** | **Year5** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Alternative C***  *Cost of Alternative*  *Cost Savings*  *Cost Avoidance*  ***Total Benefit*** |  |  |  |  |  |  |

## Alternative D

| **Alternatives Analysis** | **Year1** | **Year2** | **Year3** | **Year4** | **Year5** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Alternative D***  *Cost of Alternative*  *Cost Savings*  *Cost Avoidance*  ***Total Benefit*** |  |  |  |  |  |  |

# Preferred Solution

## Financial Considerations

## PRELIMINARY Acquisition Strategy/Plan

## Preliminary Work Breakdown Structure

APPENDIX A: Business Case Approval

The undersigned acknowledge they have reviewed the  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Business Case** and agree with the approach it presents. Changes to this **Business Case** will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

APPENDIX B: REFERENCES

The following table summarizes the documents referenced in this **Business Case**.

|  |  |  |
| --- | --- | --- |
| **Document Name and Version** | **Document Description** | **Document Location** |
|  |  |  |
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APPENDIX C: KEY TERMS

The following table provides definitions for terms relevant to this **Business Case**.

|  |  |
| --- | --- |
| **Term** | **Term Definition** |
|  |  |
|  |  |
|  |  |
|  |  |
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