One-page business case

A short version for small decisions

Proposal _____ **Prepared by** _____

For decision by _____ **Date** _____

What is the problem?

What do you propose?

What will it cost and return?

Item (income positive, costs negative)	One-off (£)	Per year (£)

Payback _____

Biggest risk _____

What are the alternatives?

Recommendation

_____ _____ _____

Decision *Signed* *Date*