# Business case

Set out why a project or purchase is worth doing, what it costs and what you expect back

| | | | |
|---|---|---|---|
| **Project name** | | **Prepared by** | |
| **Sponsor / decision maker** | | **Date** | |

## 1. Summary

**In three or four sentences: what is proposed, what it costs and what you get back**

## 2. The problem or opportunity

**What is wrong or missing now, and what happens if nothing changes?**

## 3. Options considered

| Option | Main benefit | Main drawback | Cost (£) |
|---|---|---|---|
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## 4. Costs and benefits over three years (£)

| Item | Year 1 | Year 2 | Year 3 | Total |
|---|---|---|---|---|
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**Payback (when costs are recovered)**

**Main assumptions**

## 5. Risks

| Risk | What you will do about it |
|---|---|
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| | |

## 6. Recommendation and decision

**Which option do you recommend, and what do you need agreed?**

*Decision* *Signed* *Date*