**BUSINESS CASE FOR IT PROJECTS**

**PROJECT IDENTIFICATION**

|  |  |
| --- | --- |
| **Agency/Division/Program Area** | Click here to begin typing |
| **Project Manager** | Click here to begin typing |
| **Project Number and Name** | Click here to begin typing |

**CURRENT SITUATION / BUSINESS NEED FOR THE PROJECT**

Click here to begin typing

**PROPOSED SOLUTION**

Click here to begin typing

**PROJECT GOALS OR OBJECTIVES**

Click here to begin typing

**CRITICAL SUCCESS FACTORS**

Click here to begin typing

**RISKS** (If Applicable)

Click here to begin typing

**DEPENDENCIES** (If Applicable)

Click here to begin typing

**COLLABORATION** (If Applicable)

Click here to begin typing

**IMPACT IF NO ACTION TAKEN**

Click here to begin typing

**TECHNICAL ENVIRONMENT AND HOSTING**

Click here to begin typing

**FUNDING**

Click here to begin typing

**PROJECT COST / RESOURCE ESTIMATE SUMMARY**

**Current Request**

|  |  |
| --- | --- |
| **Description** | **Amount** |
|  |  |
|  |  |
| **Total** |  |

**Total Life Cycle Cost** (If Applicable)

| **Date** | **Description** | **Amount** | **Cumulative Total** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Current Request |  |  |  |

|  |  |
| --- | --- |
| With approval of this request, the **Total Life Cycle Cost will be $** |  |

**COST BENEFIT ANALYSIS / RETURN ON INVESTMENT**

Click here to begin typing

**ALTERNATIVES TO THE PROPOSED SOLUTION**

|  |  |
| --- | --- |
| **Other Options Considered**  | **Reasons for Rejecting Alternative Solution** |
| Option 1: Click here to begin typing |  |
| Option 2: (If Applicable) |  |

**ADDITIONAL COMMENTS**

Click here to begin typing