

BUSINESS CASE PROPOSAL

Title:

Section 1 - Proposal Statement:

State in a brief, concise, manner exactly what is being recommended.

Purchase of a software product that will provide a monitoring and reporting system to:

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Section 2 - Relationship to Strategic Plan or Business Plan:

State how this activity or project supports the strategic or business plan. How does the project relate to the corporate mission, goals and objectives? Specify the business plan strategies furthered by this proposal and how this initiative will help achieve the referenced goals and objectives.

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Section 3 - Funding

Specify cost projections and funding sources as defined below.

Is this a budgeted item ___ Yes ___ No

❖ If Yes: State the amount and where in the budget.

❖ If No: State how the project will be funded.

Detail Initial Cost Projections including Installation and Maintenance

<u>One Time</u>	<u>Qty</u>	<u>Cost</u>	<u>Annual Cost</u>	<u>Notes</u>
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Recurring Annual Expense

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Define potential Savings Projections

Savings projections would be estimated by the advantages to the organization, such as:

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Section 4 - Scope and Alternatives

Specify measures to determine potential size. Define potential alternatives.

Define anticipated number of transactions or other measures to evaluate potential scope and size.

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Identify any existing technology that may support this need.

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Describe any changes in process as a result or to support this initiative.

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Define alternatives including:

- ❖ Changes in Process—
- ❖ Expansion of existing technology—
- ❖ Continuing with existing processes —

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Section 5 - Resource Investment:

Specify the resources required for this project. If key individuals are required, specifically list those people by name. Include the length of time each individual would need to be dedicated to the project. Identify the technological requirements for the project. Dollars associated with each listed resource should be reflected in the cost/benefit summary.

Human Resources Required:

Education

-
-
-
-
-
-

Staffing/Deployment

-

Communication

-

Physicians

-

Other

-

Who is Impacted or Needs Updates:

Education

-
-
-
-
-
-

Staffing/Deployment

-

Communication

-

Physicians

-

Other

-

Technologies Required

Technologies Desired:

Key Individuals for Project Development:

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-
-
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Section 6 - Related Considerations

- Identify other projects or initiatives related to the proposed undertaking. Include a description of the relationships between the initiatives and impacts to the other projects if the initiative is not undertaken.
- Identify benefits to other system partner(s) (if applicable).
- Describe the impact to the organization, both positive and negative, this initiative will have.
- State how the positive benefits will outweigh the negative factors associated with this project.

Section 7 - Summary of Measurable Goals, Targets and Expected Outcomes:

Summarize the goals of the initiative including the expected outcomes of the project and the value created for the organization.

Section 8 - Performance Indicators

Specifically identify all quantitative benefits the organization will realize upon completion of this initiative. Include the baseline measures and target measures where applicable. Identify the time frame in which the benefit will be realized. Also identify the operational leader responsible.

Performance Indicator	Baseline Measure	Target Measure	Time Frame	Operational Leader(s) responsible for Value Achieved
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Section 9 - Risks, Barriers and Critical Success Factors

Define the specific risks, barriers and critical success factors associated with this initiative. Also describe methods to mitigate these situations.

Description:	Actions to Mitigate
Risks <ul style="list-style-type: none">••	
Barriers: <ul style="list-style-type: none">•••	
Critical Success Factors: <ul style="list-style-type: none">•••••	

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Section 10 - Cost Benefit Analysis:

A cost benefit summary for the initiative is a vital part of the Business Case. The summary includes:

- ❖ Capital expenditures required to effectuate the project
- ❖ Calculated payback period on the investment
- ❖ Return on the investment for the project over a five (two, three, X) year cycle
- ❖ Unit costs and charges
- ❖ Expected volumes and other pertinent financial information

System Cost 5 Year

	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 5</u>	<u>TOTAL</u>
<u>Non-Recurring</u>						
Contingency						
Total						
<u>Recurring</u>						
Hardware & Software Maintenance						
Contingency						
Total						
<u>Total Cost</u>						
Recurring						
Cost of Capital						
Depreciation						
Total						