

## **Business Case Template**

<b>Project Name:</b>
<b>Project ID:</b>
<b>Project Manager:</b>
<b>Process(es) in which project will be focused:</b> <i>&lt;For this section, write the process or processes that this project will be focused on creating, refining or updating. For example, the process to be updated will require deployment of an applicant tracking system&gt;</i>
<b>Problem to be solved:</b> <i>&lt;For this section, delineate <b>why</b> this project is happening. What problem or issue is the organization trying to solve by changing the process. For example, the problem to be solved by deploying an applicant tracking system is to automate recruiting and hiring processes which are currently manual.&gt;</i>
<b>Measures/objectives of “to be” process performance:</b> <i>&lt;Measurements may include: reduced expenses, increased revenue, quicker time-to-market, improved workflow, reduced rework, etc. For the applicant tracking system BPI project, measures might include: quicker time to hire, improved tracking of candidates in the pipeline, increased efficiencies in interviewing potential candidates, etc.&gt;</i>
<b>What is required to move forward from the current (“as is”) process to the future (“to be”) process:</b> <i>&lt;For this section, consider the amount of time and effort to complete components of the BPI project, such as: analysis of current process time and effort, redesign of process time and effort, implementation via pilot group time and effort, organizational-wide roll out time and effort, etc.&gt;</i>