

Decision Case

[Project Name]

[Business Group/ Sponsor]

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REVISION SUMMARY SHEET

Revision Description	Document No.	Page or Section No.	Date	Changed By	Approved By

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1. Introduction

1.1 Document Purpose

1.1.1 This document will describe the full and detailed charter of this project.

1.1.2 Audience

- The audience for the project charter in general includes the business sponsors, the business leads, and the project team.

1.1.3 Document Scope

- This document contains an authorization for the project to begin. It does not cover project scope, plan, schedule, budget, cost benefit analysis or requirements.

2. Executive Summary

Create a high-level summary of the content.

2.1 Issue

Consulting Perspective: describe the consulting perspective on the problem.

Client Perspective: describe the client perspective on the problem.

2.2 Anticipated *Outcomes*

What is the project supposed to achieve?

2.3 Recommendation

Based on this assessment, what is the recommended course of action?

2.4 Justification

What is the real justification for this project to go ahead? Is there a cost savings? How much? How were the savings analyzed and assessed?

3. Benefit Statements

Summarize the benefits that the company will achieve by going ahead with the recommended course of action. The specific benefits will include:

- List specific KPI's from the benefits realization planning

4. Problem Definition

4.1 Problem Statement

What is currently going on the business that is causing a problem and how is it a problem?

4.2 Alternatives Analysis

The following represents an analysis of the available alternative courses of action which could be pursued in order to achieve the stated goals and objectives:

- Do Nothing
- Fix the existing
- Replace the existing
- Something else...

The above courses of action have been further analyzed in order to understand the implications and risks, and to enable the business to make a solid decision in this matter.

- ⇒ *Do Nothing*: doing nothing would simply be to maintain the status quo as it currently exists today. This means...
- ⇒ *Fix the existing*: This solution would basically mean repairing the existing systems to achieve a “steady state”. This is not a viable option because...
- ⇒ *Replace the existing*: This solution would entail replacing the existing systems with [something] new. This solution would ...
- ⇒ *Something Else*: This solution would be to This solution is recommended because it would ...

4.3 Outstanding Issues

Describe the outstanding issues that need to be addressed in conjunction with this project/recommended solution. When should they be addressed and why?

5. Project Overview

5.1 Project Description

Describe the project...

5.2 Goals and Objectives

Business Goal/Objective	Description
	•
	•

5.3 Performance Measures

Key Process/Services	Performance Measure
	•
	•

5.4 Major Project Milestones

Milestones/Deliverables	Target Date

5.5 Project Team and Business Environment

Stakeholders/Customers	Description
Business	<ul style="list-style-type: none"> Owner of the environment wherein the systems & business processes operate
Consulting Firm	<ul style="list-style-type: none"> Owner of the tools & methodologies used to integrate & develop solutions within the context of the client's environment Manager of the resources using the tools & methodologies within the context of the client's environment
Project Manager	<ul style="list-style-type: none"> Creator of the project plan Manager of the budget, workflow, team and milestones
Employee/User	<ul style="list-style-type: none"> User of the ongoing new web services
Team Members	<ul style="list-style-type: none"> Delivery of the specific deliverables (appropriate to role)

Processes/Services	Description of Modifications/Automation
	<ul style="list-style-type: none">
	<ul style="list-style-type: none">

5.6 Project Assumptions

⇒ List the main project assumptions

5.7 Project Constraints

⇒ List the main constraints on this project

6. Section 4 Project Evaluation

6.1 Statutory Fulfillment

Mandates Related to Project	Statutory Citations	Penalties/Funding Losses

6.2 Strategic Alignment

Plan	Goals/Objectives	Relationship to Project
		•
		•

6.3 Financial Analysis

Methods: Project Cost Estimates	Estimate Factors/Underlying Assumptions
•	•
Methods: Agency and Constituent Quantitative Project Benefits	Estimate Factors/Underlying Assumptions
•	•

6.4 Initial Risk Consideration

Risk	Rating
•	

**The scale used above is 1 to 5 rating with 5 being optimal low risk and 1 being high risk.

7. Project Selection

7.1 Methodology

Describe the project methodology or approach to be utilized.

7.2 Results

What are the primary results expected from this project?

7.3 Project Selection Criteria

The following table illustrates the criteria for project selection based on the following weighted factors:

1. SF - Statutory Fulfillment: Does this project align with commonly accepted US fair business practices and company policy?
2. SA - Strategic Alignment: How well does this project align with business strategic plans?
3. FA - Financial Analysis –Consulting Firm/Client: Does the cost benefit analysis support the project outcomes despite any perceived initial risks?
4. RC - Initial Risk Consideration: What are the initial perceived risks and weighting criteria for consideration?

5. AA - Alternatives Analysis: What other resolution options have been presented and how does this solution compare to these other options?

Summary: All Project Evaluation Factors			
Line	Factor	Maximum Rating Possible	Rating*
SF	Statutory Fulfillment		
SA	Strategic Alignment		
FA	Financial Analysis –Consulting Firm/ Client		
RC	Initial Risk Consideration		
AA	Alternatives Analysis		
	Total, All Project Factors		

7.4 Financial Assumptions

The following assumptions were used to generate the estimates for this business case:

- assumption