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This is a **FREE** "Business Case Template" provide by
PMadvice.

Website: www.PMadvice.co.uk

This is one appendix item taken from the PMadvice book

**"PMadvice – Training & Coaching IT Programme &
Project Managers"**

ISBN: 142516009-3

Buy Book: <http://www.trafford.com/07-2722>

We hope you find this template useful. The PMadvice book
is your chance to get 20 years experience at your finger tips,
you can purchase the book online from all major online book
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More **FREE** guides and templates are available from
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Appendix E – Business Case Template

**THE MUST HAVE BOOK
for IT Programme & Project Managers**

Author: Ian Tomkins, IT Programme Manager

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Appendix - E: Business Case - Template

These are the headings that you would expect to find in this type of document.

Training & Coaching IT Programme & Project Managers

First section/page: Title Page

- Project name
- Version number
- Date
- Author
- Owner/Sponsor

Second section/page: Document History

- Document location
- Other relevant documents
- Revision history
- Sign-off list
 - Name
 - Signature
 - Date
 - Version
- Distribution list
 - Name
 - Date
 - Version
- Owner/Sponsor

Third section/page: Business Case

- Table of contents
- Document objective
- Reason
- Options
- Benefits Expected
- Risks
- Costs
- Timescales
- Investment appraisal
- Recommendation

Note: For an explanation of each heading, purchase the PMadvice Book, which covers the entire project lifecycle, providing more valuable templates, guides, worked examples, management skills, troubleshooting and much more.

THE MOST HAVE BOOK
for IT Programme & Project Managers

Author: Ian Tomkins, IT Programme Manager