

Project Management Toolkit — Business Case Tool

Project:		Date:	
Business case developed by		Date	
Project reference number		Business area	
Project Manager		Project sponsor	
Business background			
Project description			
Delivery analysis			
Business change analysis			
Value-add analysis			
Impact of not doing the project			
Project approved <i>(Value-add or not?)</i>	Yes/No	Name of approver and date	

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