

Business Case No. ()



Business Case

<Respect Partner Agency>

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INTRODUCTION

The purpose of this RESPECT Business Case Template is to provide a step-by-step guide to building a business case for the Respect's project.

The Template will offer a simple and organized methodology for assessing and presenting a Respect business case.

For a complete introduction of the business case vision, just have a look to the presentation made on 13th july 2012 by vision conference.

A business case has 2 primary objectives:

- To present decision-makers with key information about a social initiative proposal in term of responsible supply-chainbusiness in a consistent, balanced format that facilitates the evaluation, comparison and prioritization of competing initiatives.
- To guide group of suppliers, buyers and managers in developing their vision and plans to prepare for responsible initiatives.

This RESPECT Business Case Template is designed to provide a common starting point for RESPECT's project partners. However, no two business cases are the same.

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1 EXECUTIVE SUMMARY

< Write this section of the template to provide a concise summary of the key highlights of the business case. The reader should be able to understand what the project is about, the role of the project in the department's strategy and business plan, and the business justification of the project. The reader should understand how the project improves the overall efficiency and/or effectiveness of the e-government services that will be offered.

The characteristics of the Executive Summary are:

- The Executive Summary should not be more than 2 pages in length.*
- Should not contain information that is not contained in the body of the Business Case.*
- The Executive Summary should be treated as a standalone document.>*

2 BUSINESS NEED AND CURRENT SITUATION

<Describe in this section the business need, problem, or opportunity that the suggested project will address. This section should also provide a description of the current situation and how it affects the effectiveness and efficiency of the actual activity.

Also providing an historical background that led to the current situation can be helpful.

The characteristics of this section are:

- *The business need should be clearly defined*
- *Statistical data is very helpful to state the current situation and the business need.>*

Examples of Business needs, problems, or opportunities are:

- Not meeting service level expectations
- Escalating service costs
- Change in business requirements
- Change in legislation or regulations affecting a service

<The Current Situation sub-section will describe what is happening currently with the services involved, what has led to the current situation, and what is likely to happen if the current situation remains unchanged..>

3 COMPANY DESCRIPTION

4 HISTORICAL BACKGROUND

5 ENVIRONEMENT AND THE CONTEXT

6 BEST PRACTICES PRESENTATION

< Write this section to provide the reader with a clear view of what the supplier/ accomplished and promoted in terms of good practices), what the project had produced , what are the actual and expected results, who are the players (stakeholders), etc

7 RESULTS AND RECOMMANDATIONS

< Write this section to provide the reader with a clear view of what are the actual and expected results and make so comments if you need to create a discussion about your business case