

Business Case Model

Introduction

In Vejen Kommune, Denmark, we often use a 'Business Case Model' as a quite simple decision tool when we want to qualify new ideas for potential ICT development projects. An example of the model is presented below at the second page of this document.

In our municipal organization ideas for new projects often appears from the employees in our institutions and departments. In order to qualify these ideas and prepare for decisions whether or not to go on with a project the proposers are asked, sometimes with support, to answer the questions in the 'Business Case Model'.

Of course use of other and more specific project tools might be necessary, especially if the project idea appears to be more complicated or with a larger budget. But for qualification and description of smaller projects as a preparation for decisions this tool has been useful and not too complicated for most employees.

- If you have further questions on how to use our 'Business Case Model' please contact me for more information. Otherwise just feel free to use it and to transform it according to your local needs.

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Business Case Model

(Translated from Danish into English)

Project title (Projektets navn):

Project summary (Projektresumé):

Project proposed and developed by (Projektet er foreslået og udarbejdet af):
< department, name, date >

Background and purpose of the project (Baggrund og formål for projektet):
< Why is the project proposed and what's the purpose ?
- Which problems should be addressed ?
- Does the project fit with/contribute to the departments/the municipality's vision and main objectives ?
- Does the project fit with the municipality's ICT-strategy ? >

Demarcation (Afgrænsning):
< Consider the 'grey areas' like
- What should (not) be part of this project (functionality, application, activities...)
- What belong to other projects/domains >

Interfaces (Grænseflader):
< Relations to other projects, tasks, systems, organizations etc. Consider how the project has (or might have) influence on these issues >

Opportunities (Muligheder):
< Short description of different opportunities which have been considered according to the project >

Expected outcome (Forventet udbytte):
< Objectives must be 'measurable' so when the project is finished it is possible to demonstrate to what level the objectives have been reached >

Effect and economy (Effekt og økonomi):
< Concerning effect and economy in the project it is essential to describe and prove to which extent the following fundamental criteria can be fulfilled:
Effects – costs ≥ 0
Budget and superior economic issues in the project must be described >

Risks (Risici):
< Summary of most important risks in/with the project >

Time table (Tidshorisont):
< Summary of project plan >

Finishing criteria (Afslutningskriterier):
< Decide and explain when the project is considered completed >