



# business analysis

think differently

Business Case Checklist  
<<Project Name>>

<Delete and Replace  
with Company Logo>

Status Draft

Monday, 2 March 2020

Business Analysis (BAPL)

Improve | Innovate | Digitise

## Document details

### Project Information

<b>Organisation</b>	<< Organisation Name >>
<b>Project Sponsor</b>	<< Sponsor Name >>
<b>Project Name</b>	<< Project Name >>
<b>Project Number</b>	<< Project ID >>

### Contact for enquiries and proposed changes

If you have any questions regarding the information in this document or suggestions for improving the document, please forward details to Business Analysis (BAPL) at the following contact point:

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### Version History

Version	Date	Changed By	Nature of Amendment
0.01	8 July 2020	Business Analysts Pty Ltd	Initial document creation

### Review and Approval

The content of this document is hereby agreed to and approved by:

Name	Position	Signature	Date

### Distribution List

It is the responsibility of those listed below to help ensure their resources are aware of changes detailed in this document for compliance purposes.

Name	Position

### Disclaimer

Business Analysis (BAPL) does not guarantee or warrants the results obtained while using this document and conducting business analysis activities. Usage of this document is strictly under the proviso that the user takes all responsibility for the document outcomes.

## **Template Usage Guidelines**

***The text mentioned below is to be used as a reference guide while completing this document. Remove this section/page after completing/before-publishing this document.***

- a) The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*
- b) This template is designed for the author of the Business Case to make sure the Business Case is ready for review.*
- c) Additional sections can be added if required.*
- d) Please do not remove any section(s) from this document unless otherwise specified.*
- e) Please do not leave any section blank.*
- f) Please ensure not to describe any System Design element(s) in this document.*
- g) Do not forget to update the table of contents figures and caption tables (Reference tab in MSWord) once the document is complete.*
- h) Introduce naming conventions as required for traceability purposes.*

## Checklist Instructions

*The Business Case author should use this checklist to make sure the Business Case is ready for review. The reviewer is to use this checklist to provide consistent feedback to the author. The comments area should be used to provide examples of any inconsistencies found. This checklist can also be use as the basis of a structured walkthrough with the author and the reviewer.*

**Note:** Business Cases are typically the area in which Business Requirements are captured. Business requirements are statements of goals, objectives, and outcomes that describe why a change has been initiated. They can apply to the whole of an enterprise, a business area, or a specific initiative.

Recommended requirement structure: **Who, What, Why, Measures**

To maintain our leadership role within the country [why] BA experts [who] needs to increase gross online sales [what] by 15% this fiscal year" [measure]

To increase our customer retention [why] the claims department [who] needs to reduce claims processing time [what] from 10 days to 4 days by the end of the third quarter [measure]

	Yes	No	N/A
<b>Template</b>			
Has the correct template for the document been used?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the version control information been completed correctly?  Version number (Note that draft versions of the document will have version numbers that are less than 1.00, v0.01, v0.02, v0.03. The first formally issued version will be numbered v1.00. Minor document version changes will have the decimal component of the number incremented. Major document version changes will have the integer component of the number incremented).	<input type="checkbox"/>	<input type="checkbox"/>	
Has the introduction information been completed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all the stakeholders been identified clearly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Document Format Requirements</b>			
All pages must be numbered.	<input type="checkbox"/>	<input type="checkbox"/>	
If figures, tables, diagrams and pictures are used these must be numbered.	<input type="checkbox"/>	<input type="checkbox"/>	
Document language must be set to English (Australia) to ensure correct spell checking in MS Word. The document must be checked for spelling mistakes.	<input type="checkbox"/>	<input type="checkbox"/>	
Has the template been modified to suit author needs and project requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
If a section is not populated or <i>Not Applicable</i> , has an adequate explanation as to why been provided?	<input type="checkbox"/>	<input type="checkbox"/>	
Has all unnecessary white space been removed? eg. only single spaces after a period and single carriage returns between paragraphs	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Executive Summary</b>			
Does the executive summary describe the most important information needed for decision-makers to determine whether a proposed initiative is justifiable, affordable and achievable?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the intended audience been described?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the problem/opportunity statement clear?	<input type="checkbox"/>	<input type="checkbox"/>	
Has any visual aids or figures like context diagrams been included in the background and business context to help the reader understand the current environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are the business outcomes quantifiable?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the benefits described in a SMART criterion of: Specific, Measurable, Achievable, Relevant and Time-based?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the business case outline traceability to strategic objectives of the business?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all business impacts been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all affected stakeholders been engaged in the development of the business case, in particular the business impacts?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Options Analysis</b>			
Have all viable options been considered, including a do-nothing scenario?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a cost benefit analysis been carried out for all options, including a do-nothing scenario?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the different options been endorsed by relevant stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all internal/external dependencies like legislative, related portfolio projects, resourcing processes, policy development, architectural direction been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the risks and issues described in the same manner as the organisations risk framework or risk management policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the business case risks and issues aligned to any existing project risk/issue register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a project risk/issue register exists, does the business case provide links to the register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommendation</b>			
Has justifications in the recommended option referenced findings from the options analysis section?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the justifications in the recommended option explain the decision-making process/criteria?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the scope describe key deliverables which will be included in the project?	<input type="checkbox"/>	<input type="checkbox"/>	
Do key stakeholders understand and approve the deliverables which are in scope for the project?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the scope describe key deliverables which will be excluded in the project?	<input type="checkbox"/>	<input type="checkbox"/>	
Do key stakeholders understand and approve the deliverables which are out of scope in the project, in particular the risks associated with the exclusion?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all known costs described?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the business impacts section provide enough information and answers to questions that decision makers might ask?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the expected benefits written in a SMART criterion?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the key stakeholders required for implementing the recommended option been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the governance structure been defined?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all assumptions and constraints been appropriately described, including timeframe assumptions?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all internal/external dependencies like legislative, related portfolio projects, resourcing processes, policy development, architectural direction been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a high-level project timeframe been defined and demonstrates known key dates and milestones?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a funding source been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Appendices</b>			
Has any information not directly required within the business case been included as an appendix or as a linked reference rather than being embedded within the body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has each appendix been uniquely identified using an alphabetic character?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Language and Style			
Has the SMART criterion been used in appropriate sections like benefits?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the words <i>good, better, more, fast, efficient, usually, never, sometimes, relevant</i> and <i>appropriate</i> been avoided to inadvertently prevent explicit verification?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the document understandable on first reading without the need for clarification from the document author/editor?	<input type="checkbox"/>	<input type="checkbox"/>	
Is all information clearly written (the language is direct and economical and every word counts)?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments</b>			
<b>Reviewer Name:</b>			