****

**BUSINESS CASE**

|  |  |  |  |
| --- | --- | --- | --- |
| **SUBMITTED TO** |  | **SUBMITTED BY** |  |
| **TO THE ATTENTION OF** |  | **POINT OF CONTACT** |  |
| **ADDRESS** |  | **ADDRESS** |  |
| **PHONE** |  | **PHONE** |  |
| **EMAIL** |  | **EMAIL** |  |
| **DATE SUBMITTED** |  | **DELIVERY METHOD** |  |
| **Reason for the Project** | | | |
|  | | | |
| **Options** | | | |
|  | | | |
| **Benefits** | | | |
|  | | | |
| **Costs** | | | |
|  | | | |
| **Risks** | | | |
|  | | | |
| **Schedule** | | | |
|  | | | |
| **Assessment** | | | |
|  | | | |
| **Recommendation** | | | |
|  | | | |