

M3

BUSINESS CASE TEMPLATE

<p>Project Name.....</p> <p>Project Manager.....</p> <p>Project Sponsor.....</p> <p>Date Reviewed by Finance Lead</p> <p>Date Reviewed by Quality Lead.....</p> <p>Date final version of Business Case completed</p>
<p>Are there any Declaration of Interests associated with this Business Case?</p>
<p>Description of the project and it's objectives</p>
<p>Strategic Fit</p>
<p>Needs Assessment – including case for change and evidence for the effectiveness of the business case</p>
<p>Who are the stakeholders and how have you secured buy-in?</p>
<p>Define the outcomes and benefits of the business vase – clinical, quality, patient experience and financial</p>
<p>Options for delivering this project</p>

Financial Consequences of recommended option – costs v anticipated savings

Impact on activity in existing or other services

Please explain the Clinical Governance arrangements for the proposed service

Please explain how the quality of the service will be monitored and reported to the CCG

Attach the completed Equality Assessment

Please identify the human resource requirements of the project

IT and IM&T Implications

Key Milestones

Key Risks

Performance Management