

Business Case Template

Project Title

Client Name / Organization

Date

1. Executive Summary

2. Background / Context

3. Problem Statement / Opportunity

4. Objectives

5. Proposed Solution / Approach

6. Benefits & Expected Outcomes

7. Risks & Mitigations

8. Implementation Plan & Timeline

9. Financial Impact / Cost-Benefit Analysis

10. Key Stakeholders

11. Recommendations & Next Steps
