



Project Business Case / Initiation Document

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|--|------|---------------------|------|
| Project Name | | Project Lead | |
| Date | | | |
| Introduction (purpose of the project) | | | |
| | | | |
| Current Situation | | | |
| | | | |
| Case for Change | | | |
| | | | |
| Project Benefits | | | |
| | | | |
| Scope | | | |
| | | | |
| Out of Scope | | | |
| | | | |
| Objectives and outcomes | | | |
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| Project Team | | | |
| Name | Role | Name | Role |
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| Options and Recommendation | | | |
| | | | |
| Assumptions | | | |
| | | | |
| Risks and Threats | | | |
| | | | |
| Key Interfaces, Considerations and Dependencies | | | |
| | | | |
| Project Reporting Control | | | |
| | | | |
| High Level Plan / Milestones | | | |
| Task | Who? | End Date | |
| | | | |
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| | | | |
| Project closure | | | |

Document History / Version Control

| Date | Summary of Changes | Version |
|------|--------------------|---------|
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