# Business Case

**Purpose:** This document outlines the rationale for undertaking the proposed project or initiative. It assesses the potential benefits, costs, and risks, helping stakeholders make informed decisions.

## Project Overview

**Project Title:** {projectTitle}

**Prepared By:** {preparedBy}

**Date:** {date}

**Executive Summary:** {executiveSummary}

## Business Need

{businessNeed}

## Objectives

{#objectives}

* {objective}

{/objectives}

## Benefits

**Summary of Expected Benefits:**

{benefitsSummary}

{#benefits}

* **{benefitName}:** {benefitDescription}

{/benefits}

## Options Considered

**Description of Alternatives:**

{#options}

* **{optionName}:** {optionDescription}

{/options}

## Recommended Solution

**Chosen Option:** {recommendedOption}

**Justification:** {justification}

## Cost Analysis

**Estimated Cost Summary:** {costSummary}

|  |  |  |
| --- | --- | --- |
| **Cost Component** | **Amount** | **Description** |
| {#costItems}{costType} | {costAmount} | {costDescription}{/costItems} |

## Timeline

**Key Milestones and Dates:**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Date** | **Description** |
| {#timeline}{milestone} | {date} | {description}{/timeline} |

## Risks and Mitigation

**Risk Overview:**

{riskOverview}

|  |  |  |
| --- | --- | --- |
| **Risk** | **Impact** | **Mitigation Plan** |
| {#risks}{risk} | {impact} | {mitigation}{/risks} |

## Assumptions and Dependencies

{#dependencies}

* {dependency}

{/dependencies}

## Approvals

Please indicate approvals below:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Status** |
| {#approvals}{approverName} | {role} | {status}{/approvals} |