|  |  |
| --- | --- |
| **University of Glasgow logo** | **Business Case (<£3m)** |
| **[Project / Investment Title]** |
| **Funding Requested: [insert amount]** |
| **Presented to: [insert governance body]**  **Sponsor: [insert sponsor name]**  **Author: [insert author name]** |
| **EXECUTIVE SUMMARY** | |

Project Overview

|  |  |
| --- | --- |
| Project / Investment Plan Code |  |
| Submission Date | Click or tap to enter a date. |
| Submission Type | Click to choose |
| Delivered By | *Choose an item.* |
| Stage and Next Gate | Choose an item. and Choose an item. |

Project Summary

|  |
| --- |
| Details on what will be delivered (max 500 words) |
|  |

Change Request Summary (when submitting for additional funds)

|  |
| --- |
| Why additional spend is required (max 500 words) including impact to benefits and timescales |
|  |

Financial Overview

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Investment Plan Funding Source | Amount already approved | Additional amount requested now | Total amount requested to date | Total per Investment Plan | External  Funding |
| Choose an item. | X | Y | X + Y |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Spend / Cost Category | Costs incurred to date | Costs to complete | Total project costs |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Timing | Current Year | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6+ |
| Total Spend |  |  |  |  |  |  |  |

Benefits Overview

|  |  |
| --- | --- |
| Primary Benefit | |
| Type / Outcome | Choose an item. |
| Description |  |
| Owner |  |
| Value |  |
| Direct financial impact | Choose an item. |
| How will this be measured? |  |
| Timing |  |

|  |  |
| --- | --- |
| Secondary Benefit | |
| Type / Outcome | Choose an item. |
| Description |  |
| Owner |  |
| Value |  |
| Direct financial impact | Choose an item. |
| How will this be measured? |  |
| Timing |  |

|  |  |
| --- | --- |
| Tertiary Benefit | |
| Type / Outcome | Choose an item. |
| Description |  |
| Owner |  |
| Value |  |
| Direct financial impact | Choose an item. |
| How will this be measured? |  |
| Timing |  |

NB Additional benefit tables may be added up to a maximum of 7

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Timing | Current Year | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6+ |
| Total Financial Benefits |  |  |  |  |  |  |  |

Strategic Alignment

|  |  |
| --- | --- |
| Main strategic theme | Click to choose |
| Additional strategic themes | Add in additional strategic themes |

Prioritisation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Health & Safety/ Regulatory | Business Continuity | Sustainability | Strategic Alignment | Capability & Competition |
| Click to choose | Click to choose | Click to choose | Click to choose | Click to choose |

|  |
| --- |
| Please give further details of the impact this investment will have on sustainability |
|  |

Sustainability (Estates-only)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| KPI | Embodied Carbon | Operational Carbon | Operational Energy | Water | Indoor Environment Quality | Waste | Other Environment |
| Target Being Set? | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Why/ Why Not? |  |  |  |  |  |  |  |
| What is the Strategy? |  |  |  |  |  |  |  |

Equipment and Estates (if applicable)

|  |  |
| --- | --- |
| Equipment Cost | Click here to enter amount |
| Building/Location | Click or tap here to enter text. |
| Estates Cost | Click here to enter amount |
| Estates Investment Support Contact | Click here to enter name |
| Date sent to Estates  (for installation cost) | Click to enter date |

Additional Information

|  |
| --- |
| Any further relevant points |
|  |

|  |
| --- |
| Any further documentation presented as part of this application |
|  |

Approvals

|  |  |
| --- | --- |
| Approvals (Governance/Name) | Date |
|  | Click or tap to enter a date. |
|  | Click or tap to enter a date. |

|  |
| --- |
| **BUSINESS CASE** |

# PROJECT BACKGROUND, CONTEXT AND OBJECTIVES

|  |
| --- |
| Details on why this is needed and what will be delivered (no word limit) |
|  |

# STRATEGIC ALIGNMENT AND KPI (line per strategy, KPI or theme)

|  |  |
| --- | --- |
| Strategy and theme | Contribution to strategy and impacted KPIs |
|  |  |

# SOLUTION DESIGN (line per element)

|  |  |
| --- | --- |
| Solution/Design element | Solution/Design description |
|  |  |

# OPTIONS CONSIDERED

|  |  |
| --- | --- |
| Option | Description |
| Do nothing |  |
| Preferred option |  |
| Alternative 1 |  |
| Alternative 2 |  |

# PROCUREMENT AND FUNDING APPROACH

|  |  |  |
| --- | --- | --- |
| Procurement Approach |  | |
| Supplier and costs |  | £ |
| Alternative suppliers researched and costs |  | £ |
| Procurement additional notes |  | |

|  |  |
| --- | --- |
| Funding Source | Click to choose |
| Grant or other funding details |  |
| Funding additional notes |  |

# DELIVERY APPROACH AND GOVERNANCE

|  |  |
| --- | --- |
| Project Sponsor |  |
| Project Manager |  |
| Additional resources identified/required |  |
| Project Approach Overview |  |
| Project Governance Arrangements |  |
| Additional information on delivery approach |  |

# MILESTONE AND DELIVERY PLANNING

|  |
| --- |
| Table or chart showing milestones and key delivery dates |
|  |

# Risks, Assumptions, Constraints and Dependencies

|  |  |  |
| --- | --- | --- |
|  | Description | Mitigation/Comment |
| Risk 1 |  |  |
| Risk 2 |  |  |
| Risk 3 |  |  |
| Assumptions |  |  |
| Constraints |  |  |
| Dependencies |  |  |
| Other |  |  |