|  |  |
| --- | --- |
| **Company** |  |
| **Project** |  |
| **Start date** |  |
| **End date** |  |
| **Total project costs** |  |

**The Project/Investment**

*Explain the project, the problem what it aims to solve or the opportunity it aims to develop.*

**Action plan & costs**

*List the steps that are needed to complete the project & the costs that will be incurred to deliver the project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **What steps/actions?** | **When?** | **Who will do this?** | **Costs?** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**Budget availability**

*Explain how the business will finance the costs of the project.*

**Benefits – people and operations**

*Explain the benefits that the project/investment will bring the business.*

**Benefits – financial**

*Show the financial impact (increase in revenue or reduction in costs) that the project/investment will have on the business.*

**Other options considered**

*Detail the other options to address the business issue.*

**Risk management**

*List the risks that apply to the project and how these will be managed/mitigated.*

|  |  |
| --- | --- |
| **Risks** | **Mitigating actions** |
|  |  |
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