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**Business Case For [Investment]**

**[Company Name]**

**Submission Date:**

**Submitted by:**

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# EXECUTIVE SUMMARY

Key points to add:

* What are the business problems the new software will solve?
* Name the software’s key features
* Why is this software solution necessary now?
* Are there changes in rules or regulations that may require this investment?
* Will this new software lead to cost savings or revenue enhancement?

# PAIN POINTS

# SOLUTION

# COSTS & RESOURCES

| **Total Implementation Costs** | **$** |
| --- | --- |
| **TCO** | **$** |
| **ROI** | **$** |

**Resources needed:**

* **A**
* **B**
* **C**
* **D**

# RISKS

# TIMING OF EXECUTION

| **DATE** | **EVENT** | **PEOPLE INVOLVED** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# PROJECT GOVERNANCE

| **Executive Sponsor** |  |
| --- | --- |
| **Project Manager** |  |
| **Trainer** |  |
|  |  |
|  |  |

# DEPENDENCIES

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

# BENEFITS SUMMARY

* **Benefit 1**
* **Benefit 2**
* **Benefit 3**