

Business Case Cost-Benefit Template

Examples that are included in the table are not comprehensive. Add to / remove items from the table as required.

Ministry: (insert ministry name here)

Initiative: (insert name of initiative here)

QUANTITATIVE COSTS	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Non-Recurring Costs						
Hardware						
Servers						0
Peripherals/Data centre						0
Desktop (incremental due to						0
Telecommunication equipment						0
Software (packaged or custom)						
Purchase						0
Facilities						
Computer room upgrades						0
Furniture and fixtures						0
Other						0
Project organizational/support						
Planning (upon approval)						0
Procurement						0
Contract negotiations						0
Labour						
Infrastructure						0
Development						0
Business Process owners (users)						0
Management						0
Other labour						0
Other						
Training of employees (pre-						0
Transition costs (parallel systems)						0
Post implementation reviews						0
Total Non-Recurring Costs	0	0	0	0	0	0