

# Example Business Case Template

## 2. BUSINESS CASE ANALYSIS TEAM

This section describes the roles of the team members who developed the business case. It is imperative that participants and roles are clearly defined for the business case as well as throughout the life of the project.

The following individuals comprise the business case analysis team. They are responsible for the analysis and creation of the WP Project business case.

Role	Description	Name/Title
Executive Sponsor	Provide executive support for the project	John Doe, VP Operations
Technology Support	Provides all technology support for the project	Jane Smith, VP Information Technology
Process Improvement	Advises team on process improvement techniques	Jim Jones, Process Team Lead
Project Manager	Manages the business case and project team	Steve Smith, Project Manager
Software Support	Provides all software support for the project	Amy White, Software Group Lead

## 3. PROBLEM DEFINITION

### 3.1. Problem Statement

This section describes the business problem that this project was created to address. The problem may be process, technology, or product/service oriented. This section should not include any discussion related to the solution.

Since its inception, Smith Consulting has relied upon a mainframe system to manage payroll and other administrative employee functions. As the number of employees grows, so does the burden placed upon headquarters to effectively manage the company's administration at acceptable levels. In the last two years Smith Consulting has hired 5 employees into overhead positions to help manage and run the day to day administration operations. These positions provide little or no return on investment as they are not billable positions and only maintain the status quo; they do nothing to improve