

TLCCV BUSINESS CASE TEMPLATE

Executive summary

A succinct summary of (this) business case document

The problem statement and analysis of the current situation

Articulate the problem that this initiative is supposed to solve, e.g. inefficiencies, missed opportunities, marketing, member services, training

Solution options

List potential solution options with appropriate detail – link to previous feasibility study

TLCCV Business Benefit

Describe the benefit(s) to TLCCV and/or related parties, e.g. FWDV

Initiative description

Describe the solution

Scope

Detail the scope of the initiative: include ‘out of scope’ items

Resources

Volunteer and non-volunteer time

Capital expense items, e.g. timber, machinery, equipment

Cost-benefit analysis

List estimated costs and benefits for all options

Timeline

Detail a high-level plan with measurable goals for key milestones

Management Structure

Proposed management structure (and names)

Assumptions

Related initiatives

Risks, and plans to overcome them

Measurable criteria to determine success

Recommendation(s)

Appendix

Include list of stakeholders that have been consulted