



PROJECT INITIATION DOCUMENTS - BUSINESS CASE, ALTERNATIVE ANALYSIS AND STATEMENT OF WORK (SOW)



Office of Information Technology (OIT)



Business Case, Alternative analysis

What is it?

Why we need it?

What to include in it?

Template/
Examples

Business Case – What is it?

Business Case is a document written in plain language to justify the initiation of a project, and approval of the funds and effort by the decision makers.

Business Case – Why we need it?

	a business need exists
Business cases help decision makers ensure that	the proposed project will add value and benefit the institution
	to identify strengths and weaknesses for the proposed solution over the alternatives
	the proposed solution is in line with the institution's mission and vision
	the funding and the effort for the proposed solution is justified

Business Case – What to include in it?

- Purpose
- Problem statement/Current state

INNOVATED QUESTIONS

The main purpose of the Innovative Questions (IQ) Community Dialog site is to connect with the public to gather innovative ideas for future research focused on NINR's themes.

NINR does not have any means to connect with the public to gather innovative ideas and feedback. NINR would like to have the site for the community to comment on questions submitted by the community. These comments will be moderated before posting.

Business Case – What to include in it?

- Project team and roles
- Scope of proposed initiative

The scope of this project is to identify best course of action to create a community dialog site. The site will allow users to register and comment on questions submitted by the community, however, comments will be moderated before being posted.

Phase I includes:

Landing page

NINR logo

User registration (First name, Last name, email address and affiliation)

Login and

Community dialog page (will display user's first and last name)

Phase II includes

Questions from workshops dialog page

Business Case – What to include in it?

- Alternatives considered and rationale for considering the solution proposed
- Detailed budget proposal
- Preliminary project timeline
- Known risks, assumptions and constraints

Alternative Analysis – What is it?

An ***alternative analysis (AA)*** is the evaluation of different options available for addressing the business need, performed prior to the initial decision to make an investment.

Alternative Analysis – Why need it?

- Mandatory to justify cost effective Government spending
- To ensure that the chosen solution
 - meets the functional, business, and technical needs of the institution
 - aligns with the institution's mission and vision

Alternative Analysis – What to include in it?

At least 3 alternatives

“As-Is” should be one of the alternatives

Weighted matrix of required criteria

Cost-benefit comparison of the alternatives

Template

Examples -

- Internet Migration
- Innovative Questions (IQ)

Business Case and AA - Summarize

- A business proposal for Senior Management approval
- This is an enhanced justification, which presents an argument for initiating the project
- Request for a budget
- Maps out the project plan, risks, timelines and business impact
- Alternative Analysis, either presented as a separate Feasibility Study or within the business case

Business Case and AoA - Summarize

- The suggested or proposed solution
- Management approval
 - Prepare a presentation
 - Obtain Management sign offs on the business case
- Work as a team – Planning, Communication and Collaboration are essential

