**Project Name:**

**Date created: Date revised: Created by:**

|  |  |
| --- | --- |
| **WHY: Key problems to be improved** | **IMPACTS: Goals and Metric Targets**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **COST/RISK OF NOT CHANGING** | **WHAT: Expected Outputs** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Why have a Business Case for Change?** Toclearly communicate the reason for the change and gain buy-in for stakeholders

**When to use Business Case for Change?** Use to communicate reason for the change when buy-in for the change will be difficult to obtain, is controversial and/or complex. For example: a new program, large system change, impacting multiple different groups.

**Overall guidance:** Average of 1 hour to complete. Brainstorm each section with the project sponsor/owner and key stakeholders. Use language that will speak to all stakeholders. The project charter will help provide key information.

* 1. Why section: Consider the problem statement
	2. Impact section: Consider the outcomes and goals of the project
	3. Cost/Risk of not changing section: Consider the risk assessment
	4. What section: Consider the expected outputs of the project