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Business Case Template

What is Business Case Template?

A Business Case Template is a structured document used to articulate the justification for a proposed project or initiative, serving as a critical tool for stakeholders to evaluate its potential value and feasibility. From the perspective of a Solution Architect, particularly within frameworks like TOGAF (The Open Group Architecture Framework), a well-crafted Business Case Template encompasses key elements such as objectives, scope, stakeholder analysis, cost estimation, risk assessment, and expected benefits. It facilitates informed decision-making by aligning project goals with enterprise architecture principles, ensuring that the proposed solution not only meets current business needs but is also strategically aligned with the organization's long-term vision and IT architecture. Best practices suggest incorporating quantitative and qualitative metrics to support the analysis, ultimately simplifying the approval process and ensuring stakeholder buy-in.

template

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AI Prompt: Business Case Template

Imagine you're an enterprise architect tasked with securing buy-in for a critical project; your mission is to develop a compelling [Business Case Template] that outlines the project's value and feasibility. You request an AI to generate a comprehensive template that includes sections for [executive summary], [project background], [cost-benefit analysis], and [risk assessment]. To inspire your creativity, consider examples such as successful initiatives in both the tech and healthcare sectors that led to substantial ROI and stakeholder satisfaction. Additionally, you may adjust the focus to emphasize sustainability or digital transformation depending on your audience's priorities. The ideal output should be a detailed, professional Business Case Template that integrates best practices from TOGAF and ALM frameworks, providing clarity and structure for decision-makers. As an extra touch, include tips for effectively presenting this business case to various stakeholders to enhance engagement and persuasion.

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Business Case Template for Enterprise Architecture

1. Executive Summary

- **Purpose of the Business Case:** Briefly describe the purpose of this document and what it aims to achieve.
- **Overview of Proposal:** Summarize the initiative being proposed and its significance to the organization.
- **Key Benefits:** Highlight the main benefits expected from the initiative.

2. Problem Statement

- **Current State Analysis:** Describe the current architectural landscape and its deficiencies.
- **Stakeholder Impact:** Identify the stakeholders affected by the current state and the problems they face.
- **Drivers for Change:** Outline the reasons necessitating change (e.g., business objectives, regulatory requirements).

3. Proposed Solution

- **Solution Description:** Provide details about the proposed architecture solution, including components and interactions.
- **Alignment with Strategy:** Demonstrate how the solution aligns with the organization's strategic goals and objectives.
- **Scope:** Define the scope of the initiative, including what is included and what is excluded.

4. Alternatives Considered

- **Alternative Solutions:** List and describe alternative approaches considered, including the pros and cons of each.
- **Rationale for Preferred Solution:** Explain why the proposed solution is preferred over the alternatives.

5. Implementation Plan

- **Phases and Milestones:** Outline the major phases of the implementation along with key milestones.
- **Resources Required:** Identify the resources (people, technology, budget) required for successful implementation.
- **Risks and Mitigation Strategies:** Analyze potential risks associated with the implementation and how to mitigate them.

6. Financial Analysis

- **Cost Estimates:** Provide a detailed breakdown of the expected costs related to the implementation.
- **Benefits Realization:** Forecast the benefits, both qualitative and quantitative, and how they will be measured.
- **Return on Investment (ROI):** Calculate the anticipated ROI, including payback period and net present value (NPV).

7. Governance and Oversight

- **Stakeholder Engagement:** Identify stakeholders involved in the governance of the project and their roles.
- **Reporting Structure:** Define how progress will be monitored and reported throughout the initiative.

8. Conclusion

- **Summary of Recommendations:** Recap the main points and recommendations of the business case.
- **Call to Action:** Provide a clear request for approval or support for the proposed initiative.

9. Appendices

- **Supporting Documents:** Include any additional documents relevant to the business case (e.g., diagrams, detailed calculations).
- **Glossary of Terms:** Define any specific terms or acronyms used in the document for clarity.



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