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# PMO Business Case Template

## What is PMO Business Case Template?

A PMO (Program Management Office) Business Case Template is a structured framework used to develop and present a business case for a program or project to stakeholders, including senior management, executives, and other decision-makers. The template helps to clearly articulate the benefits, costs, risks, and strategic alignment of a proposed initiative, making it easier to secure approval and funding.

A typical PMO Business Case Template includes the following sections:

1. **Executive Summary:** A brief overview of the program or project, highlighting its key objectives, scope, and expected outcomes.
2. **Problem Statement:** A clear description of the business problem or opportunity that the program or project aims to address.
3. **Benefits:** A detailed list of the benefits that the program or project is expected to deliver, including financial, operational, strategic, and intangible benefits.
4. **Costs:** A breakdown of the estimated costs associated with the program or project, including development, implementation, maintenance, and ongoing expenses.
5. **Risks:** An identification and assessment of potential risks and threats that may impact the success of the program or project, along with proposed mitigation strategies.
6. **Strategic Alignment:** An explanation of how the program or project aligns with the organization's overall strategy, goals, and objectives.
7. **Key Performance Indicators (KPIs):** A list of measurable KPIs that will be used to track progress, measure success, and evaluate the effectiveness of the program or project.
8. **Implementation Plan:** A high-level outline of the steps required to implement the program or project, including timelines, milestones, and resource allocation.
9. **Conclusion:** A summary of the key points made in the business case, emphasizing the importance of the program or project and its potential impact on the organization.

Using a PMO Business Case Template can help ensure that all necessary information is included and presented in a clear, concise manner, making it easier for stakeholders to understand and evaluate the proposed initiative. This can increase the chances of securing approval and funding, ultimately driving business success and growth.

[business](#), [case](#), [pmo](#), [strategy](#), [costs](#), [risks](#), [benefits](#), [execution](#)

## PMO Business Case

### Executive Summary

Provide a concise overview of the business case, highlighting the need for a PMO and the expected benefits.

## Background

Explain the current situation and the challenges that the organization is facing which necessitate a PMO.

## Objectives

- **Objective 1:** Description and how it supports organizational goals.
- **Objective 2:** Description and how it supports organizational goals.

## Proposed PMO

- **Vision:** The long-term vision for the PMO.
- **Mission:** The mission statement defining the PMO's purpose.
- **Functions:** Key functions and services the PMO will provide.

## Value Proposition

Detail the benefits the PMO will bring to the organization, including improved project success rates, better resource management, and enhanced strategic alignment.

## Cost-Benefit Analysis

- **Costs:** Outline the estimated costs for setting up and running the PMO.
- **Benefits:** Quantify the benefits in terms of cost savings, revenue enhancement, or other metrics.

## Risk Assessment

Identify potential risks associated with establishing the PMO and propose mitigation strategies.

## Implementation Plan

Outline the steps, timeline, and key milestones for establishing the PMO.

## Performance Measures

Define how the performance of the PMO will be measured and reported.

## Recommendations

Provide recommendations for the next steps and decision points.

## Approval

**Prepared By:** Name

**Reviewed By:** Name

**Approved By:** Name

**Date:** YYYY-MM-DD

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*This business case is intended to provide a rationale for the establishment of a PMO and should be reviewed and updated as necessary.*



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