***<To be completed by or on behalf of the project sponsor>***

|  |
| --- |
| Background to the project |
| Aims of project |
| Preliminary Risks |
| Expected Outcomes / Results |
| Benefits of running with this project |
| Initial estimates of cost and time  Cost ($):  Time (hours/days/ weeks/ years): |
| Outcome of the business case |
| Authorized by: |
| Date |