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| --- | --- | --- | --- | --- |
| **1. Project Details** | | | | |
| Project Title | |  | | |
| Project Sponsor | |  | | |
| Project Manager | |  | | |
| Author | |  | | |
| **2. Executive Summary** | | | | |
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| **3. Strategic Case Initiative** | | | | |
| Which of the strategic initiatives does the project align to?  *(Reference to the University of Leicester Strategic Objectives https://www2.le.ac.uk/offices/sas2/planning/strategic)* | | |  | |
| **3.1 Strategic Context** | | | | |
| In this section, detail the background to the project and why it is needed. This builds on the Strategic Business Case provided at the outset of the project. The Strategic Case should include:  · Description of the problem or opportunity the proposed project will address.  · Contextual analysis, including internal and external influences  · Benefits of the project, using quantifiable measures where possible  · Support for the project from stakeholders  · Likely risks and impacts of the proposed scheme  · Any identifiable interdependencies, e.g. with other programmes or projects  · Any constraints | | |  | |
| **4. Options Appraisal** | | | | |
| In this section, provide an appraisal of each available option including the recommended approach. You should always include the “do nothing” option in your analysis. Each option should include an appraisal of how it does / doesn’t address the problem/opportunity identified in the strategic case. Typically the analysis will include a ballpark idea of costs, risks, and benefits. However it is understood that identifying ballpark costs for major projects may require expenditure on design fees and so it is acceptable to not provide an estimate for solutions that will not deliver the benefits outlined in the Strategic Case or which are impractical for other reasons.  This section should also include a justification for the preferred option. | | |  | |
| **5. Project Milestones *(To be inserted form proposed programme)*** | | | | |
| Finance Committee Sign Off | | |  | |
| UoL G1 | | |  | |
| UoL G2 | | |  | |
| Construction Start on site | | |  | |
| Handover | | |  | |
| **5. Financial Business Case** | | | | |
|  | | | **High Level Summary** | |
| In this section, as appropriate, outline a financial and commercial analysis of the preferred option, including expenditure, investment appraisal and details of funding streams. It is expected that all appropriate Professional Services will be involved in assisting with the development of the Financial Business Case. This will typically include, but is not limited to, a Management Accountant or other Finance colleagues, Estates and Campus Services, ITS.  The Financial Business Case should set out:  · Affordability  · Cost/benefit calculation  · Funding route  · Income and expenditure analysis  · Net present value  · Impact on capital and revenue budgets  · Lifecycle costs  · Cost of progressing the project to the next stage  Please note that the investment appraisal template used by Finance should be supplied alongside this Business Case.  *(Appendix to be used to reference financial justification)* | | | Funding Source  *(Type – Cost)* |  |
| IRR  *(Where Relevant)* |  |
| Opex Saving  *(Where Relevant)* |  |
| Disposal Net Book Value  *(Where Relevant)* |  |
|  | |
| **6. Benefits Realisation** | | | | |
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| This should consider any impact on stakeholders, including staff, students and visitors. Consideration should be given to the following:  · Change management strategy  · Communications  · Accessibility  · HR implications (if any)  · Working environment | | |  | |
| **8. Management** | | | | |
| In conjunction with Estates and Campus Services, the Management section should identify the deliverability of the proposed project, with consideration given to:  · Project team including project management, internal and external resource, e.g. consultants  · Governance including Project Sponsor, Senior User(s), collaborators  · Timescales  · Dependencies, e.g. other teams or services impacted by the project  · Logistics, e.g. site access  · Procurement strategy  · Change management process  · Contingency plans | | |  | |
| **9. Risk Register (Inputted template)** | | | | |
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| **10. Approval *(Aligned to the governance sign off process and to be filled out to the correct levels of authority)*** | | | | |
| Project Manager |  | | | |
| Director of Estates |  | | | |
| Project Sponsor |  | | | |
| Finance Committee |  | | | |
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| **Appendix A** | | | | |
| **Financial Appraisal Summary (to be completed with assistance from Finance Team)** | | | | |
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