**Business Case Template**

**Your Company Name here – Your Company Address Here - Phone: 000-000-000 - Email:** [**YourEmailAddresshere@gmail.com**](mailto:YourEmailAddresshere@gmail.com)

|  |  |  |
| --- | --- | --- |
| **DATE** | **SUBMITTED BY** | **TITLE / ROLE** |
|  |  |  |

|  |
| --- |
| **THE PROJECT**  **In bullet points, describe the problem this project aims to solve or the opportunity it aims to develop.** |
|  |
| **THE HISTORY**  **In bullet points, describe the current situation.** |
|  |
| **LIMITATIONS**  **List what could prevent the success of the project, such as the need for expensive equipment, bad weather, lack of special training, etc.** |
|  |
| **APPROACH**  **List what is needed to complete the project.** |
|  |
| **BENEFITS**  **In bullet points, list the benefits that this project will bring to the organization**. |
|  |