

(Insert Company Name and / Logo at the Top)

**Title
Business Case**

Prepared By: xxxxxxxxx

Date of Publication: xxxxxx, xx, 200x

Business Case Title

TABLE OF CONTENTS

EXECUTIVE SUMMARY

INTRODUCTION

MAJOR ASSUMPTIONS

APPROACH

ALTERNATIVE #1

DESCRIPTION:

COSTS:

BENEFITS:

MODELS:

ASSUMPTIONS:

RISKS:

CONCLUSION:

ALTERNATIVE #2

DESCRIPTION:

COSTS:

BENEFITS:

MODELS:

ASSUMPTIONS:

RISKS:

CONCLUSION:

RECOMMENDATION

Business Case Title

This Business Case template is used to evaluate different proposals and come up with an overall recommendation. The full template covers all the required sections, including explanations of what information goes into each area. The full template is available to licensed TenStep users upon request to webmaster@TenStep.com.