Business Case Review Checklist

This checklist is not exhaustive and users should refine and add to suit their own need. The purpose is to guide the review session with sponsor / business case. For more details visit <http://www.pmmajik.com>.

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| --- | --- |
| Alignment to Strategy | Response |
| Is the business case aligned to strategy? |  |
| Is the business case mandatory / regulatory? |  |
| Is the business case tactical? |  |
| If tactical what is rationale |  |
|  |  |
| Solution |  |
| Is the proposed solution clear? |  |
| Is it sufficiently developed? |  |
|  |  |
| Risk |  |
| What is the external risk i.e. to clients? |  |
| What is the impact on BAU? |  |
| What is the project execution risk? |  |
| Is the level of risk acceptable to organisation? |  |
|  |  |
| Buy-in |  |
| Sponsor and senior stakeholder support? |  |
| Support of business? |  |
| Support of technology? |  |
|  |  |
| Resources |  |
| Have resource requirements been defined? |  |
| Are the resources available (business / technology)? |  |
| Is there a reliance on 3rd party resources? |  |
| Is there a reliance on specialist resources? |  |
|  |  |
| Budget / Return on Investment |  |
| Has a budget been defined? |  |
| Confidence level in budget |  |
| Key assumptions for budget |  |
| Budget aligns to plan and resource requirements |  |
| How will costs be allocated? |  |
| What is the return on investment? |  |
| Are the benefits tangible? If so how will they be measured? |  |
| What is the payback period? |  |
| Technology | Response |
| Does the solution require technology? |  |
| Does the solution require hardware? |  |
| Does the solution require software? |  |
| Will software be in-house, 3rd party or package? |  |
| Is the solution / technology mature? If not who else is using? |  |
| Will legacy technology be demised? |  |
|  |  |

Remember this does not replace the detailed review of the business case that should take place ahead of the review with sponsor / project manager.