

APPENDIX D

BUSINESS JUSTIFICATION

Organization/ Initiative	
Submitter	
Approver	
Date Approved	

Executive Summary

The Executive Summary briefly and concisely describes the project, its benefits, the ROI and the estimated timetable for completion. Its purpose is to express in terms suitable for perusal by busy executives what you want to do, how much it will cost, why it is good and when it can be delivered. The remainder of this document should be built around supporting all the representations made in the Executive Summary.

Background Information

Scope

Time, people, materials, strategic alignment, financial model, type of offering, and cost/financial summary.

Return on Investment (ROI)

Assumptions

Benefits

Risk Analysis

Supporting Resources

Other departments, stakeholders, processes, assets that will be impacted or needed.