

ONE PAGE BUSINESS CASE TEMPLATE



YOUR LOGO HERE

DATE	
SUBMITTED BY	
TITLE / ROLE	

PROJECT BRIEFING

Describe the business problem you're hoping to solve with this project.

BACKGROUND

Describe what makes this project a necessity.

CONSTRAINTS

List anything that could hold your project back from achieving success, such as budgetary constraints or a lack of resources.

PLAN

List the steps you plan to take to complete the project, as well as what you'll need.

BENEFITS

List the various ways your organization will benefit from this project.