



CHECKLIST BUSINESS CASE

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Has a Business Needs Statement been completed and approved?
	Has the Capital Planning and Investment Control (CPIC) officer been contacted?
	Has the proposed Investment/Project been aligned with the organizations business and performance goals?
	Has a strategy for business case development been defined and agreed upon?
	Has an Enterprise Architecture (EA) assessment been conducted?
	Has a high-level requirements analysis been completed?
	Has an alternatives analysis strategy been identified?
	Have alternative solutions been identified and analyzed, including the reuse of existing people, equipment, and/or processes?
	Has a preferred solution been selected and justified?
	Have assumptions and constraints been identified and documented?
	Has a cost benefit analysis been completed and clearly documented?
	Has a risk assessment been completed and potential risks and issues clearly documented?
	Have security and privacy issues been considered?
	Have potential risks and issues been identified, documented, and analyzed?
	Have the benefits of the proposed project been clearly identified and documented?
	Have project success factors been clearly defined and documented?
	Have acquisition options been identified and documented, and a preferred acquisition option been selected and justified?
	Have funding options been identified and documented and a preferred funding solution selected and justified?
	Has a preliminary Work Breakdown Structure (WBS) been completed and attached to the document?
	Have critical partners provided expert analysis for their respective sections?
	Has the appropriate business owner(s) approved the document?
	Has the document been approved by the appropriate IT governance/investment review board?