

## CAPITAL BUSINESS CASE TEMPLATE

### MTFP Bid Template

This is a bid for capital resources through the MTFP Capital Programme. All bids are subject to approval by Cabinet and Council, and even after approval, the release of funding to enable capital costs to be incurred is subject to a business case to the relevant capital governance board (IT Board, Property Board or Transport Board) for it to approve the release of funding. It may not be possible to complete all sections, but doing so may make the business case more compelling.

<b>Capital Project</b>	<Title>
<b>Directorate</b>	<Service Directorate>
<b>Portfolio</b>	<Political Portfolio>
<b>Financial Year Start Year</b>	20XX/XX <Financial Year in which Project is due to start>

<b>Project Description</b>
<Provide a brief description of the project to explain what the project will deliver>

<b>Strategic Case</b>
<b>Spending Objectives</b>
< Specify the key objectives for undertaking the investment proposal, expressed in terms of what you are seeking to achieve by way of (SMART) targeted outcomes.  Also include the following information where appropriate, where the project: <ul style="list-style-type: none"><li>- Delivers a specific corporate strategy objective [<i>Effectiveness</i>]</li><li>- Improves the delivery of services, especially where there are service delivery issues currently [<i>Efficiency</i>]</li><li>- Reduces ongoing revenue costs [<i>Economy</i>]</li><li>- Meets legal, regulatory or Council requirements [<i>Compliance and Conformity</i>]</li><li>- Is a re-procurement/replacement of existing services and equipment [<i>Replacement</i>]</li></ul> >
<b>Existing Arrangements</b>
<Describe any current BAU arrangements currently in place>
<b>Business Needs</b>
<Describe what issues/issues the project will overcome or gaps that will be met from the delivery of the capital scheme concerned>
<b>Main Benefits</b>
<Describe the main benefits that successful delivery of the capital project will deliver>
<b>Main Risks</b>
<Specify the main risks to the successful achievement of the successful delivery of the project on time and to budget and any risks to the delivery of the intended objectives.>

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<b><i>Constraints</i></b>
<Specify any constraints that have been placed on the project and explain the parameters within which it must be delivered>.
<b><i>Dependencies</i></b>
<Specify any other dependencies upon which the success of the project is reliant, such as planning, sources of grant/contribution, timing of funding, partners etc>.

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<b>Options</b>
<b><i>Critical Success Factors</i></b>
< Describe the critical factors that would demonstrate the successful delivery of the project. What benefits will be delivered? What objectives achieved? What risks mitigated?>
<b><i>Option 1: Business as Usual (BAU)</i></b>
Describe what this would mean and include information such as: <ul style="list-style-type: none"><li>• Net estimated cost</li><li>• Advantages of the option</li><li>• Disadvantages of the option</li><li>• Overall conclusion of the option</li></ul>
<b><i>Option 2: Do Minimum</i></b>
Describe what doing the minimum required would entail and include information such as: <ul style="list-style-type: none"><li>• Net estimated cost</li><li>• Advantages of the option</li><li>• Disadvantages of the option</li><li>• Overall conclusion of the option</li></ul>
<b><i>Option 3: &lt;Option Name&gt;</i></b>
Describe the option and include information such as: <ul style="list-style-type: none"><li>• Net estimated cost</li><li>• Advantages of the option</li><li>• Disadvantages of the option</li><li>• Overall conclusion of the option</li></ul>
<b><i>Option 4: &lt;Add more options if required or delete as necessary&gt;</i></b>
Describe the option and include information such as: <ul style="list-style-type: none"><li>• Net estimated cost</li><li>• Advantages of the option</li><li>• Disadvantages of the option</li><li>• Overall conclusion of the option</li></ul>
<b>Recommended Option</b>
<Explain which option is the recommended option and why>.

<b>Procurement Route</b>
<Describe the procurement route that will be taken.>

<b>Management Case</b>
<Describe how the capital project will be delivered and/or the capital asset managed, including where appropriate arrangements for:>

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- governance
- project management
- project assurance
- risk management
- contract management
- benefits realisation
- post-delivery management arrangements>



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Revenue Savings/Income											
Net Revenue Impact											

**Note:**

- Inclusion of capital projects in the MTFP Capital Programme is subject to approval by Cabinet and Council.
- Release of funding from approved schemes in the capital programme is subject to the approval of a detailed business case to the appropriate capital governance board (IT Board, Property Board or Transport Board).
- In the comments column, provide additional information such as where capital contributions and grants will be coming from and any risks involved in securing it; details of existing budgets etc.