



FIRST NATIONS UNIVERSITY OF CANADA

Business Case

Template

Submitted By: XXXXXXXXX

Date: XXXXX

Introduction

This document is your template for producing a business case. A business case is typically a presentation or a proposal to an authority by an organization seeking funding (which includes an increase in your areas budget) or for an activity, initiative, or project.

Using this Template

To create a business case from this template, simply do the following:

1. Delete this page.
2. Replace the title “Template” on the cover page with “Business Case: XXXX (Your department)”, insert the name of the person submitting the Business Case, and the date of your submission.
3. Replace the XXXXXXXXX in the document footer with your project name and delete the brackets.
4. Save your document with a file name of your choice.
5. Complete the entire template. *Each section contains brief instructions, shown in italics, which can be removed once your document is finalized.*
6. Update the table of contents by right-clicking and selecting **Update Field**, then **Update entire table**.

Table of Contents

Introduction	1
Using this Template	1
Authority Signatures.....	3
Executive Summary	4
The Strategic Context.....	5
Business Needs and Desired Outcomes	5
The Costs: Financial Implications	6
<i>Risks to the University & Implications of No Action</i>	6
Implementation Plan	7
Appendix	8
Supporting Information.....	8

Authority Signatures

This section contains the signatures of key stakeholders, indicating that they agree with the presentation or proposal as it appears in the business case.

Department Head

Date

Program Coordinator

Date

Executive Summary

Provide an executive summary (high level) that captures only the essential elements of the business case being presented. Include the business case's most pertinent facts in a clear, concise, and strategic overview.

The Strategic Context

Business Needs and Desired Outcomes

Complete the following sections to identify the need (problem or opportunity) facing the sponsoring organization and the desired business outcomes.

Strategic Environment - Organizational Overview

To build a strong rationale for a proposed investment, the current environment needs to be described. The organizational overview should include:

- Mission
- Strategic vision, goals, and service objectives
- Existing capacity—financial and human resources.

Existing capacity could be captured in the Departmental Dashboard as an appendix.

Problem/Opportunity Statement

State the problem or opportunity. This statement should be no more than one or two sentences.

Business Need

This subsection contains a clear articulation of the business need in the form of a well-structured statement that addresses the problem or opportunity. This statement should be no more than one or two sentences.

Outcomes: Benefit to the University

Describe the business outcomes (high level). A business outcome is the expected result or benefit that the relevant FNUniv Unit is striving to achieve at the end of an intervention or change.

The Costs: Financial Implications

To make a robust case for change, the business case should demonstrate how the proposed investment fits within the FNUniv's broader strategic context and contributes toward its goals and objectives.

This subsection maps the investment proposal to the organizational framework.

Please ensure that this section includes how the new initiatives you are asking for will be paid for. Where will the money come from to pay for what you are requesting. Business cases that are submitted without this information will be returned to the preparer.

Risks to the University & Implications of No Action

Identify what the risks are to the FNUniv Unit or to the FNUniv.

Implementation Plan

Outline how the project/initiative will be implemented. Provide an implementation plan (strategic work plan) to demonstrate that the proposed investment has been appropriately thought through and that the estimates presented are within an acceptable degree of accuracy.

Include processes to be followed to procure (make purchases using the FNUNiv procurement policy).

Appendix

Supporting Information