

**Business case pro forma for MINOR expenditure**

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| **Project Title** |  |
| **Sponsoring department** |  |
| **Agency / ALB / NDPB (if applicable)** |  |
| **senior responsible owner** |  |
| **Est. Capital Cost (INCLUDING OB & INFLATION)** |  |
| **EST. REVENUE COST (INCLUDING INFLATION)** |  |

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| --- | --- | --- |
|  | **Signed** | **Date** |
| **Project Manager** |  |  |
| **ApprovIng Officer / Grade** |  |  |

**pROPORTIONATE EFFORT & GUIDANCE**

* Proportionate effort should be used throughout commensurate with the level of expenditure. **The level of detail provided should be based on the judgement of the appraiser**; however, all questions should be answered.
* By addressing the points below, the general principles of appraisal are applied, and a suitable analysis is made to aid decision-making and deliver a value for money (VfM) solution.
* For detailed guidance on business cases and expenditure appraisal, consult the [Better Business Case Guidance for NI](https://www.finance-ni.gov.uk/articles/better-business-cases-ni) or seek advice from relevant professionals within your department.

This pro forma can be used for relatively small and routine expenditure, where options are limited, and the expenditure decision is straightforward. If an options appraisal is required to determine the best VfM option, then the OBC pro forma (for moderate expenditure) or OBC template (for major expenditure) can be used.

**Purpose**

What is the purpose of this business case?

| Purpose |
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**Strategic Case**

1. What is the main policy/strategic driver behind the proposal? E.g. Departmental Strategies/Programme for Government, the Climate Change Act etc.
2. Why is the expenditure required – i.e. the case for change?
3. What would happen if the product / service was not provided? What would be the impact on the business / organisation?
4. What are the spending objectives of the proposal?

Is the project expected to have a notable environmental impact? If so, what is being done to mitigate any negative impacts?[[1]](#footnote-1)

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| **Strategic Case** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**Economic Case**

1. Are there any alternatives to providing the product / service, which would result in the same impacts? Why were these alternatives rejected?
2. What are the expected capital and revenue costs and how have these been determined?
3. How has VfM been achieved in selecting the proposed product / service?

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| **Economic Case** |
| 1. |
| 2. |
| 3. |

**Commercial Case**

1. Is there a procurement exercise required for the proposal? If so, please provide details of the procurement strategy and associated timeframes.

Note, there is no need to complete if no procurement exercise is required.

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| **Commercial Case** |
| 1. |

**Financial Case**

1. What expenditure is needed for this project?
2. Is this level of funding affordable?

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| **Financial Case** |
| 1. |
| 2. |

**Management Case**

1. What are the arrangements for delivery, monitoring and evaluation? Specifically, monitoring and evaluation activity should focus on: How much did we do? How well did we do it? Is anyone better off as a result?

| Management Case |
| --- |
| 1. |

1. [See Incorporating Environmental and Climate Considerations into Business Cases](https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/Better%20Business%20Cases%20Supplementary%20Guidance-%20Incorporating%20Environmental%20and%20Climate%20Considerations%20into%20BCs%2C%20Version%201.pdf) for further advice. [↑](#footnote-ref-1)