email@company.com

[Email address]

Abstract

Give a brief overview here of the business case – a few sentences on what the case is, the purpose and the outcome.

Business Case

Title of this business case

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| **Overview** |
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| **Background** |
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| **Project scope and duration** |
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| **Proposed solution** |
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| **Other options considered** |
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| **Key benefits** |
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| **Cost of project** |
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| **Recurring annual costs** |
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| **Time and cost savings** |
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| **Risks in not completing the work** |
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| **Next steps if business case approved**  |
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**Appendix**