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| **Strategic case** | What is the current situation and the case for change, and how does it fit with wider policies?  To consider in this section:  Objectives - SMART  Existing arrangements  Business need  Problems & solutions  Potential scope  Main benefits  Outcomes  Constraints  Dependencies |  |
| **Economic case** | What is the value for money of this proposal?  What is balance of costs and benefits your organisation / stakeholders  To consider in this section:  The monetary value of as many of the costs and benefits of the proposal as feasible. |  |
| **Commercial case** | Is any of the work being contracted? Can a realistic commercial contract be secured?  To consider in this section:  Procurement strategy  Contract outputs  Potential risk  Charging / payment mechanism  Key contractual clauses  Timescales  Personnel implications |  |
| **Financial case** | Is the project affordable, how will it be funded? Is funding secure? Is there contingency funding to cover risk?  To consider in this section:  Capital requirements  Net effect on service charges  Impact in balance sheet  Impact on net income and expenditure  Overall affordability and funding  Evidence of stakeholder support |  |
| **Management case** | Are the proposed delivery plans realistic and robust? Can this project be delivered?  To consider in this section:  Programme and project management  Change management arrangements  Risk management  Contingency plans  Post evaluation arrangements |  |