

Project Origination Phase

Project (Business) Case Document

Project Name: _____ Date: _____

Agency: _____

Business Unit/Program Area: _____

Who is proposing the project within the Organization: _____

Who is giving the "green light" within the Organization to proceed further with the project planning : _____

Who will eventually prepare the detailed project plan: _____

Who will eventually approve project plan (within the Organization): _____

Who else (outside the Organization) need to approve the Project Plan: _____

The Problem (the need and the opportunity for this project):

- What are the problem/s and of the determinants (you can use the problem tree method):

The Proposed Solution (i.e. the specific objective of the project):

- The identification of the objectives (i.e. the solutions to the problem identified);
- **The Beneficiaries and other direct stakeholders**

Where the funds will come from:

- From within the Organization:
- From Other Sponsors:
- From the beneficiaries:
- From other expected incomes (specify):

Consistency/Fit with the Organization's Mission and Capacity:

(fit with the programme/s plan/s)

Programme and Organizational impact (are this project overall objectives consistent with the one or more specific objectives of the Organization's programmes and strategies? How?)

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do not include here in the project business case document neither the project deliverables (you will do after the green light for the project business case when you will prepare the Project scope document in the Initiation phase) nor the project activities (you will do after receiving the green light for Project scope document when detailing the project plan in the detailed planning phase).

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Revised by:

On the : (date)

Approved by _____

On the : (date)

Comments:

See Checklist for approval