

Project: _____

BUSINESS CASE

Date: _____

Committee or Authors: _____



SONOMA
COUNTRY
DAY
SCHOOL

Project Statement

Articulate the problem or opportunity and present the current situation and desired outcome. Detail how project aligns with the Strategic Plan.

Project Background

Describe the history leading up to the current situation. Provide general predictions about potential events if the current situation continues. Include any assumptions that the reader should be aware of, such as government regulations and dependencies.

Solutions / Options

Identify and describe potential solutions/options. If applicable, explain the measurable criteria to determine success of the project.

Risk Assessment

Note risks involved with the solutions/options.

Financial Cost / Benefit Analysis

Evaluate the costs and benefits for all solutions/options.. Financial projections should include project budget, source of funds, and opportunity cost.

Summary and Recommendation to the Board

State your recommendation for the project and how it is to be implemented, including key individuals, a timeline, and actions. Include a recommendation for regularly scheduled reexamination of the project status.

Review process

List BOT Committee Chairs that reviewed the Business Case.

Committee	Reviewer
Finance	
Strategic Planning	
Advancement	
Buildings & Grounds	
Committee on Trustees	

Motion

Formulate a motion to proceed. Specify responsible persons, source of funding, accountabilities, and any desired checkpoints.