**Project Name:**

**Date created: Date revised: Created by:**

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| **WHY: Key problems to be worked on to Improve** | **IMPACTS: Goals and Metric Targets** |
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| **What: Cost/Risk of NOT Changing** | **WHAT: Expected Outputs** |
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**Why have a Business Case for Change?** Toclearly communicate the reason for the change and gain buy-in for stakeholders

**When to use Business Case for Change?** Use to communicate reason for the change when buy-in for the change will be difficult to obtain, is controversial and/or complex. For example: a new program, large system change, impacting multiple different groups.

**Overall guidance:** Average of 1 hour to complete. Brainstorm each section with the project sponsor/owner and key stakeholders. Use language that will speak to all stakeholders. The project charter will help provide key information.

* 1. Why section: Consider the problem statement
  2. Impact section: Consider the outcomes and goals of the project
  3. Cost/Risk of not changing section: Consider the risk assessment
  4. What section: Consider the expected outputs of the project