

Building Better Business Cases

This course will provide an introduction to the development of business cases and the key features to look out for when reviewing and challenging business cases.

This one-day programme is designed to equip delegates with a better understanding of the key elements of the of building a business case, and how they can use this knowledge to improve the quality and robustness of business cases in their areas.

Aim

To provide participants with a clear understanding of:

- The 5 case model
- How to establish a clear case for change
- Establishing clear objectives from the investment
- Looking at a range of possible solutions to achieve an optimal balance of benefits, costs and risks
- Balancing effectiveness/economy/efficiency

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

Workshop methods and tools

In order to achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used in order to provide the background of each subject and create discussion and questions.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest
- **Case studies:** case studies will be used so as to facilitate and trigger discussion, as well as allow external benchmarking so as to achieve competitiveness
- **Group work:** group work will be used in order to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants

Sample Programme:

Agenda

10.00 Welcome and introductions

- Aims and learning objectives of the day. Participants' aims and experience

Session 1 Business cases in the public sector

- Why have a business case?
- HM Treasury Green book Guidance on Public Sector Business Cases
- The 5 case model and decision gateways

Session 2 Strategic Outline Programme and Case:

- What's the strategic context?
- How does it fit strategically?
- Defining the case for change
- Exploring the preferred way forward

Lunch

Session 3 The Outline Business Case

- Potential VFM
- What does the change look like?
- Affordability and funding requirement
- Delivery planning

Session 4 Preparing the Full Business Case and Implementation

- Delivery of the VFM solution
- Investment/Go Live decision
- Benefits realisation

16.30 Conclusions and Close