**FULL BUSINESS CASE**

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[Insert Project Name]

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| --- | --- | --- | --- |
| **Version** |  | **Date** |  |
| **Prepared By** |  | **Job Title** |  |

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| **Lead WMCA Directorate** |  |
| **Lead WMCA Executive Director** |  |

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| **Has BCAT been submitted to Assurance and Appraisal?** | **Yes** | **No** |
| **Has this OBC ben approved by Lead WMCA Executive Director?** | **Yes** | **No** |

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| **Approved By** |  |
| **Signature** |  |
| **Date** |  |

***Please refer to the WMCA FBC Guidance Document and HM Treasury Green Book / Blue Book for assistance when completing this template.***

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| **APPLICANT DETAILS** | | | | | | | |
| Project Name: |  | | WMCA Project Code: | |  | | |
| Lead Organisation: |  | | | | | | |
| Lead Contact: |  | | Job Title: |  | | | |
| Phone Number: |  | | Email: |  | | | |
| Address: |  | | | | | | |
| Local Authority Area  (lead organisation) |  | | Ward: |  | | | |
| Other Organisations involved in project bid: |  | | | | | | |
|  |
| **FACTUAL SUMMARY** | | | | | | | |
|  | OBC (£M) | FBC (£M) |  | | | OBC (£M) | FBC (£M) |
| Total Project Costs |  |  | Operational Costs | | |  |  |
| WMCA Funding |  |  | Revenue | | |  |  |
| Funds Secured |  |  | Financial Benefit | | |  |  |
| Funds Not Secured |  |  | Monetarized Benefit | | |  |  |
| Unit Cost |  |  | NPV | | |  |  |
| BCR |  |  | ROI | | |  |  |

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**To support better spending, investment decisions and better procurement, this Full Business Case should be written using FBC guidance from the WMCA. In addition, it is a requirement that all bids for public funds submitted to WMCA are guided and based around the HM Treasury’s Green Book 2020 and supporting information which can be found** [**here.**](https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-governent)

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| **1** | **EXECUTIVE SUMMARY** |
| **1A – Summary**  Please provide a one-page stand-alone summary of the project which includes a brief project description, objectives, expected outputs and details of the spend for which approval is being sought. | |
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| **1B - Project Progress**  If applicable, bullet point what has been achieved since previous business case stage below (add additional bullet points as required): | |
| **1C – Changes**  Complete the table below to highlight any key changes and the rationale behind the changes:   |  |  | | --- | --- | | **What has changed since previous business case stage i.e. OBC?** | **Outline the rationale for this change** | |  |  | |  |  | |  |  | |  |  | | |

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| **2** | **STRATEGIC CASE** |
| **2A - Project Objectives**  Outline the objectives of the project and how they will be measured within the table below. In defining your objectives, please consider whether these can defines in such a way that progress towards meeting them can be monitored as **SMART** objectives (**S**pecific, **M**easureable, **A**chievable, **R**elevant and **Time**-bound). Please ensure the information below is aligned with the Plan on a Page (POAP) submitted for the project.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Objective** | **Critical Success Factors** | **Measure of Success** | **WMCA Strategic Alignment** | **Start Date** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | |
| **2B – Strategic Objectives**  Revalidate how the proposed project will contribute to each of the key elements that relate to the WMCA’s Strategic Objectives   |  |  | | --- | --- | | **Policy Aim** | **Alignment with Proposed Project** | | Promote inclusive economic growth in every corner of the region |  | | Ensure everyone has the opportunity to benefit |  | | Connect our communities by delivering transport and unlocking housing and regeneration schemes |  | | Reduce carbon emissions to net zero and enhance the environment |  | | Secure new powers and resources from central government |  | | Develop our organisation and be a good regional partner |  | | |
| **2C – COVID-19 Recovery**  Please outline any specific measures included within the proposed project to support COVID-19 recovery? (max. 250 words) | |
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| **2D - Strategic Case Summary**  Set out a summary of the Strategic Case and how the case for change has been reviewed, recording any changes since last business case stage (max. 500 words) | |
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Click below to access each of the Strategic Case supporting appendices:

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| --- | --- |
| **2E** | STRATEGIC CONTEXT (WMCA Template, Guidance – Page 8) |
| **2F** | BENEFITS REALISATION PLAN (Guidance – Page 9) |
| **2G** | RISK MANAGEMENT STRATEGY (Guidance – Page 10) |
| **2H** | COMMUNICATIONS STRATEGY (Guidance – Page 10) |

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| **3** | **ECONOMIC CASE** |
| **3A - Economic Case Summary**  Set out a summary of the economic case and how the options appraised have been reviewed, recording any changes since last business case stage (max. 500 words) | |
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Click below to access each of the Economic Case supporting appendices:

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| **3B** | ECONOMIC CONTEXT (WMCA Template, Guidance – Page 11) |
| **3C** | ECONOMIC APPRAISAL (Guidance – Page 13) |
| **3D** | APPROPRIATE TOOLS (Guidance – Page 14) |

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| **4** | **COMMERCIAL CASE** |
| **4A – Procurement Arrangements**  Provide an overview of the procurement arrangements in place to ensure the preferred option can be delivered (max. 500 words)  *This answer should identify the market-place opportunity which offers optimum VfM and set out an overview of the commercial and contractual arrangements for the negotiated deal.* | |
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| **4B – Procurement Outcome**  Provide a summary of the outcome of the Procurement and details that confirm that the deal is still affordable (max. 500 words) | |
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| **4C - Commercial Case Summary**  Set out summary of the commercial case and how options appraised have been reviewed, recording any changes since last business case stage (max. 500 words) | |
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Click below to access each of the Commercial Case supporting appendices:

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| **4D** | COMMERCIAL CONTEXT (WMCA Template, Guidance – Page 16) |
| **4E** | PROCUREMENT (Guidance – Page 17) |
| **4F** | AGREED DEAL (Guidance – Page 17) |

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| **5** | **FINANCIAL CASE** |
| **5A - Capital Funding**  Provide an overview of the proposed funding package to deliver the project within the table below. Please provide written confirmation of all confirmed funding with details of any conditions etc.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Funder** | **Amount** | **% of Total** | **Status**  *(Confirmed/ Pending Approval)* | **Details of Funding Status / Timing / Conditions etc.** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **Total** |  |  |  |  | | |
| **5B - Financial Case Summary**  Set out a summary of the financial case and how it has been revisited and reviewed, recording any changes since last business case stage (max. 500 words) | |
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Click below to access each of the Financial Case supporting appendices:

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| **5C** | FINANCIAL CONTEXT (WMCA Template, Guidance – Page 18) |

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| **6** | **MANAGEMENT CASE** |
| **6A – Management and Governance**  Provide an overview of the management and governance arrangements in place to deliver the project (max. 500 words) | |
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| **6B - Monitoring & Evaluation**  Set out a summary of how success of the project will be measured, monitored and evaluated in delivery towards the objectives and benefits outlined in this business case (max. 500 words) | |
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| **Attach link to Monitoring & Evaluation Plan here:** | |
| **6C - Management Case Summary**  Set out a summary of the management case and how it has been revisited and reviewed, recording any changes since last business case stage (max. 500 words) | |
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Click below to access each of the Management Case supporting appendices:

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| **6D** | MANAGEMENT CONTEXT (WMCA Template, Guidance – Page 25) |
| **6E** | SCHEDULE (Guidance – Page 26) |
| **6F** | PROJECT MANAGEMENT STRATEGY (Guidance – Page 27) |
| **6G** | RISK REGISTER AND ISSUE LOG (Guidance – Page 27) |
| **6H** | CHANGE MANAGEMENT STRATEGY (Guidance – Page 28) |
| **6I** | CONTINGENCY PLAN (Guidance – Page 28) |
| **6J** | PDPOAP (WMCA Template, Guidance – Page 28) |

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