# **Presenting a Business Case**

**Executive Summary**

|  |
| --- |
|  |

**Financial Analysis**

**Costs**

1. **Initial Setup Costs:**

|  |
| --- |
|  |

1. **Recurring Costs:**

|  |
| --- |
|  |

**Benefits**

1. **Revenue Growth:**

|  |
| --- |
|  |

1. **Cost Savings:**

|  |
| --- |
|  |

1. **Time Savings:**

|  |
| --- |
|  |

**Return on Investment (ROI)**

* **Year 1:**

|  |
| --- |
| Total Costs:  Total Benefits:  Net Benefit:  ROI: |

* **Year 2 onwards:**

|  |
| --- |
| Total Costs:  Total Benefits:  Net Benefit:  ROI: |

**Payback Period**

The payback period is calculated by dividing the initial setup costs by the monthly net benefit from the second year onwards.

|  |
| --- |
|  |

**Risk Analysis**

1. **Implementation Risks:**

|  |
| --- |
|  |

1. **Financial Risks:**

|  |
| --- |
|  |

1. **Mitigation Strategies:**

|  |
| --- |
|  |

**Conclusion**

|  |
| --- |
|  |

**Recommendations**

|  |
| --- |
|  |