



CDC UNIFIED PROCESS CHECKLIST



BUSINESS CASE

Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to Business Case have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Has a Business Needs Statement been completed and approved?
	Has the Capital Planning and Investment Control (CPIC) office been contacted?
	Has the proposed Investment/Project been aligned with the organizations business and performance goals?
	Has a strategy for business case development been defined and agreed upon?
	Has the proposed investment/project been compared with existing Enterprise Architecture (EA)?
	Has at least a high-level requirements analysis been completed?
	Has an alternatives analysis strategy been identified?
	Have alternative solutions been identified and analyzed, including the reuse of existing people, equipment, and/or processes?
	Have security and privacy issues been considered?
	Have a preferred solution selected?
	Has a cost benefit analysis been completed?
	Has a risk assessment been completed and mitigation plans developed?
	Has the business need been clearly identified and documented?
	Have the benefits of the proposed project been clearly identified and documented?
	Does the project clearly align with organizational goals and objectives?
	Have project success factors been clearly defined and documented?
	Have potential solutions been clearly identified and analyzed?
	Has a preferred solution been selected and justified?
	Have acquisition options been identified and documented?
	Has a preferred acquisition option been selected and justified?
	Have funding options been identified and documented?
	Has a preferred funding solution been selected and justified?
	Have potential risks and issues been identified, documented, and analyzed?
	Has a Work Breakdown Structure (WBS) been completed and attached to the document?
	Have critical partners provided expert analysis for their respective sections?
	Have the appropriate business sponsor approved the document?
	Has the document been approved by the appropriate governance/investment review board?