Business Case Supplement

Template

Version 4.4 ● APRIL 1, 2021

Using this Template

To create a deliverable from this template:

1. Delete the template title page (previous page) and this page.
2. Replace [bracketed text] on the cover page (next page) with your project and the requesting office name.
3. Replace [bracketed text] in the tool header area at the top of page i (Contents page) with the same project and office name as on the cover page.
4. Do not remove or modify content in the footer area.
5. Each section contains abbreviated instructions, shown in *blue italics*, and a content area. The content area is marked with a placeholder symbol (Þ) or with a table.
6. Each section contains the following categorization:
* **Rule Chapter 60GG-1 Required** – The section/field must be completed in compliance with Rule Chapter 60GG-1, Florida Administrative Code (F.A.C.).
* **Rule Chapter 60GG -1 Recommended** – The section/field is not required; however, under Rule Chapter 60GG-1, Florida Administrative Code (F.A.C.), it adds value and therefore should be considered as part of the project documentation.
* **FDOT Required** – The section/field must be completed in support of Innotas, the Department’s Portfolio Management Tool used for reporting and tracking projects.
* **FDOT Recommended** – The section/field is not required; however, the information provided adds value and provides consistent project documentation throughout Department projects.
1. The various sections and fields found in the template and tool must not be removed or rearranged. Where relevant, use N/A to indicate that the section/field is not applicable to this project.

Note: The *italicized blue instructions* within the template may be removed.

1. Update the table of contents by right-clicking and selecting “Update Field,” then “Update page numbers only.”
2. If this template does not fit the needs of the project, specifically document in the Project Management Plan (PMP) that deviation from this template is necessary. Any altered, added or removed sections to the template must be approved by the signatories listed on the PMP template. Note: Any modifications to the approved template must still meet the minimum requirements of Rule Chapter 60GG-1, Florida Administrative Code (F.A.C.).
3. The signatories listed on the signature page of this document must be obtained to meet the minimum FDOT requirements for approval. As appropriate for the project, additional stakeholder signatures may be requested to establish ownership and accountability.

Template Revision History

| **Version** | **Date** | **Name** | **Description** |
| --- | --- | --- | --- |
| 3.0 | 04/28/2017 | Melissa Elrod | Original Creation |
| 4.0 | 01/01/2019 | Melissa Elrod | Formatting Revisions |
| 4.1 | 11/22/2019 | Dreunna Holland | Updated Rule 74-1 to 60GG-1 |
| 4.2 | 08/19/2020 | Schelley Cassidy | Updated from .doc to .docx |
| 4.3 | 03/04/2021 | Courtney Lewis-Kroodsma | Updated FAC to FC / Functional Application Coordinator to Functional Coordinator |
| 4.4 | 4/1/2021 | Courtney Lewis-Kroodsma | Removed “(internal projects only)” from OIT Section Manager signature page |

Project Delivery Methodology (PDM)

BUSINESS CASE SUPPLEMENT

[Functional Office(s) Name]

[PROJECT NAME]

|  |  |
| --- | --- |
| VERSION: [VERSION NUMBER] | REVISION DATE: [DATE] |

The undersigned acknowledge they have reviewed the *<Project Name>* **Business Case Supplement** and agree with the content herein. Changes to this **Business Case Supplement** will be coordinated with, and approved by, the undersigned or their designated representatives.

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| --- |
| **Project Sponsor** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

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| --- |
| **<Business> Functional Coordinator (FC)** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

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| --- |
| **OIT Manager** |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

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| --- |
| **Project Manager** |
| [Name] | [Email]  | [Telephone] |
| Signature | Date |

|  |
| --- |
| **Contract Manager (external projects only)** |
| [Name] | [Email]  | [Telephone] |
| Signature | Date |

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| --- |
| **OIT Section Manager**  |
| [Name] | [Email] | [Telephone] |
| Signature | Date |

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# Section 1 Business Case and Alternatives Analysis

## *[For R&C Categories 3&4, answer the below questions.]*

## 1.1 Current Business Processes

**Rule Chapter 60GG-1 Required for R&C Categories 3-4**

*Demonstrate a clear understanding of the* ***processes*** *of the Agency’s current business process.*

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## 1.2 Cost of Current Business Process

## Rule Chapter 60GG -1 Required for R&C Categories 3-4

*Demonstrate a clear understanding of the* ***costs*** *of the Agency’s current business process.*

Þ

## 1.3 Strengths of Current Business Process

## Rule Chapter 60GG -1 Required for R&C Categories 3-4

*Demonstrate a clear understanding of the* ***strengths*** *of the Agency’s current business process.*

Þ

## 1.4 Weaknesses of Current Business Process

## Rule Chapter 60GG-1 Required for R&C Categories 3-4

*Demonstrate a clear understanding of the* ***weaknesses*** *of the Agency’s current business process.*

Þ

## 1.5 Identify Potential Solutions

## Rule Chapter 60GG-1 Required for R&C Categories 3-4

*Identify and document the potential solutions.*

Þ

## 1.6 Analyze Potential Solutions

## Rule Chapter 60GG-1 Required for R&C Categories 3-4

*Analyze the potential solutions.*

Þ

## 1.7 Implementation

## Rule Chapter 60GG-1 Required for R&C Categories 3-4

*Provide a compelling argument for implementation.*

Þ

## 1.8 Benefits of Taking Action

## Rule Chapter 60GG-1 Required for R&C Categories 3-4

*Examine the benefits associated with the recommended course of action.*

Þ

## 1.9 Benefits of Not Taking Action

## Rule Chapter 60GG-1 Required for R&C Categories 3-4

*Examine the benefits of not taking the recommended action.*

Þ

# Section 2 Business Case Supplement Glossary

*Define all terms and acronyms required to interpret the Project Charter properly.*

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# Section 3 Business Case Supplement Revision History

*Identify document changes.*

| **Version** | **Date** | **Name** | **Description** |
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# Section 4 Appendices

*Include any relevant appendices.*

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