



# **Business Case**

**[Project Name]**

**By**

**XXX**

**Version 1.0**

**Day Month Year**

## Table of Contents

1. Document control.....	4
1.1. Distribution .....	4
1.2. Document approval sign-off .....	4
This document is to be submitted with an approved copy of the mini business case .....	4
2. Executive Summary .....	5
3. Project/Programme definition .....	6
3.1. Strategic alignment.....	6
3.2. Scope & timelines .....	6
3.3. What is the problem/ opportunity? .....	6
3.4. Stakeholder engagement.....	6
4. Development overview .....	7
4.1. Programme(s) being: .....	7
4.2. Key contributors for this programme .....	7
4.3. What do stakeholders (industry? Students? Community?) think is critical that graduates from the programme have or understand?.....	7
4.4. Graduate profile, and how the profile addresses 4.3 above? .....	7
4.5. List all connections between existing programmes within Practice Pathway, Network, other Networks, other institutions, ITOs (if applicable) and Industry.....	7
4.6. Structure (Programme(s) Level and number of credits).....	7
4.7. How will the programme development resource be identified and backfilled? .....	7
4.8. Identified Learning and Teaching Model (and details of what this looks like) .....	<b>Error!</b>
<b>Bookmark not defined.</b>	
4.9. Matauranga Maori.....	8
4.10. Sustainability.....	8
4.11. Students .....	8
4.12. Physical and virtual spaces .....	8
4.13. Accreditation/ Registration Board / Legislative requirements and commitments .....	9
4.14. Are there any other important considerations? .....	9
5. Options .....	10
5.1. Do nothing .....	10
5.2. Recommended option .....	10
5.3. Alternate option.....	10
5.4. Comparison.....	10
6. Option delivery .....	11
6.1. Shortlisted options.....	11

---

6.2.	Benefits realisation .....	12
6.3.	Financial summary .....	13
6.4.	EFTS projection .....	14
7.	List who has been consulted in the preparation of this Business Case.....	14
8.	Leadership team sub-group comments.....	14
9.	Recommended way forward .....	15
10.	Opportunity selection process flow.....	<b>Error! Bookmark not defined.</b>

# 1. Document control

## 1.1. Distribution

Title	Name

## 1.2. Document approval sign-off

Role	Name	Signature	Date

This document is to be submitted with an approved copy of the short form business case

## 2. Executive Summary

*(Please provide a summary of the project including options available and benefits)*

The proposed project / programme is to deliver xxxxx:

*(Outline what the key deliverables of the project / programme are)*

- A
- B
- C

This business case requests funding for:

*(Outline key areas which require funding for the project / programme)*

- A
- B
- C

The proposed project / programme **will not** deliver xxxxx. *(Do not fill if not applicable)*

## 3. Project/Programme definition

### 3.1. Strategic alignment

*Manaakitia te Rito, the Renewal Strategy 2019-2022, Unitec's Purpose and Strategic Priorities puts learners and communities at the heart of what we do.*

*Led by Te Noho Kotahitanga we manaaki the success of our learners and communities*

#### **Kaitiakitanga**

Build a financially sustainable organisation to invest in the future with an operating surplus by 2022 through developing .....

#### **Mahi Kotahitanga**

Provide teaching and learning that continues to enable .....

#### **Rangatiratanga**

Serving the needs of the Auckland community....

#### **Whakaritenga**

Engaged and inspired staff.....

### 3.2. Scope & timelines

*(Outline what is in and what is out of scope for this business case. Provide a timeline for delivery with major milestones)*

### 3.3. What is the problem/ opportunity?

*(Sets out the issue, expand from 3.1 from mini business case, set out any risks of remaining in the current state)*

### 3.4. Stakeholder engagement

*(State which stakeholders have already been engaged e.g. IMS, International, etc.)*

## 4. Development overview

*(Please omit this section and go to section 5 if this is not an academic programme related case - for example if it was a business case to procure equipment for laboratories)*

### 4.1. Programme(s) being:

*(Chose one which is applicable)*

Re-developed	
Replaced	
Consolidated	
Discontinued	

### 4.2. Key contributors for this programme

*(Who are the key contacts for this development (HoPP, AL etc.)?)*

### 4.3. What do stakeholders (industry? Students? Community?) think is critical that graduates from the programme have or understand?

### 4.4. Graduate profile, and how the profile addresses 4.3 above?

### 4.5. List all connections between existing programmes within the School, other Schools, other institutions, ITOs (if applicable) and Industry

*(Consider portfolio alignment and existing collaboration)*

### 4.6. Structure (Programme(s) Level and number of credits)

*(Provide the full name of the programme, duration, level and number of credits. If possible, add a table to indicate the courses at each level and whether these are compulsory or electives.)*

### 4.7. How will the programme development resource be identified and backfilled?

## **4.8. What are the main elements of the approach to learning & teaching?**

- 4.8.1.** What is the chosen learning and teaching model? Proportions and brief description of each L&T element - F2F, online synchronous, practical/on-site, self-directed; Explanation for why this approach is being taken and how it fits the goals of the programme and learner needs
- 4.8.2.** What do you think the key challenges will be for the team to deliver to that model?
- 4.8.3.** What are the work-based-learning considerations for the programme?
- 4.8.4.** Are there any other specific technology requirements for the programme?
- 4.8.5.** Are there any identifiable staff capability development needs, to ensure delivery of the programme in relation to the chosen L&T model?
- 4.8.6.** How does this align with our current L&T Strategy (currently in draft)

## **4.9. Mātauranga Māori**

*(How will Mātauranga Māori be embedded in this programme? Please comment on the current capability and future development needs of staff to enhance their teaching and students' learning by embedding Mātauranga Māori.)*

## **4.10. Sustainability**

*(How will sustainability feature in this programme? Please comment on the current capability and future development needs of staff to enhance their teaching and students' learning by embedding sustainability/sustainable practices.)*

## **4.11. Students**

*(Who will the student cohort likely be? Please comment on class sizes, contact hours?)*

## **4.12. Physical and virtual spaces**



---

*(Are there any specialist teaching spaces or off-site requirements needed for the programme?)*

#### **4.13. Accreditation/ Registration Board / Legislative requirements and commitments**

*(Are there any professional body/accreditation body or regulatory or legislative requirements that need to be considered?)*

#### **4.14. Are there any other important considerations which need to be highlighted?**



## 5. Options

### 5.1. Do nothing

### 5.2. Recommended option

*(Brief summary of recommended option)*

### 5.3. Alternate option

*(Brief summary of alternate option)*

### 5.4. Comparison

*(State assumptions, risks, issues, dependencies and constraints which have been identified in context to this project / programme. E.g. time, budget, scope, resources)*

	Do Nothing	Recommended option	Alternate option
Assumptions			
Risks			
Issues			



	Do Nothing	Recommended option	Alternate option
Dependencies			
Constraints			

## 6. Option delivery

### 6.1. Shortlisted options

Financial Summary	YYYY		YYYY		YYYY		YYYY	
	Capital \$000	Opex \$000	Capital \$000	Opex \$000	Capital \$000	Opex \$000	Capital \$000	Opex \$000
Do Nothing								
Recommended option								
Alternate options								



## 6.2. Benefits realisation

The following table outlines how the benefits of this investment will be assigned, managed and tracked through to benefit realisation.  
*(Add more rows if required)*

What is the problem	Desired outcome	Specific output	Benefit	Measure	Baseline	Target	Realisation date

### List non-measurable benefits

## 6.3. Financial summary

The investment required for resources and funding requirements of this project are outlined in the table below:

*(Expand providing details from section 5 from the short form business case)*

		YYYY		YYYY		YYYY		YYYY	
		One off costs \$000	Opex \$000	One off costs \$000	Opex \$000	One off costs \$000	Opex \$000	One off costs \$000	Opex \$000
A. Revenue (type and \$)			e.g. SAC funding, International fee						
B. Actual Project Cost (Itemised)	Staff and resourcing								
	Property and facility requirement								
	Technology requirement								
	Other resource requirement								
	Capitalised interest (4%)								
C. Ongoing Cost (Itemised)	Staff and resourcing								
	Property and facility requirement								
	Technology requirement								
	Other resource requirement								
D. Total Project costs B+C									
E. Any Direct Savings									
Total (A-D+E)									

## 6.4. EFTS projection

(Applicable only for programme development)

	YYYY	YYYY	YYYY	YYYY	YYYY
<i>EFTS (split by Domestic and International)</i>					
<i>Student to staff ratio</i>					
<i>Contribution margin (\$)</i>					
<i>Contribution Margin (%)</i>					

## 7. List who has been consulted in the preparation of this Business Case.

Note that if there is a requirement for service from any part of the organisation (Support or Schools) the case should also be signed below.

International should be consulted for impacts / fit for International students for all new products and services

Name	Position	Comment

## 8. Portfolio Leadership Group comments

## 9. Recommended way forward

It is recommended that the ELT approves the investment required for the preferred option so that a project can be initiated.

**Project Decision****Approved/Not Approved by (insert position responsible for approval of developments)****Authorisation for Release of Funds**

Signed: .....

Dated: .....

Signed: .....

Dated: .....

Insert final process diagram here