

Creating a Successful Project Business Case

Course Length – 1 Day

PDU's – 6.5

Course Description: This intensive one-day course will focus on the business case. Learn what a business case is, what it includes, why it is necessary for successful project management and how to develop a business case for every project. Learn how to conduct a business case review to ensure your project's success. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

- Define business case
- Identify purpose of a business case
- Define and detail project charter
- Define content areas of a business case
- Detail areas of document objectives, reasons, benefits and benefits realization
- Detail areas of timescale, costs and investment appraisal
- Define and detail sensitivity analysis
- Examine the building/creation of a business case
- Examine methods of developing a business case
- Examine different formats for a business case
- Examine business case templates
- Define business case review
- Examine questions to ask during a business case review
- Define inputs and outputs from a business case review
- Examine options after a business case review
- Identify levels of responsibility with a business case
- Analyze a business case example

Creating a Successful Project Business Case

Course Length – 2 Day

PDU's – 13

Course Description: This intensive two-day course will focus on the business case. Learn what a business case is, what it includes, why it is necessary for successful project management and how to develop a business case for every project. Learn how to conduct a business case review to ensure your project's success. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

- Define business case
- Identify purpose of a business case
- Examine the relationship between organizational strategy and the business case
- Define and detail project charter
- Define content areas of a business case
- Detail areas of document objectives, reasons, benefits and benefits realization
- Detail areas of timescale, costs and investment appraisal
- Define and detail sensitivity analysis
- Define estimating concepts and detail four models of estimating
- Define and detail project data collection
- Examine hard and soft data
- Examine strategies for converting data to monetary values
- Detail five steps to converting data to monetary values
- Define and detail return on investment (ROI)
- Define and detail benefit/cost ratio, payback period, net present value, internal rate of return
- Examine the building/creation of a business case
- Examine methods of developing a business case
- Examine different formats for a business case
- Examine business case templates
- Define business case review
- Examine questions to ask during a business case review
- Define inputs and outputs from a business case review
- Examine options after a business case review
- Identify levels of responsibility with a business case
- Analyze a business case example