

# Business Case Template: Investment Committee Presentation

## Bid Management Software Implementation

*Note: This template provides a general outline for a business case. Please customise it to fit your organisation's specific needs and requirements.*

### 1. Executive Summary

- Provide a concise overview of the business case, including the purpose, benefits, and key recommendations.
- Highlight the need for a new digital bid solution and the potential impact on the organisation's bidding process.

### 2. Introduction

- Describe the current challenges and limitations of the existing bid management process.
- Explain the importance of digital transformation in bid management and the potential benefits it can bring.

### 3. Objectives

- Clearly state the objectives of implementing a new digital bid solution, such as improving efficiency, increasing win rates, and reducing costs.
- Align the objectives with the organisation's strategic goals and priorities.

### 4. Scope

- Define the scope of the digital bid solution, including the functionalities and features it should encompass.
- Explain how the solution will integrate with existing systems and processes.

### 5. Benefits

- Identify the potential benefits of implementing the digital bid solution.
- Quantify the expected improvements in terms of time savings, cost reductions, and increased revenue from higher win rates.
- Highlight the positive impact on the organisation's competitiveness and reputation.

## 6. Cost Analysis

- Provide a detailed breakdown of the costs associated with implementing the digital bid solution.
- Include initial investment costs, ongoing maintenance and support expenses, and any additional training or integration costs.
- Compare the costs with the projected benefits to demonstrate a favourable return on investment.

## 7. Risks and Mitigation Strategies

- Identify potential risks and challenges associated with implementing the digital bid solution.
- Present mitigation strategies to address these risks and minimise their impact.
- Emphasise the importance of proper change management and user adoption to mitigate risks.

## 8. Timeline

- Outline the proposed timeline for implementing the digital bid solution.
- Include key milestones and deliverables, as well as dependencies on other projects or initiatives.

## 9. Stakeholder Analysis

- Identify the key stakeholders who will be impacted by the implementation of the digital bid solution.
- Describe their roles and responsibilities and outline the benefits they will gain from the solution.

## 10. Recommendation

- Summarise the key points and benefits discussed in the business case.
- Clearly state the recommendation to the investment committee to approve the budget for the implementation of the digital bid solution.

## 11. Conclusion

- Reiterate the importance of implementing the digital bid solution to improve the organisation's bidding process.
- Emphasise the potential benefits and the alignment with strategic goals.
- Request approval from the investment committee to proceed with the initiative.