

Business Case Executive Summary Checklist

The following checklist provides required elements for writing the executive summary for the business case. The ITPC may rely heavily on the content of the executive summary to reach their approval decision.

	Question	Y/N	Comment
1	Describe the investment needs (ultimate customer needs, and/or current situation).		
2	Describe the alternatives considered.		
3	Describe the technology and solution(s) that address the objectives and outcome of the investment.		
4	Explain how you will operate and/or recover for disaster planning.		
5	Discuss the security considerations you considered and solved with this solution.		
6	Explain what retention rules apply to electronic records and how they will be managed and archived .		
7	Identify the value and/or worth the ultimate customer receives from the investment.		
8	Discuss comparable investments and how others handled similar problem(s) and/or opportunities.		
9	Explain the necessity for funding and the related costs, funding sources and funding duration.		
10	Discuss how the risks may impact the investment.		
11	Discuss the contingency plan if funding is not received.		
12	Draw a conclusion and give a recommendation.		
13	Explain how the project/investment will be managed.		
14	Identify where the investment ranks with the Agency Director.		

If you have questions regarding the business case, please contact the OCIO, cio@wyo.gov, or 777-5492. When submitting your business case for review and approval, send it to the OCIO, cio@wyo.gov.