Streamlining programme
Business case

<table>
<thead>
<tr>
<th>Streamlining project team</th>
<th>Enter relevant workstream</th>
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<tbody>
<tr>
<td>Executive sponsor</td>
<td>Name and title of executive sponsor supporting this business case</td>
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<tr>
<td>Objective</td>
<td>State the streamlining objective that this business case is supporting/addressing</td>
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<td>Summary title</td>
<td>Briefly outline what the business case is, for example, ‘to adopt’ ‘to implement’</td>
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<td>Purpose</td>
<td>For approval</td>
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<td>For information</td>
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<td>For decision</td>
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Purpose of Document

- To outline the case/project/change being proposed.
- For the Programme Board to support and approve implementation
- For the Programme Board to make a decision based on the options presented

Background

- What is the issue being addressed, why is it an issue, who does it involve, are there any staff groups that are exempt, for example the medical workforce etc

Proposal

- What is the proposed solution?
- Outline any options/recommendations.
- How will it work?

Benefits

- Clearly state the short and longer-term benefits, including financial, efficiency, time savings, quality.
- Does it support any legislation or Care Quality Commission requirements?
- Where possible state the regional impact and also breakdown of impact at a local level for trusts.
Cost and timescale

- Clearly state the resources and initial cost outlay to implement, for example, does it require investment in additional systems, staffing?
- Outline the implementation plan, when will it start? will it be phased? how long will it take to be fully implemented?

Key assumptions and dependencies

- Outline any key assumptions or dependencies, that may impact on the success, for example, pre-hire IATs must be run.

Risks and issues

- Outline any risks or issues of both not implementing the proposal and implementation. Explain if the risk is high, medium low and what can be done to mitigate it.

Conclusions and recommendations

- Summarise the business case and recommendations being put forward for approval. If presenting options for a decision then put these here.

Appendix

- Any additional documentation/information should be entered here and referred to in the document as Appendix 1, Appendix 2 etc.