MHR

BUILDING A BUSINESS CASE FOR SMARTER HR, PAYROLL AND FINANCE

INTRODUCTION

This should be used by business leaders and decision makers looking to build a case to justify investment in new technology and services.

Transformative IT investment should not just be for large, global enterprises. The benefits are equally applicable to companies of all sizes and levels of complexity.

To support you in preparing a business case for delivering a smarter HR, payroll and finance solution, we have prepared a template that will help you justify the value to your business.

This template covers the aspects you need to consider when developing a business case for helping with your transformation.

BUSINESS CASE TEMPLATE

PROJECT NAME	THE NAME OF YOUR PROJECT
Date	
Author	
Approver	
Version	

Approval

DATE	NAME AND SIGNATURE

Executive Summary

A concise summary of the business case giving clear grounds for the request and what approval is being sought for. This should contain a financial appraisal if possible including full required expenditure, returns and payback period.

Current situation

Describe the software and processes currently in use and the challenges being faced. Describe the resources required to maintain the current setup (e.g. FTEs to manage, software licensing costs, maintenance costs)

Reason/objectives for change

Why is a new setup necessary? What is the problem that you are trying to solve? Make a clear case for the new solution detailing why the existing solution is no longer fit for purpose. Outline the high-level objectives for the new solution e.g. create workflow efficiencies, reduce opex/capex, improve compliance, reduce risks

Process followed

Explain the processes you have used to find the new solution e.g. research have you carried out, vendor presentations, product demonstration

Proposed solution

Put forward your preferred option/partner for the new solution and explain why this is the best choice.
List any other supporting characteristics that may not be covered in the table below.

Options considered

List the options/partners that you considered when deciding on a new solution
and show a comparison of the main features/benefits/drawbacks of each.

	OPTION 1 (PREFERRED)	OPTION 2	OPTION 3
High level description			
Partner(s)			
Main features			
Benefits delivered			
Potential drawbacks			
Pricing model			
Timescale for mplementation			
Payback (months)			
ROI			

Key benefits of proposed solution

Summarise the key benefits of this proposed solution, showing how it can positively impact the organisation beyond just cost savings e.g. increased productivity, improved collaboration, quicker time to close accounts, better visibility/insights for decision making, reduced compliance risk, reduced manual errors, more engaged employees.

Financial summary

Provide a detailed cost breakdown for the proposed solution. Show how long it will take to realise benefits/ROI. Highlight any areas of saving over the current implementation.

VALUES IN £K	YEAR 0	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Increased revenue						
Increased margin						
Operational cost						
Opex savings						
Capital investment						
Capex savings						
Cash impact						
Payback						
ROI						
NPV						

Implementation program/timescales

Describe how the new system will be implemented and how the migration will be handled.
This should include project duration and key milestone dates, key personnel, system outages and backup plans.

Key stakeholders

List key stakeholders that would need to be involved in implementation to highlight
impact from an internal resource point of view.

NAME	TITLE	ROLE IN THIS PROJECT	ESTIMATED TIME REQUIRED

Implementation risks

List the possible risks of this change, both big and small.

How benefits will be tracked/KPIs

List KPIs that will be used to measure success. These should relate to the benefits described earlier
e.g. FTEs to manage processes, days to close accounts, error rates

Request summary

A clear statement of what it is that you are requesting e.g. permission to proceed/sign a contract,
access to funding, request for personnel or other resources.

FOR MORE INFORMATION

Please contact us if you have any questions about MHR's One Portfolio and the benefits that it
can bring to your business