

(insert your company logo)

(Document Title)

Status:

Version:

Authors:

Date:

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EXECUTIVE SUMMARY

(This section should briefly overview the business case, including the purpose, objectives, and expected outcomes.)

Notes to the author of this document:

(A business case is a formal document that outlines the justification for starting a new project or initiative. Sell yourself, your project, and the passion you put into sourcing the information for developing the business case! Be concise in your articulation for each section of the document.)

BACKGROUND

(This section should provide context for the business case, including the current state of the industry and the problem or opportunity that the project aims to address.)

OBJECTIVES

(This section should outline the specific goals and objectives of the project.)

SCOPE

(This section should define the project's scope, including the initiative's boundaries and limitations.)

METHODOLOGIES

(This section should outline the approach that will be used to carry out the project, including the tools, techniques, and resources that will be required.)

BENEFITS

(This section should detail the project's anticipated benefits, including quantitative and qualitative benefits.)

COSTS

(This section should provide a detailed breakdown of the costs associated with the project, including the initial investment, ongoing expenses, and potential risks.)

ALTERNATIVES

(This section should outline alternative solutions to the problem or opportunity that the project aims to address, along with a comparison of the pros and cons of each alternative.)

RECOMMENDATIONS

(This section should concisely recommend whether or not to proceed with the project, along with a justification for the proposal.)

CONCLUSION

(This section should summarize the business case's critical points and emphasize the project's importance.)

STAKEHOLDERS AND APPROVALS

The key roles involved in developing this business case are below. Their essential feedback and input were integral in the overall design of the business case.

Stakeholder	Responsibility	Role/Interest

Notes to the author of this document:

Key Business Partners to Consider

Developing a business case for an information governance program requires input from various organizational roles. Here are some of the critical roles that should be involved in developing a business case for an information governance program:

- *Executive Sponsor: An executive sponsor is responsible for supporting and guiding the project team. They should be involved in developing the business case to ensure that the proposed program aligns with the organization's strategic goals.*

- *Information Governance Officer (IGO): The IGO oversees the development and implementation of the information governance program. They should be a pivotal contributor to the business case, providing insight into the organization's information assets, risks, and compliance requirements.*
- *Chief Finance Officer or Vice President of Finance: The CFO or VP of Finance should be involved in developing the business case to ensure that the proposed program aligns with the organization's financial strategy and aid in identifying the following: overall financial implications, cost vs. benefit analysis, and return on investment.*
- *CTO: The Chief Technology Officer manages the organization's technology infrastructure. They should be involved in developing the business case to ensure that the proposed program aligns with the organization's IT strategy and infrastructure capabilities.*
- *Legal Counsel: Legal counsel ensures that the organization complies with all relevant laws and regulations. They should be involved in developing the business case to ensure the proposed program is legally sound and compliant.*
- *Data Stewards: Data stewards manage the organization's data assets. They should be involved in developing the business case to provide insight into the organization's data management needs and challenges.*
- *Business Stakeholders: Business stakeholders are responsible for using the organization's data assets to support their operations. They should be involved in developing the business case to provide input on the benefits and risks of the proposed program and how it will impact their operations.*
- *Project Manager: The project manager is responsible for leading the development and implementation of the information governance program. They should be involved in developing the business case to ensure that the proposed program is feasible and deliverable within the organization's constraints.*
- *Marketing Director: The marketing manager is responsible for aiding the information governance team in developing the marketing and communication strategy for the approved information governance business case. They should be involved to help guide the project manager in developing communications to various audience types on topics of change management and project phases that impact them on the approved initiative.*

By involving these critical roles in developing a business case for an information governance program, an organization can ensure that the proposed program is comprehensive, feasible, and aligned with the organization's strategic goals and needs.

Document Approval

The approvals below are to provide acceptance of this business case document within the context of the roles given below.

Role	Name	Date	Signature
Business Sponsor			
Information Governance Officer			
Financial Officer			
(Insert Key Stakeholder Title)			
(Insert Key Stakeholder Title)			

CHANGE HISTORY

Version	Release Date	Author	Reason for new release
v.05			