

WHITEPAPER

Journey to the Cloud: Business Case Template



How to Use this Business Case Cloud Template

The following page contains a blank cloud implementation plan for your convenience. This document provides a guide on the topics usually included in a Business Case for a Cloud Project. Topics may be added, changed, or deleted as fits the requirements of your business approval process. The basic components of a business case are:

Problem Description - Describe the business environment which has created the need for this project. Be sure to include business vision, strategy or objectives, constraints, regulatory issues, environmental, and/or legal requirements.

Options Considered - Provide a list of options, along with the associated costs, benefits and issues. Be sure to document each Cloud solution evaluated. If multiple vendors are considered, provide the criteria for evaluation. For each option, include the following:

- Description of each option
- Potential benefits of each
- Type of Cloud each option implies

Costs & Funding - Describe the costs of the proposed solution for the options being considered. All costs should be evaluated using a Total Cost of Ownership approach. Remember to include costs such as porting data, upgrading applications, testing, training, etc.

Risks & Mitigation - Provide a list of risks which have been recognised during the development of the proposed solution. Risks may be Strategic, Environmental, Financial, or Operational.

Recommendation - Of the recommendations identified above, which option offers the most merit with the least risk?

Implementation Approach - Provide a description of the approach planned to deliver the solution and anticipated benefits. Be sure to include Project Plans, Project Management, Project Milestones, Project Timelines and Project Deliverables.

Cloud Business Case

Project name: _____

Prepared by: _____

Date: _____

Document history:

Version	Issue	Prepared by

Document Review:

Role	Name	Signature	Date

1

Executive Summary

2

Problem Description

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Options Considered

- Option 1

- Option 2

- Option 3

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Cost and Funding Plan

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Risks and Migration

- Risk 1

- Risk 2

- Risk 3

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Recommended Option

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Implementation Approach

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Appendix



About The Access Group

The Access Group is one of the largest UK-headquartered providers of business management software to small and mid-sized organisations in the UK, Ireland and Asia Pacific. It helps more than 70,000 customers across commercial and non-profit sectors become more productive and efficient. Its innovative Access Workspace cloud solutions transform the way business software is used, giving every employee the freedom to do more of what's important to them. Founded in 1991, The Access Group employs approximately 6,300 people, including 900 in the APAC region.

www.theaccessgroup.com/en-au

About Access Workspace

The secure Cloud Hosted, single sign-on platform for all Access business software solutions. Connect Payroll, Finance, HR, Digital Learning and more, all in one central location. Every employee has access to the data and functionality they need, when they need it, no matter where they're working from.

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