



# Project – xxx (example)

## Project Report Nr – --/--/--

Business Case Requirements – Progress Milestones <i>These are Project Specific</i>	Planned Completion (insert date)	Progress Update
Complete first draft Business Case		
Align Towns Funds timescales and existing project timescales		
Business Case complete and ready for submission		

Towns Fund Contract	Project Cost
£xm	£

### Report Compiled by Project Lead

Who	Role/Responsibility
	Project Lead

Action from PCC	Lead
Sign off of final business case	S151 officer

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Assessment Against The Cases <i>As per the guidance doc</i>	Planned Completion	Progress Update
<b>Management Case</b> <i>How it will be managed</i>		
<b>Commercial Case</b> Procurement of contractor		

Summary Notes

# Project – xx (example)

## Project Report Nr x – --/--/--

To be completed by TIG



TIG Assessment Against The 5 Cases <i>As per the guidance doc</i>	Planned Completion (insert date)	Progress Update
<b>Strategic Case</b> <i>The case for investment</i>		Strategic Case complete and ready for submission.
<b>Economic Case</b> <i>Is it the optimal option</i>		Economic Case complete and ready for submission.
<b>Financial</b> <i>Is it feasible and viable</i>		Financial Case complete and ready for submission.

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Top 3 Risks		
Description	Mitigation	Owner