

Category: Administration	Responsible Owner: Finance Committee	Effective Date: TBD
Form No. Number: F3.2	Approval Body: Board of Directors	Policy Name: Business Case

Business Case:

1. What is your request?
2. Provide a rationale for the request. What benefit does it have or what problem does it solve?
3. If the request impacts student fees or college expenses and if available, provide a comparison of competitive institutions to give you information for #4 below.
4. Describe the options being considered if any, the enrolment impact (if any), the financial impact (one time and 5 years into the future if applicable consulting with Finance), and the rationale for your recommended option. A description of each alternative must include looking at different ways of accomplishing the same thing ex. can the benefit or problem being solved, be accomplished in another way. It is important to show that this has been considered.
5. How will this request meet the goals identified in the Department, Division, Academic and/or Strategic Plan? Consult the Principal, VP Operations, VP Academic or Financial Controller if assistance is needed,
6. For costs over \$10,000 provide three detailed quotes, benefit of the particular vendor, the capacity of the organization to deliver, and external references with the recommended organization. Consult with finance.

7. Does the request pose any risk and how will you mitigate the risk?

8. Provide an overview of the project plan with key dates and responsibilities associated with the request (if applicable).

APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:
Chair, Board of Governors:	Date:

APPROVAL FOR ALL REQUESTS:

Responsible Owner:	Date:
Principal or Designate:	Date:

Proposed Review Date:	Dates(s) revised:	Replaces Form Number:
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