SCOTTISH CAPITAL

INVESTMENT MANUAL

Full Business Case

* summary of stages

# Executive Summary

* Confirmation of the project scope, affordability, and that appropriate contractual, commercial, and management arrangements are in place.

# Strategic Case

* Provide summary of Strategic Case from OBC, including any updates (note, any material changes that could have altered the outcome of the OBC should be reviewed with Scottish Government before proceeding further).

# Economic Case

* Confirm whether any new information has come to light which might impact on the economic appraisal carried out at OBC stage.
* Then either re-visit the economic appraisal and the robustness of the preferred option, or, explain how after reasonable consideration of this the preferred option remains valid.

# Commercial Case

* Set out, or summarise and refer to separate reports, the selection process for the recommended commercial offer(s) / suppliers i.e. the tender report.
* For a building related project, set out the NDAP assessment observations, the Board’s compliance / response to the advisory and essential recommendations, and confirm project information compliance with NDAP & BIM expectations.
* For non-building related elements / services, set out how the assessment of the suitability of the procured offer(s) was carried out and outline any observations or recommendations related to the appropriateness of the services or works being offered.
* Outline the main contractual arrangements of the recommended offer, covering:
	+ Confirmation of the standard form of contract being used.
	+ Key contractual issues, covering similar items included within the OBC.
	+ Any contractually based personnel implications.
	+ Details of how any payment structure will function.
	+ An update of the project risk allocation table.

# Financial Case

* Set out the full financial implications for the project, including the project’s overall funding and affordability arrangements.
* Written confirmation from all stakeholders of their specific and explicit commitment to the project following suitable involvement in the project’s development and an understanding of the impact of its financial and commercial arrangements.

# Management Case

* Confirmation (with details) that the following management arrangements are in place to ensure the project’s successful implementation:
	+ Project management arrangements.
	+ Organisational, service, and facilities change management arrangements, including details of the management of impact on existing service delivery during implementation.
	+ A comprehensive benefits realisation plan.
	+ A comprehensive and up to date project risk register.
	+ A Commissioning Master Plan.
	+ A Full Project Monitoring and Service Benefits Evaluation plan.
	+ A Project Monitoring Report.

Note, an FBC addendum will need to be submitted if, for any reason, there are key movements in any material information about the project between FBC approval and contract signature.