



## CIG Business Case Templates

*To support better investment decisions and better procurement*

The aim of the CIG business case template family, prepared by the SRIU, is to support your thinking, writing and engagement with stakeholders and compliance with the Procurement Law (2016). These templates provide a framework for scoping and planning investment proposals, to support evidence based decision-making. They avoid a “one-size fits all” approach and should be used proportionately.

The two Single-Stage Business Case templates are based on the **5 Case Model (Strategic, Economic, Commercial, Financial & Management cases)** and follow the Better Business case guidance. They have been developed by the SRIU in partnership with the International Better Business Case Programme.

### The 5 Case Model can be used to improve:

- The preparation of Programme & Project Business Cases,
- Justifications for procurements and expenditures, and
- Policy and strategy development.

**It’s all about:** Thinking, Evidencing, and Documenting. Business cases should be clear, concise, and avoid unnecessary repetition.

### Which template should be used? Consider:

- the value thresholds (see guidance below),
- the complexity and risk involved,
- whether the situation is novel or contentious,
- whether procurement is required and the scale of the procurement, and
- whether there are any dependencies, e.g. with business as usual matters or other projects?
- When in doubt, consider using the higher value business case templates, which provide more structure and support. You can also contact SRIU for advice, support and training at [sriu@gov.ky](mailto:sriu@gov.ky) or 244-5772.

### TEMPLATES

#### For Procurements and Projects (enabling outputs, activities and infrastructure):

1. Single Stage Business Case - Low Value and Risk (\$0 to \$250k value of procurement).
2. Single Stage Business Case - Medium Value and Risk (\$250k to \$10 million value of procurement)
3. Three Stage Business Case (SOC, OBC, FBC) –High Value (Over \$10 million value of procurement)<sup>1</sup>

#### For Overarching Programmes (outcomes to be achieved through improved services comprised of enabling projects):

4. Programme Business Case using the 5 Case Model<sup>1</sup>

**Questions or feedback on our templates and guidance? Contact us at [sriu@gov.ky](mailto:sriu@gov.ky).**

<sup>1</sup> See Better Business Case Five Case Model Templates and Guidance, HM Treasury ([HM Treasury Templates and Guidance](#))