



BUSINESS CASE

Project name *Xmas Lights*

Release /Final
Date: 27 August 2010

PRINCE2

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Client:	
Document Number:	

Document History

Document Location This document is only valid on the day it was printed.
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Revision History Date of next revision:

Version Number	Revision date	Previous revision date	Summary of Changes	Changes marked
1				

Approvals This document requires the following approvals.
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Purpose

To document the justification for the undertaking of the project, based on the estimated cost of development and implementation against the risks and anticipated business benefits and savings to be gained.

Contents

Business Case could cover, for example, the following topics. There may be other unique criteria for a specific project.

Topic	See Page
Reasons	3
Options	3
Benefits expected	3
Risks	4
Cost	4
Timescales	4
Investment appraisal	4
Evaluation	4

Reasons

To improve the quality of lights for Xmas, at a discounted rate and secure revenue savings.

Options

- Continue with existing lights that will require replacement over the next 5 years (over a phased period) at full market rate, with no revenue savings.
- . The purchase of these units would secure Melton Town Centre's Christmas Lighting Scheme in its entirety for the next 5 years as all other units have been replaced and refurbished. These final units are the high cost main cross street displays with the centre and would usually cost in excess of £20,000 to replace.

The current units cannot be used after the 2010/11 period due to health and safety reasons.

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Benefits expected

Quality Xmas lights purchased at a discounted rate and securing revenue savings

Risks

No significant risks have been identified.

Cost***Units to Be Replaced:***

Park Lane	3 Units
Nottingham Street	5 Units
High Street	2 Units
Market Place	2 Units

Total: 12 Units

Proposed Costs:

Cost of a complete two piece feature would be £895.00 + vat
Total £10,740.00 + vat

This would be offset by a reduction of £3,000 from the Xmas Revenue budget.

Timescales

This 'offer' is available for a limited period (3 months)

Investment appraisal

Full market costs = £22,200 + vat
Current price £10,740.00 + vat

Revenue Saving secured £3,000 pa.

Evaluation
