# Appendices

**Standard Operating Policy:**

**Writing and submitting a business case**

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| Appendix 1: | Roles and Responsibilities in detail  (For use by all) |  |
| Appendix 2 | “I have an idea” questions  (For use by all) |  |
| Appendix 3: | Checklist 1 – “I’ve got an idea” stage  (For use by Directorate manager or equivalent) |  |
| Appendix 4: | Benefits identification across domains  (For consideration by DMT, business case owner, and Divisional Management Boards (DMBs) or equivalent) |  |
| Appendix 5 | Benefits quantification and planning template  (For use by Business Case owners) |  |
| Appendix 6: | Business case template and guidance  (For use by Business Case owners) |  |
| Appendix 7: | Checklist 2 – “Business Case Development” stage  (For use by Divisional Management Boards (DMBs) or equivalent) |  |
| Appendix 8 | Checklist 3 – Strategy and Planning Group “Check & Challenge” discussion  (For use by Strategy & Planning Group) |  |
| Appendix 9: | Indicative training programme for Business Case authors/owners  (For use by all) |  |

Supporting Document 1 - Equality Impact Assessment Tool – see intranet

Supporting Document 2 – Financial Impact Assessment – see intranet