

# Tech Upgrade Business Case Template

## 1. Executive Summary

Provide a brief overview of the case, the technology to be upgraded, and intended outcomes.

## 2. Current State Assessment

Describe the existing technology and issues or limitations prompting the upgrade.

## 3. Objectives

List the key business and technical objectives for the upgrade.

## 4. Proposed Solution

Describe the upgrade solution, core features, and technology involved.

## 5. Benefits & Value

Outline the anticipated benefits (e.g. cost savings, improved efficiency, reduced risks).

## 6. Risks & Mitigations

List potential risks of the upgrade and how they will be addressed.

## 7. Cost Estimate

Summarize expected costs (hardware, software, services, implementation, etc.).

## 8. Timeline

Outline key milestones and the estimated project timeline.

## 9. Stakeholders

Identify key stakeholders and their roles in the project.

## 10. Approval

Space for necessary signatures and date of approval.