

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.