

# Understanding and Using Business Cases

When it comes to determining how to best to spend public resources, having a carefully thought through business case is an essential part of the process. Far from being some form of tick-box exercise, designed to secure funding or to justify a decision that's already been made, a business case provides a vital record of the thinking that sits behind a recommended solution.

Business cases can be applied to policies, portfolios, programmes or projects. In each instance, it's the business case that advises on the most socially efficient way of delivering the desired outcome.

## Description

Preparing a business case is the process by which possible solutions are examined and evaluated, leading to a decision that represents the best use of public money. This digital workshop explores what that means in practice, exploring how it should be a collaborative process, leading to a clear and concise recommendation and justification. It is aimed at civil servants of all grades who require an introduction to the topic or a brief refresher.

## What does it involve?

This course comprises a virtual workshop that lasts two hours. In the opening section, you'll explore what business cases are and take part in an exercise that aims to debunk any myths or misconceptions about their purpose. You'll also learn why business cases are needed and will consider some of the most common reasons for the expenditure or interventions that they propose.

In the second half, you'll be introduced to the main roles, functions and responsibilities associated with creating a business case and how these need to come together to do this successfully. There's also an activity in which you'll need to determine whether or not a business case is required by referring to the relevant scoping and guidance documents.

## What's the outcome?

Having completed this course, you'll understand what business cases are, why they're needed and the relevance they have for you and your organisation. You'll know the criteria used to determine whether a business case is required and, if it is, who's involved in creating it. Comfortable with the guidance available in the Green Book on how to prepare basic business cases, you'll also know where to find more advanced training and accreditation that can be used to create higher level business cases.

## Learning activities



### Delivery method:



**Estimated learning time:**  
2 hours

## How to book

[bookings.governmentcampus.co.uk](https://bookings.governmentcampus.co.uk)

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