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**Provincial Lab Formulary**

**Business Case Proposal**

**[Title of Business Case Proposal Here]**

**[Vision Statement (Optional)]**

*Underneath the heading on the cover page, you’ll want to grab their attention and make them turn to the next page, with more detailed info, so give them a snappy vision. Keep it short and sweet.*

**[Enter Date DD-Month-YYYY]**

## **Authority Signatures**

*This section contains the signatures of key stakeholders, indicating that they agree with the presentation or proposal as it appears in the business case.*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Full name* |  | Date (DD, Mon, YYYY) |

*Executive Sponsor*

*Position, Organization*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Full name* |  | Date (DD, Mon, YYYY) |

*Project Lead*

*Position, Organization*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Full name* |  | Date (DD, Mon, YYYY) |

*Project Manager*

*Position, Organization*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *Full name* |  | Date (DD, Mon, YYYY) |

*Title*

*Position, Organization*

**Executive Summary**

**[**enter executive summary here - brief and concise, highlighting key aspects, benefits, conclusions, recommendations**]**

**Introduction** (**or Project Definition)**

[enter your introduction information here (explain why a specific test is performed, the purpose of this specific testing, does it detect potential risk factors, replacing or an addition to a test, does it meet the recommended standards within North America, proposed shift to using this test including any tables, abbreviation definitions etc.]

***Visions, Goals, and Objectives***

[enter information here]

***Scope***

[enter information here]

***Background Information***

[enter information here]

***Precedent (if applicable)***

[enter information here]

**Project Management Strategy**

[enter introductory information here to briefly demonstrate that the organization has and will apply a sound methodology to manage the project during its life cycle and through post-implementation.]

***Governance and Oversight***

[enter information here]

***Risk Assessment***

[enter information here]

***Financial Appraisal***

[enter information here]

***Success Criteria and Stakeholder Requirements* and or** **Performance Measurement Strategy**

[enter information here]

#### *Change Management Strategy*

[enter information here]

**Summary (or Conclusions)**

[enter information here. Summarize why this test needs to be added and performed and best option for the safest and most accurate screening if applicable] 

**Recommendations (optional)**

[enter information here]

**Appendix 1**

## **Glossary of Acronyms and Terms**

| **Acronym** | **In Full** |
| --- | --- |
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|  |  |
| **Term** | **Definition** |
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|  |  |
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|  |  |
|  |  |
|  |  |

**Appendix 2**

Cost Benefit Analysis (optional but recommended – see guideline for suggested template)

**References**