PRACTICE BUSINESS CASE INSTRUCTIONS

Develop a business case for your property that addresses the problem below. Assume that this business case and its recommendation will be presented to your senior management and CEO in 30 days as part of the budget development process.

1. Opportunity Statement

As part of the development of the upcoming fiscal year budget, there is a projected 5% surplus (difference between projected revenues and projected expenses). The agency is soliciting staff recommendations as to how best spend these monies.

1. Situational Analysis (Based loosely on your agency’s current situation)
	1. Current and historical financial trends (expenses, revenues)
2. Solution Options
	1. Do-nothing and keep as contingency
3. Evaluation of options using critical criteria
	1. Customer impacts
4. Recommendations including rationale