



LIBRARYCO INC – TEMPLATE FOR PREPARING BUSINESS CASES

This template has been prepared to assist associations wishing to submit business cases for consideration by LibraryCo. Completed business cases must be submitted by the association president to LibraryCo's Board General Manager. Associations requiring assistance with the preparation of their business case should contact the Board General Manager.

The steps in the submission and approval process are as follows:

- LibraryCo Board General Manager
- Law Society of Upper Canada financial analyst or other subject expert
- LibraryCo Chief Financial Officer
- LibraryCo Audit & Finance Committee
- LibraryCo Board of Directors

Business cases should be submitted at least four weeks prior to the next LibraryCo Board of Directors meeting. Dates of the meetings can be found on the LibraryCo web site at www.libraryco.ca.

COMPONENTS OF A BUSINESS CASE

All business cases should include these components. Some associations may wish to submit additional information to support their requests. Business cases do not have to be long and in fact a short, to-the-point business case can be more effective than one that is lengthy.

Title Page

The title page should include the following information:

- Association Name:
- Description of Request:
- Contact Person(s):
- Date:

Executive Summary

The Executive Summary is used to summarize the key parts of your case: why the request is necessary and the expected impact on finances and operations. There is no need to repeat every detail from the business case; simply bring forward the recommendation, the major reason(s) for the recommendation, and the related financial impact. The Executive Summary should be placed on a separate page at the beginning of the business case.

Background / Problem

Explain the issue you are trying to resolve and how solving it will allow you to fulfill your library's mandate. A large project will normally require a more detailed description.

Alternatives

Consider viable alternatives for solving your problem. For each alternative identify the costs, benefits and other key or intangible points. Be brief and to the point and include only the items that will affect a decision. This process may involve obtaining competitive quotes. You should ensure that all initial and ongoing costs are included. Where possible compare apples with apples. For example, don't compare a three year lease payment with a five year lease payment.

A case to change working hours should be justified through proper statistical measures. What are your library's usage statistics? What need is not being served right now? What happens now without the change in hours? These are just sample questions. You may include these or others that are more relevant. In effect, you are addressing how this change in employee time is going to affect the level of service in the library. A large project will normally require a thorough consideration of alternatives.

Associations may consult with LibraryCo's Board General Manager at any time when preparing a business case.

Recommendation

Rank each alternative and recommend the best solution with a brief summary of the reasons that support this recommendation.

Action Plan

Record the next key steps and the timing for each of these to happen realistically. You would normally wait until at least the next LibraryCo Board of Directors meeting to get approval for your business case and funding would usually take another two weeks. Think about any other resources you might need to implement your plan. These resources should include staff time.

Approved by the LibraryCo Board of Directors on May 14, 2010