

PROJECT BUSINESS CASE GUIDELINES

COMMUNITIES COMPONENT
CANADA-ALBERTA BUILDING CANADA FUND

1. INTRODUCTION

Prior to completing your application please review this Business Case document and ensure you include the information it requests within your application.

The information contained in this document is intended to inform the development of a sound rationale which may help you obtaining funding under the Communities Component (CC) of the Building Canada Fund (BCF) of Infrastructure Canada.

WRITING THE BUSINESS CASE

PROJECT OBJECTIVE

Project Objective: This is one of the most important sections of the business case. In this section, you should be able to construct measureable objectives. The objective should respond to your problem statement and be clear, concise and easy for you to achieve. A clear statement of your project objective makes the assessment easier, and will be reflected in the agreement.

PROPOSED ACTIVITIES

Proposed Activities: Description of proposed activities that addresses;

- the scope of the project (local, regional, national);
- the location
- how the project responds to the goals, objectives and priorities of the program
- who will most benefit and how.

PROJECT RATIONALE

Rationale: This section should:

-Provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time, if your project is not approved. It should also give the reader a sense that your project is important and thus demonstrate the need for funding.

-Make sure you clearly define the project. If statistical information is available to support your project make sure you include the data and state where it can be found.

EXPECTED BENEFITS

Expected benefits must:

-identify the project outcomes according to the program (sub)categories that apply to the project being proposed

-indicate all the project benefits and how the benefits were obtained

TIMELINES AND MILESTONES

Timelines and milestones: It is also important to indicate the duration of your project, how long you expect it to take from start to finish. In addition, you should highlight how your project is broken down by project activities / phases or stages. This can be done on a quarterly basis. i.e.

(1st quarter - list of activities to be accomplished i.e planning/studies
2nd quarter – additional activities i.e construction to commence).

PERFORMANCE AND PROGRESS MEASURES

Performance and progress measures: In this section, you should clearly identify how the project will meet expected benefits and how this will be measured and monitored throughout the course of your project duration. (i.e. phase development, planning phase, regular site visits, construction start/end-dates, etc

PROJECT RISKS

Project Risks: What are the significant project risks and what is your strategy to mitigate those risks? Risks are uncertainties or constraints that may prevent the project from completing on time, on budget, or in its original scope. Few projects are completely without risk, however, most successful projects manage or mitigate their risks through good planning and ongoing management.

-This section should indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc.) and specify how those uncertainties may impact the performance of the project, either in duration, cost, or meeting the requirements. Then indicate what actions are possible in advance or during the project to reduce the effect of the risk (mitigation).