

Business Case Management

SERVICE

Linea Enterprise Business Case Management

The Linea Enterprise Business Case Management application can transform your organisations' Business Case Management process. Through intuitive data entry and seamless workflow, your staff will generate high quality Business Cases that automatically align to your business strategy, allowing your executives to select and approve the Business Cases that will make the greatest contribution to your organisations ambitions.

Introduction

A well governed, effective and easy to follow Business Case management process is critical to every organisation. Companies that invest in the Business Cases that have greatest positive impact on achieving strategic ambitions maximise their potential for success.

The Linea Enterprise Business Case Management solution automates Business Case generation, aligning every Business Case to the company strategy and automatically generates approval paths.

Stakeholders such as IT, Procurement and Finance receive proposals without prompting, allowing them to proactively deliver supporting activities.

Today's Business Case Landscape

Every organisation uses internal processes and procedures to manage Business Cases. A few may have internal workflows through SharePoint or similar. Nearly all rely upon a member of staff finding the current copy of the company Excel or Word template, filling it in and gaining manager sign off. These critical documents are then filed, or worse lost. Change control becomes a nightmare with stakeholders being uncertain whether they are working from the latest proposal.

Senior Managers fail to ensure that Business Cases that result in change, are aligned to their strategy, or do not intelligently spread investment across all of the strategic outcomes.

Nobody tells the IT team that the Business Case has been approved. They only find out when the business demands their urgent delivery of IT activity - sometimes in timescales that cannot be fulfilled considering current commitments.

Introducing Enterprise Business Case Management

Any person in your organisation can generate a Business Case through the Linea Enterprise Business Case Management solution. The application is intuitive, leading the user through the five step process to generate their Business Case in minutes.

Business Case Approval

Once the user has completed each of the five sections they are able to generate the approval path and submit the Business Case for management approval.

Approvers receive automatic email requests to review the Business Case as the approval path executes. By logging into the system they can review each section and either Approve or Reject the Business Case.

With the requestor receiving email updates as the Business Case progresses through the approval chain, they can be confident that managers are acting upon approval requests.

Programme Office automation

Programme Office staff no longer have to chase staff for Business Case information. The team are able to generate management information that shows alignment of Business Cases to strategic imperatives, allowing executives to see how the change portfolio will deliver the organisations strategy. Business Forecasting becomes an integral part of Strategic planning without any administrative overhead.

Stakeholder fulfilment

Stakeholders such as Finance, Procurement and IT who depend on Business Case information can proactively act on and analyse data, accurately predicting future financial commitments and organise IT development. Because these teams can see data as it is input, they can work with Business Case raisers to help them generate high quality content, for example by providing procurement plans without prompting.

Corporate Governance

Application workflow ensures that every Business Case is generated to the company standard and stored in a secure central location. All approval points and comments are logged to allow easy verification by audit teams.

Seamless On-boarding and service support

The Linea Enterprise Business Case Management application has been built with the end-user in mind. Its intuitive user interface enables customers to start generating business cases immediately with their internal data. Existing records can be exported by uploading all relevant information in a CSV file format.

Customer can be brought on-board immediately

If any customers do need extra help we have email and desktop based support during the working day. Additional support is also available upon customer request. Service support is also outlined in the specification document.

Secure off-boarding

A file of the client's preferred format will be provided to enable them to securely migrate out of the Linea Enterprise Business Case Management application. This process will take a maximum of 10 working days.

Achieving Return on Investment

Staff can generate error free Business Cases in minutes and with the application managing all the organisation's Business Cases, there is no longer any need to conduct onerous administrative activities to collate and process data returns. The first organisation to deploy the solution saw a return on the investment within one year.

Summarising key benefits

The introduction of the Linea Enterprise Business Case Management solution brings the following business benefits:

- All Business Cases automatically stored in a central secure location.
- Significant reduction in the time taken to generate Business Cases (circa 70%) and gain approval (from weeks, to hours to achieve full approval).
- Teams that rely upon Business Cases stop chasing colleagues for them, re-using this time to proactively encourage Business Case owners to improve the content of Business Cases as they are generated.
- At the press of a button, powerful Management Information is available that allows the Executive team to make informed decisions on organisational priorities.
- The bureaucracy of paper processes are eradicated.
- Business Case generation and content is standardised (based on Prince 2 and supporting P3M3)
- Business Cases are closed with executive confirmation that the anticipated business benefits have been achieved, or that plans are in place to achieve them in future.
- Supporting files such as implementation plans and presentations can be added to the Business Case for review for approvers to review and to encourage filling of all assets in one place.
- Recording of change history enables auditing of the Business Case throughout its life.
- The application compliments existing project and resource planning tools such as Microsoft Project.
- Because the application is a secure repository, Business Cases cannot be lost or deleted in error.

Implementation

The Linea Enterprise Business Case Management solution is licenced on an unlimited user and data input basis through annual subscription. Your implementation can be provided as a secure cloud service or as an internal application deployed within your own IT environment.

Implementation is straightforward. On order placement, the Linea team will incorporate your specific Business Case data field requirements into our standard Business Case workflow. For example, by customising Business Strategy and Business Case sponsor information. We will then generate your application and provide on-going support and maintenance as part of our licensing arrangement.

This document has been prepared by Linea. The contents of this document do not constitute any form of commitment or recommendation on part of Linea and speak as at the date of its preparation.

© 2024 Linea Associates Limited. All rights reserved.

No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy or otherwise without the written permission of Linea Group.

Access to and use of this information is made under and shall be governed by the laws of England and the English courts shall have exclusive jurisdiction over any matter arising in connection with it.