



# BETTER BUSINESS CASES<sup>TM</sup> FOUNDATION & PRACTITIONER

## Introduction

Better Business Cases<sup>TM</sup> is a systematic and objective approach to all stages of the business case development process that sits alongside, and complements, HM Treasury's Green Book. The course and examinations are based on The Five Case Model, the UK government's best practice approach to planning spending proposals and enabling effective business decisions.

This is the five-day approach to gaining the Foundation & Practitioner qualification. It is an intense course that will require delegates to prepare thoroughly and be prepared for evening work throughout the course. The course includes the Foundation & Practitioner examinations.

## Target Audience

This course is ideal for those responsible for developing and producing spending proposals or their assessment and approval, for example:

- Accounting Officers – responsible for delivering public value
- Senior Responsible Owners (SROs), Programme Directors and Project Managers responsible for successful delivery
- Directors of Finance, procurement and planning
- Members of approvals and management boards

## Course Benefits

- An improved understanding of the Better Business Case process, relevant to both those responsible for producing business cases and those who approve them
- Understanding of an established and proven methodology which can be applied at both strategic (macro) and tactical (micro) levels
- Core business competency for any manager or director
- Two examination qualifications

**Duration:** Five days

**Pre-Requisites:** Previous experience of a Project/Programme Management environment and completion of the pre-course reading



## About Aspire Europe

Our roots are entrenched in Change Programme Management and Performance Management and we are committed to improving the efficiency and effectiveness of organisations through the transfer of our knowledge and experience to your people.

We constantly strive to offer refreshing, stimulating and interesting events facilitated by consultants with a wealth of experience and examples to enhance your learning experience.

We offer further accredited courses to continue your development.

The five-day course is intense, as the sheer volume of information to be processed to achieve Foundation and then Practitioner level can be challenging. Preparation is the key to success, which is why we provide pre-course reading to help you arrive on the first day fully prepared.

**In-House Event:** Price on application

For more details please contact us

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## Course Outline

Module	Content
<b>Introduction to Better Business Cases</b>	Understand the context of the Better Business Cases qualification scheme
<b>Making the Case for Change</b>	Understand the actions required in Step 2 of the Business Case development process <ul style="list-style-type: none"> <li>Action 2 – Agree the strategic context</li> <li>Action 3 – Determine spending objectives, existing arrangements and business needs</li> <li>Action 4 – Determine potential business scope and key service requirements</li> <li>Action 5 – Determine benefits, risks, constraints and dependencies</li> <li>Workshop Stage 1 – Case for Change</li> </ul>
<b>Exploring the Preferred Way Forward</b>	Understand the actions required in Step 3 of the Business Case development process <ul style="list-style-type: none"> <li>Action 6 – Agree critical success factors</li> <li>Action 7 – Determine long list options and SWOT analysis</li> <li>Action 8 - Recommend a preferred way forward</li> <li>Workshop Stage 2 – Identify and assess options</li> </ul>
<b>Determining Potential Value for Money</b>	Understand the actions required in Step 4 of the Business Case development process <ul style="list-style-type: none"> <li>Action 9 – Revisit the short list</li> <li>Action 10 – Prepare the economic appraisal for shortlisted options</li> <li>Action 11 – Undertake benefits appraisal</li> <li>Action 12 – Undertake risk appraisal</li> <li>Action 13 – Select preferred option and undertake sensitivity analysis</li> <li>Workshop Stage 3 – Assess the short list options</li> </ul>
<b>Preparing for the Potential Deal</b>	Understand the actions required in Step 5 of the Business Case development process <ul style="list-style-type: none"> <li>Action 14 – Determine the procurement strategy</li> <li>Action 15 – Determine service streams and required outputs</li> <li>Action 16 – Outline potential risk apportionment</li> <li>Action 17 – Outline potential payment mechanisms</li> <li>Action 18 – Ascertain contractual issues and accountancy treatment</li> <li>Workshop Stage 4 – Developing the deals</li> </ul>
<b>Ascertaining Affordability and Funding Requirement</b>	Understand the actions required in Step 6 of the Business Case development process <ul style="list-style-type: none"> <li>Action 19 – Prepare financial model and the financial appraisals</li> </ul>
<b>Planning for Successful Delivery</b>	Understand the actions required in Step 7 of the Business Case development process <ul style="list-style-type: none"> <li>Action 20 – Plan Programme/Project Management</li> <li>Action 21 – Plan Change and Contract Management</li> <li>Action 22 – Plan Benefits Realization</li> <li>Action 23 – Plan Risk Management</li> <li>Action 24 – Plan Programme/Project assurance and post project evaluation</li> <li>Workshop Stage 5 – Successful delivery arrangements</li> </ul>
<b>Procuring the Value for Money Solution</b>	Understand the actions required in Step 8 of the Business Case development process <ul style="list-style-type: none"> <li>Action 25 – Revisit the case for change</li> <li>Action 26 – Revisit the OBC options</li> <li>Action 27 – Detail procurement process and evaluation of best and final offers</li> </ul>



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<b>Contracting for the Deal</b>	Understand the actions required in Step 9 of the Business Case development process <ul style="list-style-type: none"><li>Action 28 – Set out the negotiated deal and contractual arrangements</li><li>Action 29 – Set out the financial implications of the deal</li></ul>
<b>Ensuring Successful Delivery</b>	Understand the actions required in Step 10 of the Business Case development process <ul style="list-style-type: none"><li>Action 30 – Finalize Project Management arrangements and plans</li><li>Action 31 – Finalize Change Management arrangements and plans</li><li>Action 32 – Finalize Benefits Realization arrangements and plans</li><li>Action 33 – Finalize Risk Management arrangements and plans</li><li>Action 34 – Finalize Contract Management arrangements and plans</li><li>Action 35 – Finalize post Project evaluation arrangements and plans</li></ul>
<b>Review the Business Case Development Process</b>	Understand the Development Stages of the Business Case (SOC (Strategic Outline Case), OBC (Outline Business Case) and FBC(Full Business Case)) Understand the steps and actions for preparation of the Business Case
<b>FOUNDATION &amp; PRACTITIONER EXAMINATIONS</b>	Throughout the course, interwoven within the delivery of the theory and the practical examples of good practice, there is ongoing support and preparation for both the Foundation and Practitioner examinations. We provide sample papers and worked exercises using a scenario/case study to help create situations which develop the delegates understanding and recall of the material.