

TRAINING OUTLINE

The Good Business Case Guide

Ensuring every pound of budget counts in terms of maximising service outcomes is essential in the public services and is particularly important when appraising new projects and service delivery methods.

This one-day course is specifically designed to provide all those involved in project appraisal with the skills and tools necessary to prepare a good business case.

The course is highly interactive and will provide a stimulating and relevant training experience. The morning session will explain the stages involved in preparing a business case and project appraisal tools and techniques, all illustrated with real life examples. The afternoon will enable participants to practice preparing and presenting a good business case, via a case study.

By the end of the day, participants will be able to:

- Understand when to prepare a business case and the essential elements of a good business case
- Understand the various stages of a project, from the first idea to post-implementation review
- Link the preparation of a good business case with project management methodology and the budget and service planning processes
- Understand, and be able to use, various project appraisal tools and techniques, including economic appraisal, “whole life costing” and sensitivity analysis

Who should attend?

This course is designed for all those involved in project and options appraisal or business case preparation. No prior experience will be assumed, and all terminology, jargon and acronyms will be fully explained in plain English.

About LG Futures

Public sector specialists, LG Futures delivers bespoke financial consultancy and training, with a particular focus upon local and central government. Our areas of expertise include:

- Improving financial management capabilities
- Strengthening strategic and financial planning
- Optimising value for money
- Maximising funding levels
- Assessing the impact of government policies
- Providing in-depth briefings on the latest financial developments

Since being established in 2004, we have worked with over 100 individual public sector organisations, and would welcome the opportunity to discuss how we could potentially support your organisation.

For more information on LG Futures, please contact: [Jude Ranasinghe](#), Director of Consultancy and Training, at jude.ranasinghe@lgfutures.co.uk or on 07921 168450.

FINANCE WITH VISION

Agenda

9.30 – 9.45	Welcome and Introductions
9.45 – 10.30	<p>The Importance of a Good Business Case</p> <p>What is a business case and when should one be prepared?</p> <p>Similarities and differences between business cases, project and options appraisals explained</p> <p>The project appraisal lifecycle</p>
10.30 – 11.15	<p>The Essential Elements of a Good Business Case</p> <p>Explaining the project's rational and objectives</p> <p>Identifying and appraising options</p> <p>Links with project management methodology and the Gateway Review process</p> <p>Project phasing and links with the capital budgeting process</p>
11.15 – 11.35	Refreshments
11.35 – 13.00	<p>Project Appraisal Techniques Explained and Illustrated</p> <p>Whole Life Costing</p> <p>Economic Appraisal</p> <p>Financial Appraisal</p> <p>Sensitivity analysis</p>
13.00 – 13.45	Lunch
13.45 – 15.00	<p>Case Study (1)</p> <p>Preparing a business case</p>
15.00 – 15.15	Refreshments
15.15 – 15.45	<p>Case Study (2)</p> <p>Presentation, feedback and learning points from the case study</p>
15.45 – 16.00	Course summary, evaluation and close

Ian Fifield PhD CPFA Head of Training

Ian is a CIPFA qualified accountant and an experienced trainer and facilitator, with more than 20 years experience of financial management in the public services.

Ian specialises in financial management training for local authorities and other public service organisations and has also worked as an accountant in local government and an external auditor for both local government and health bodies.

Ian has provided training to a wide range of finance stakeholders, including finance professionals, service managers and elected members.

Ian also designs and delivers training specifically tailored to clients' individual systems and processes, ensuring that training directly addresses local client needs and requirements.

For more information on our training sessions, please contact: [Ian Fifield at ian.fifield@lgfutures.co.uk](mailto:ian.fifield@lgfutures.co.uk) or on 07710 955276.