

Appendix A: Business Case Template

Project	
Project Reference	
Project owner	
Team	
Description	<i>A short description of the project</i>
Benefits	<ul style="list-style-type: none"> • Energy savings: kWh • Financial savings: £ • Payback period: [x] years <p>(The above should be derived from supporting, more detailed information provided).</p> <ul style="list-style-type: none"> • Additional benefits e.g. maintenance savings, increased occupancy comfort etc.
Measuring Success	<ul style="list-style-type: none"> • <i>Metrics for displaying performance or achievement</i> • <i>When success will be measured / evaluated</i>
Notes	