



How to Write a Business Case
Tuesday 2nd December 2025, Online MS Teams

IPEM BUSINESS CASE TRAINING for small value schemes

Content	Timings (approximate)	Duration
Introduction	10:00 - 10:15	15 mins
Session 1		
Overview of the Five Case Model, 10 steps	10:15 - 10:45	30 min
Session 2		
Strategic Case Steps 1 & 2	10:45 - 11:30	45 min
BREAK	11:30 - 11:45	15 min
Strategic Case Steps 1 & 2 (continued)	11:45 - 11:55	10min
Economic Case Steps 3 & 4	11:55 - 1:00	65 min
LUNCH	13:00 - 13:30	
Economic Case Steps 3 & 4 (continued)	13:30-13:45	15 min
Commercial Case Step 5	13:45-14:00	15 min
Financial Case Step 6	14:00-14:15	15 min
BREAK	14:15 - 14:30	15 min
Management Case Step 7 and Addendum post BJC approval Steps 8,9,10	14:30 - 15:00	30 mins
Session 4		
Business Case Guidance	15:00 - 15:30	30 mins
Round up and Q & A	15:30 - 15:45	15 mins

Please note timings may vary