MAKING A BUSINESS CASE

Implementing a digital recordkeeping strategy can be an expensive and risky undertaking. In order to make a sound business case to gain the necessary project approval, you will need management support. In fact, it may be worthwhile to develop a business case throughout the full life of the project. For instance, Recordkeeping – Choosing the BestStrategy – to determine your best digital recordkeeping strategy, you should seek formal approval for that strategy before going any further. Later, when you have evaluated and selected a suitable software product or suite of products, you may need to develop a second business case to get the funds to purchase and deploy the software and to pay for staff training.

Business cases need to present a clear and compelling argument for investing in the proposed project. The cost of investing in the project has to be justified by the tangible and intangible benefits the organisation will enjoy as a result of committing to the...
MAKING A BUSINESS CASE

Implementing a digital recordkeeping strategy can be expensive and risky. Undertaking the necessary project planning and research can help increase the business case to gain management support. In fact, it may be worth considering the full life of the project.

Choosing the Best Strategy – Choosing the best digital recordkeeping strategy is crucial. You should seek formal approval for the strategy before going any further. Later, when you have evaluated and selected a suitable software product or suite of products, you may need to develop a second business case to get the funds to purchase and deploy the software and to pay for staff training.

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You replied on 13/04/2012 8:50 a.m.

From: Mark Crookston [crookston.mark@gmail.com]
To: Helen Gadzekpo
Cc: Anna Gulbransen; martinez; FELIX NYARKO AMPONG
Subject: Re: Printing and other logistic needs