

Welcome to the **Business Case Alternatives Analysis Tool**. This workbook contains several worksheets that give you all that you need to evaluate up to 6 project approaches in support of Business Case development. Instructions are provided for each worksheet. Business Case Template documents are available as companions to this workbook. No password is required to Unprotect the worksheets, but keep them Protected to safeguard formulas.

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Project Approach Definition (ApproachID) - Gather the information for as many as 6 project approaches. Based on these data, fill out basic identification information for each project approach. Project Approach Name is automatically transferred to all other worksheets. It is highly recommended that Part 2 of the Business Case template be filled out for each project approach before using

Scoring Model (MASTER-ScoringModel) - This worksheet contains your Scoring Model. It is here that you define the selection criteria that you will use to evaluate your project approaches. You can develop your own selection criteria or use the ones provided. The information that you enter in this worksheet controls the content of the **ApproachEvalData** worksheet, i.e. data entered in **MASTER-ScoringModel** are used in **ApproachEvalData** as text labels, dropdown lists and numeric values in calculations.

Project Approach Evaluation Data (ApproachEvalData) - This worksheet is used to obtain a Project Value Score for each project approach. You can use any or all of the selection criteria that you defined on the **MASTER-ScoringModel** worksheet. Using available information about each project approach, enter a score for each selection criterion, e.g. degree of benefit, cost, and risk. Weighted scores are automatically calculated for each approach and transferred to the summary worksheet (**EvalSummary**). Project Value Scores that fail to meet the Minimum Acceptable standard (that you set) appear in red. You can evaluate as many as 6 project approaches at one time. You can find all of the information you need for each approach if you first fill out Part 2 of the Business Case template.

Evaluation Summary (EvalSummary) - Evaluation data and Project Value Scores are summarized for all approaches on this worksheet. You can copy and paste this chart directly into your Business Case document.

The Introduction Page of this template workbook is provided for your review and evaluation. The workbook operates in a manner similar to the Project Evaluation Template which is described in detail here:

http://www.cvr-it.com/Samples/XProjectEvaluationTool_Overview.pdf

The entire template is available at www.cvr-it.com. It is designed to work in tandem with Business Case templates available at the same site.