

SFJPSG6.2.1

Progress the business case for programmes/projects in the public sector



Overview

This unit is about progressing the business case for programmes/projects. It includes contributing to the development of a programme/project business case and helping to define the benefits.

This unit should be used in conjunction with your organisation's own leadership behaviours. This unit is recommended for those with responsibility for contributing to defining programme benefits and associated business case development.

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Performance criteria

You must be able to:

- P1 identify the agreed objectives for the programme/project
- P2 assess and prioritise the likely benefits arising from the programme/project, setting out clear rationale for your assessment
- P3 identify and assess any risks associated with the programme/project, setting out a clear rationale justifying your assessment
- P4 determine the anticipated resources required in progressing the business case
- P5 prepare, and review regularly, the business case justifying the programme/project, basing this upon a valid assessment of the risks involved and balanced against a clear review of the likely benefits
- P6 identify key performance measures, and methods for monitoring and evaluating the progress of the programme/project
- P7 communicate your recommendations to the relevant person

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Knowledge and understanding

You need to know and understand:

- K1 the purpose and typical contents of a business case for a programme/project
- K2 the relationship between the business case and organisational objectives
- K3 the importance of determining the resources required in establishing the business case for programmes/projects, the types of resources to be considered, and how to determine these accurately
- K4 the importance of reviewing and updating the business case throughout the programme/project lifecycle, and the procedures for doing this
- K5 the concept of programme/project benefits, and how such benefits can be defined and measured
- K6 how to identify potential risks in relation to the achievement of objectives
- K7 the importance of managing risks within a programme/project, and how to do this
- K8 the importance of planning to the success of programmes/projects
- K9 how to develop measures and methods for monitoring and evaluating the progress of programmes/projects
- K10 colleagues and other key stakeholders and their needs and expectations

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Additional Information

Behaviours

- 1 You anticipate relevant likely future circumstances upon a realistic assessment of trends and developments
- 2 You check the validity and reliability of information
- 3 You present information clearly, concisely and accurately
- 4 You present information and assessments convincingly, and in ways which gain the commitment and support of others

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