**Detailed Business Case**

[ Project Title ]

[ Project Code ]

[ Investment Stream *Please choose one from Heavy Rail Safety and Development, Light Rail, Bus Programme, Ticketing & Technology / Integration and Support, Accessibility, Park & Ride, Active Travel* ]

Prepared for [ Sponsoring Agency ]

Prepared by [ Preparer/Consultant ]

Date:

Quality Assurance

Deliverable prepared using NTA DBC Template v0

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by | Checked by | Verified by | Approved by |
| *[Insert Name]* | *[Insert Name]* | *[Insert Name]* | *[Insert Name]* |

Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision | Revision Date | Description | Name | Approved by |
| *V.0* | *[dd-mm-yyyy]* | *[Describe changes]* | *[Insert name]* | *[Insert name]* |
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|  |  |  |  |  |

References

Infrastructure Guidelines (available at <https://www.gov.ie/en/collection/e8040-infrastructure-guidelines/>)

Transport Appraisal Framework Module 5 – Detailed Project Brief (available at <https://www.gov.ie/en/publication/c9038-transport-appraisal-framework-taf/>)

NTA Project Approval Guidelines (available at <https://www.nationaltransport.ie/publications/project-approval-guidelines/>)

NTA Cost Management Guidelines (available at <https://www.nationaltransport.ie/publications/nta-cost-management-guidelines-updated-2023/>)

The Most Common Mistakes in IGs Deliverables (available at [The Most Common Mistakes in PSC Deliverables (nationaltransport.ie)](https://www.nationaltransport.ie/wp-content/uploads/2023/09/The-Most-Common-Mistakes-in-PSC-Deliverables-1.pdf))

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***Please add content for Figures and Tables here.***

# Executive Summary

TAF Reference Module 5, and IG Project Design, Planning and Procurement Strategy 1.4

Please replace the below with the information about your own project

* *What is the project about?*
* *What are the key findings and recommendations?*
* *What are the main highlights of the detailed business case?*
* *How does the project align with strategic objectives?*
* *What are the next steps or decisions required?*

*In the course of developing the Detailed Business Case, the project team needs to:*

* *Confirm the assumptions upon which the Approval in Principle was based, including the budgetary estimates;*
* *Clarify and quantify all requirements precisely; and*
* *Draw up an output specification that is detailed and accurate.*

# Introduction

TAF Reference Module 5

Please replace the below with the information about your own project

* *What is the background of the project?*
* *How has the project evolved to its current stage?*
* *What is the purpose and scope of the detailed business case?*
* *Who are the primary stakeholders involved in the project?*

# PBC Summary

TAF Reference Module 5 – 5.2

Please replace the below with the information about your own project

* *What were the key findings and recommendations from the preliminary business case (PBC) stage?*
* *How have the project context and objectives evolved since the PBC stage?*
* *Do the assumptions made in the approved PBC still hold? What were they? Why are they still valid?*
* *What changes or updates have occurred in the project need or rationale?*
* *What options were considered in the economic and financial appraisals? Have any of the parameters used in the economic appraisal changed?*
* *Is the proposed intervention still relevant in terms of both national and local Government policies?*
* *Are all relevant policy developments reflected in the updates?*
* *Is there any change in the NIFTI assessment since the PBC was approved?*
* *Have climate, adaptation and other environmental considerations been updated?*
* *Is the project/programme still viable to achieve the SMART objectives set up in the previous business case?*
* *Is there a programmatic approach adopted? If so, how this particular project is related to a specific programme?*
* *Are the financial and economic appraisals and impact assessments, including the Transport and Accessibility Appraisal (TAA) reviewed and updated, taking the final cost estimates into account?*
* *Are the assumptions, parameters and evidence base underpinning the appraisal technically sound and in line with TAF and infrastructure guidelines?*
* *Are demand and benefits reviewed again to ensure that the estimates for these inputs are both robust and reflective of the final scheme specification and design as well as the contemporaneous conditions?*
* *In the event of significant changes to a project’s appraisal outputs, including costs or benefits, does the optioneering remain robust?*
* *Where the project forms part of a larger programme has the programme level appraisal also been updated and is a summary included in the project level DBC?*

# Project Context and Objectives

TAF Reference Module 5 – 5.2

Please replace the below with the information about your own project

* *What is the current need or problem that the project aims to address?*
* *What are the objectives of the project? They should be SMART (Specific, Measurable, Attributable, Realistic, Time-bound)*
* *How do they align with current national and local policies?*
* *How have the objectives been refined or clarified since the PBC stage?*
* *What is the defined study area for the proposal?*
* *Have you provided a summary of the options considered in the PBC stage?*
* *Have you considered climate and environmental impacts and goals?*
* *Has a programmatic approach been considered? If not, why?*

# Detailed Scheme Design

TAF Reference Module 5 – 5.1

Please replace the below with the information about your own project

* *What is the proposed final design and specification of the project?*
* *How does the detailed design layout address the project objectives?*
* *What are the key features and components of the final design?*
* *If adopting a programmatic approach, what are the timelines for each constituent and how will they interest in this scheme design*

# Costs and Affordability

TAF Reference Module 5 – 5.7

Please replace the below with the information about your own project

* *What are the final total estimated costs of the proposal reflecting final estimate or agreed price after the selection of the successful tender applicant? Are costs inclusive of VAT, risk, contingency and inflation? Where appropriate, have operating costs been considered?*
* *Has a peer review been conducted on the project cost estimates?*
* *Have the NTA Inflation Bulletin and NTA Contingency Calculator been used as the source of inflation and contingency rates? If not is a reasonable explanation of alternative sources provided?*
* *What is the affordability and value-for-money position of the project?*
* *Are the risk analysis and risk management strategy updated to ensure any newly identified risks or changes in the status of existing ones are captured?*
* *Are any changes in risk management precipitated by the draft contract outlined in the Request for Tender reflected in the risk analysis and risk management strategy? In particular, any transference of certain risks to the contractor and if there remains any significant risk to the viability of the project or programme should be outlined.*
* *Is the impact of risks and the risk management strategy reflected in discussions of the cost estimate?*
* *Is the sensitivity and scenario analysis updated to reflect changes in the cost estimates, risks and other inputs such as projected benefits and demand?*
* *Does the sensitivity analysis show updated consideration of potential worst-case scenarios?*

# Governance, Risk Management & Execution

TAF Reference Module 5 – 5.3

Please replace the below with the information about your own project

* *What is the proposed governance structure for the project, and who are the key stakeholders involved?*
* *How will decision-making authority be distributed among stakeholders, and what processes will be used for decision-making?*
* *What mechanisms are in place to ensure accountability and transparency within the project governance framework?*
* *How will the project governance framework ensure compliance with relevant laws, regulations, and policies?*
* *What procedures are in place for resource management, including allocation and prioritization of resources?*
* *How will project performance be monitored and evaluated against predefined objectives and targets?*
* *What strategies are in place for stakeholder engagement and communication throughout the project lifecycle?*
* *What mechanisms are in place for continuous improvement of the governance framework based on lessons learned and feedback?*

# Benefits Realisation and Evaluation Plan

The benefits realisation plan and evaluation is not a formal requirement at AG2 however inclusion in the DBC will help to inform the development of the document for FBC.

Please replace the below with the information about your own project

* *What are the anticipated benefits of the project?*
* *How will these benefits be realized and measured?*
* *What is the plan for evaluating project outcomes and impacts?*
* *How will the project performance be monitored and assessed over time?*
* *Is the Benefit Realisation Plan (BRP) built upon the project or programme execution plan?*
* *Does the BRP outline the steps required to the deliver the project or programme in a manner that ensures the positive impacts expected will materialise?*
* *What are the key planned delivery and benefits realisation milestones? Timelines or a high-level Gantt chart are useful to outline.*
* *What will the monitoring mechanisms be put in place in order to be able to assess the measurable benefits?*
* *How will the broader aspects and effectiveness of the project or programme be assessed? This includes monitoring and evaluating the project or programme during its implementation and upon its completion, i.e., ex-post evaluation.*
* *What is the arrangement to evaluate effectiveness of the investment (value for money)?*
* *What data will be collected to measure the achievement of objectives?*
* *When will this monitoring and evaluation, including project completion report and ex-post evaluation will take place? By whom?*

# Conclusion

TAF Reference Module 5

Please replace the below with the information about your own project

* *What are the main conclusions and key takeaways from the detailed business case?*
* *How does the project align with strategic objectives and priorities?*
* *What are the next steps or decisions required for the project to proceed?*

# Appendix

Relevant documents from Phase 5 of the NTA Project Approval Guidelines can be attached here.