RIBA stage D

D 3 DEVELOP FULL BUSINESS CASE

1. DEFINITION

The Full Business Case (FBC) is an investment appraisal of a project supported by financial, technical and delivery proposals. It is a more detailed and robust document that develops and clarifies any changes since the OBC was endorsed.

Refer to Procedure AB 15 Initiate Outline Business Case and C11 Update Outline Business Case.

2. PURPOSE

The purpose of gaining formal endorsement of the Project’s FBC at Stage D, thereby triggering the approval process of the University Court, is to allow the project to proceed through RIBA stages E, F, G, and H to Gateway 3 and RIBA stages JK, the construction stage.

3. PROCEDURE

3.1 DEVELOPMENT OF THE FBC

The Project Management Team (normally the EDM) will liaise with the Project Sponsor in preparing the FBC. If Consultants have been appointed to help with this, they will also be involved developing the FBC.

The FBC will justify the expenditure of large sums of money on the project by the University of Edinburgh; its acceptance by the University Court will allow the project to proceed to the preparation of construction information, tendering and construction.

3.2 CONTENT

The following questions should be answered in updating the OBC to the FBC:

- **Project Statement of Need**: Is everything set out in the Statement of Need still required and likely to support the University’s key business objectives?
- **Scope of Project**: Has the scope changed in any way? For example, have any of the key assumptions about the business, the stakeholders, the risks and the requirement for the project changed? If there has been any substantial change, earlier steps may need revisited
- **Costs and Benefits**: Do the key objectives match the final bid and proposed solution? Does the preferred solution represent value for money and is it the most appropriate option?
• **Risks:** Are there any inherent risks? The more risky and significant the project, the more information will be required

• **Resources required:** Are all resource needs covered? Are there any areas where specialist advice is required?

• **Viability:** Are all the key information and decisions recorded in the business case relating to strategic fit, options appraisal, achievability, affordability and the commercial aspects?

• **Funding:** Is the preferred solution still affordable? Is all the necessary funding in place?

• **Statutory consultations:** Have these been completed and are the necessary permissions in place to proceed to production information?

• **Audit trail:** Does the FBC provide all the elements of the audit trail for key decisions?

• **Procurement:** Has the procurement process been agreed by the Project Board?

• **Financial Model:** Does the model address the issues of affordability of the project?

Refer to template T45 Business Case model

Further guidance may be obtained by reference to the Scottish Funding Council website: www.sfc.ac.uk

4. **OUTPUT**

A paper to the Estates Committee requesting the following:

• A recommendation to approve the FBC

• A continuation of progression to Gateway 3 activities (RIBA stages E,F,G & H).

**NOTE:** All papers concerned with the FBC to be filed in file ref: L6.06