



Business Case for HR Teams

1 Executive Summary

What is the proposed function, department, or team? (Briefly describe what you want to create - e.g., "a Talent Analytics Center of Excellence")



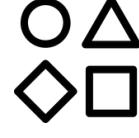
Why is it needed now? (What's driving this need—new strategy, growth, compliance, etc.?)

What are the expected benefits in a nutshell? (Highlight the 1-2 main outcomes)

4 Options Considered

What other solutions were explored (including "do nothing")? (Did you look at outsourcing, expanding an existing team, or other approaches?)

Why is this the preferred option? (What makes this solution the best fit?)



7 Risks and Mitigation

What could go wrong? (Think about budget, adoption, skill gaps, or other challenges)

How will you manage or reduce these risks? (List actions or plans to address the top risks)



2 Problem & Opportunity

What business issue, gap, or opportunity does this address?

(Is there a pain point, missed opportunity, or risk?)

What is the impact if nothing changes? (What happens if you don't act? Think about costs, risks, or missed growth)



How does this align with organizational goals? (Which company priorities or strategies does this support?)

5 Benefits, Value & ROI

What are the top 2-3 measurable outcomes? (Think about cost savings, faster processes, better compliance, etc.)

How will success be measured (KPIs, milestones)? (What metrics or results will show this was worthwhile?)

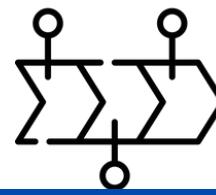


What is the expected ROI over 6, 12, 24 months, etc? (Estimate benefits vs. costs at different points in time)

8 Implementation Timeline

What are the key phases or milestones? (E.g., design, hire, launch, review—include rough dates)

When could the function/team be operational? (Estimate when you'll be up and running)



3 Proposed Solution

What will the new function/department do? (List the main responsibilities, services, or deliverables.)

How is this different from what exists today? (What's missing now, or what would be improved?)

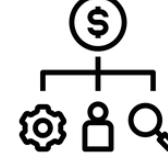


Who will it serve (internal/external stakeholders)? (Which teams, customers, or partners will benefit? How?)

6 Costs & Resources

What are the estimated start-up and ongoing costs? (Consider people, technology, training, and other expenses)

What people, technology, or other resources are required? (Who needs to be hired or reassigned? What tools or systems are needed?)



9 Next Steps

What decision or approval is needed from leadership? (What are you asking for—budget, headcount, sign-off?)

Are there any immediate next steps? (What should happen right after approval?)

