

Business Case for HR Teams



<div>1</div> <div>Executive Summary</div> <div><p>What is the proposed function, department, or team? <i>(Briefly describe what you want to create - e.g., “a Talent Analytics Center of Excellence”)</i></p><p>Why is it needed now? <i>(What’s driving this need—new strategy, growth, compliance, etc.?)</i></p><p>What are the expected benefits in a nutshell? <i>(Highlight the 1-2 main outcomes)</i></p></div> <div></div>	<div>2</div> <div>Problem & Opportunity</div> <div><p>What business issue, gap, or opportunity does this address? <i>(Is there a pain point, missed opportunity, or risk?)</i></p><p>What is the impact if nothing changes? <i>(What happens if you don’t act? Think about costs, risks, or missed growth)</i></p><p>How does this align with organizational goals? <i>(Which company priorities or strategies does this support?)</i></p></div> <div></div>	<div>3</div> <div>Proposed Solution</div> <div><p>What will the new function/department do? <i>(List the main responsibilities, services, or deliverables.)</i></p><p>How is this different from what exists today? <i>(What’s missing now, or what would be improved?)</i></p><p>Who will it serve (internal/external stakeholders)? <i>(Which teams, customers, or partners will benefit? How?)</i></p></div> <div></div>
<div>4</div> <div>Options Considered</div> <div><p>What other solutions were explored (including “do nothing”)? <i>(Did you look at outsourcing, expanding an existing team, or other approaches?)</i></p><p>Why is this the preferred option? <i>(What makes this solution the best fit?)</i></p></div> <div></div>	<div>5</div> <div>Benefits, Value & ROI</div> <div><p>What are the top 2-3 measurable outcomes? <i>(Think about cost savings, faster processes, better compliance, etc.)</i></p><p>How will success be measured (KPIs, milestones)? <i>(What metrics or results will show this was worthwhile?)</i></p><p>What is the expected ROI over 6, 12, 24 months, etc? <i>(Estimate benefits vs. costs at different points in time)</i></p></div> <div></div>	<div>6</div> <div>Costs & Resources</div> <div><p>What are the estimated start-up and ongoing costs? <i>(Consider people, technology, training, and other expenses)</i></p><p>What people, technology, or other resources are required? <i>(Who needs to be hired or reassigned? What tools or systems are needed?)</i></p></div> <div></div>
<div>7</div> <div>Risks and Mitigation</div> <div><p>What could go wrong? <i>(Think about budget, adoption, skill gaps, or other challenges)</i></p><p>How will you manage or reduce these risks? <i>(List actions or plans to address the top risks)</i></p></div> <div></div>	<div>8</div> <div>Implementation Timeline</div> <div><p>What are the key phases or milestones? <i>(E.g., design, hire, launch, review—include rough dates)</i></p><p>When could the function/team be operational? <i>(Estimate when you’ll be up and running)</i></p></div> <div></div>	<div>9</div> <div>Next Steps</div> <div><p>What decision or approval is needed from leadership? <i>(What are you asking for—budget, headcount, sign-off?)</i></p><p>Are there any immediate next steps? <i>(What should happen right after approval?)</i></p></div> <div></div>