

Worksheet 3.1A

Sustainability business case template

This is an example only – adapt this worksheet to suit your organisation's requirements.

Opportunity name	A simple statement describing the opportunity e.g. 'Greenhouse gas reduction plan', 'Recycling system for tenants', or 'Waterless urinals installation', etc.
Brief description	Describe the scope of the opportunity, what the current situation is and what business outcomes are likely (direct and indirect).
Relevant value drivers	List the business drivers that influence the opportunity, e.g. benefits such as reduced waste disposal costs, reduced workplace emissions, increased operational efficiency, reduced transport costs, improved reputation, improved marketability, etc.
Success indicators	How will success be measured? (e.g. operational cost savings, resource efficiency, market perception of leadership, ability to attract ethical investors, etc.)
Alignment with our goals and policies	How does the initiative demonstrate alignment with organisation values, business goals, sustainability policies or strategies and other policies or strategies? Is the project a risk to these?
Research and analysis	What additional research or analysis will have to be done to ensure benefits can be realised? (market research, life-cycle analysis, building services study, etc.)

Suggested participants	Which service groups within the organisation will need to be involved? (procurement, legal, operations, environment, etc.)
Other stakeholders	Will we need to engage with any organisations outside the company? (managing agents, tenants, contractors, suppliers, local government, etc.)
Potential actions	What specific actions will need to be done to further scope, evaluate or act on the opportunity?
Preliminary timeline	What are the time milestones?
Cost-benefit analysis	What is the cost of implementation? What are the financial benefits? What unquantifiable benefits are likely? What is the return on investment? What is the whole-of-life cost?

Source: Adapted from 'The Sigma Business Case Tool', Sigma Guidelines www.projectsigma.co.uk