

ODOT Project Business Case:

The purpose of the business case is to describe the needed information to clearly define the problem we are trying to solve; and the need, benefit and value for the project.

A Business Case is required for every STIP project that will be scoped by the Agency.

Pre-scoping (INITIAL): gives the scoping team direction on what needs to be scoped.

Development of the Initial Needs Business Case is to be initiated by the Program Manager, or their region representative, and must include the Project Location; Project/Issue Description and Need; Potential Solutions; Project Outcomes, Goals, and Priorities; and Funding. All other relevant information that is known by the Program Manager, or their region representative should also be included. The Project Sponsor will then complete the Leveraging Opportunities and add any other relevant information that is known. Any changes to the potential solutions must be approved by the Program Manager.

Post scoping (FINAL): Communicates to the project team important details and decisions identified through the needs, scoping and selection processes. The Project Sponsor will complete the final Potential Solutions, Leveraging Opportunities, and Funding information. All other relevant information should also be included prior to final approval and signatures by the Project Sponsor, all Program Funding Managers, and the appropriate Maintenance Manager. It is expected that every field should have information entered.

Program Manager- responsible for managing the funding program portfolio (primary source for the project); provides the initial needs business case; signs, as advocate, the final Business Case. For centralized programs like Bridge, the Program Manager is responsible for initiating and approving the Business Case. For decentralized programs, like Enhance, Preservation, Operations, Safety; Region Local Program Manager for Local Programs, the region representative for each program will initiate the Business Case in coordination with the Program Manager. The individual responsible for funding allocation will approve and sign the final Business Case.

Project Sponsor- acts as liaison between Program Managers and Regions; must be internal for Agency delivered and Local Bridge projects; must be assigned to project by Regions prior to scoping; it is recommended that this role is filled by an Area Manager, District Manager, Project Delivery Manager, Region Maintenance and Operations Manager, or Project Delivery Coordinator; responsible for:

- Coordination between business lines within the Region, including Planning, Project Delivery, and Maintenance, as required by project elements
- Coordination with Local Partners when needed
- Managing and implementing the scoping process
- Identifying and Completing leveraging opportunities portion of Business Case prior to project scoping
- Coordinate funding commitments for leveraging opportunities after scoping and compiling on final Business Case
- Provides input and collaborates with Funding Program Manager(s) (if different person) in finalizing the Business Case. (e.g., Area Manager, Region Local Programs Manager)
- Overall quality of content in the final Business Case

Maintenance Manager – While the District Manager or Region Maintenance and Operation Manager may have no

direct role in completing either the initial or final business case, they are ultimately the owner of the final product after project construction. Therefore, the appropriate Maintenance Manager should be an integral part of project discussions and does have a responsibility for signing the final Business Case. In the event that the Maintenance Manager is also the Project Sponsor, it is not necessary to sign the final Business Case more than once.

Gatekeeper – in addition to the roles above it is strongly recommended that Regions assign a gatekeeper to be responsible for overseeing the process of Business Case completion, from receipt of initial needs Business Case through signatures on final Business Case. Gatekeeper has responsibility to document and report whether process was completed and how well the process worked in order to evaluate the effectiveness.

It is expected that both the initial and final Business Case will be posted to ProjectWise.

A number of fields on the business case template contain a pink “C” box. Clicking on this box will add a comment section to the associated field. The comments section can be used to track changes that occur between initial needs Business Case and Final Business case. This is not a required field but can be useful in tracking changes that are made between the Program Manager and Project Sponsor.

Funding Program Manager/ Project Sponsor Input	Description
Project Location (Program Manager)	Please provide location information: Including Highway number and Mile Point, or off Highway location if appropriate. Add additional location fields if project spans multiple highways/street locations. Mile Point (MP): A number that represents the distance in miles from the original beginning of the highway. This distance, measured along the contours of the traveled roadway, is derived from construction plans, photos, drawings, and field inventory.
Project/Opportunity/Issue Description and Need (Program Manager)	What is the problem and why do we need to fix it? Provide a brief description of the problem or opportunity that the project is trying to solve and/or opportunities that exist. Describe the importance of addressing the issues identified. What are the benefits of addressing the issues and what are the risks if the project is not done?
Potential Solutions (Program Manager/Project Sponsor)	How do we fix the problem? What potential solutions are available, describe how will they address the problems/opportunities identified above? Indicate which solution method is preferred if there is more than one.
Project Outcomes, Goals, and Priorities (Program Manager/Project Sponsor)	What does success look like? What are the results? Describe what outcomes must be met in order for the project to be a success. This is not a scope statement, but items key to the project meeting its purpose and addressing underlying issues. Provide prioritization of requirements if known.

<p>Constraints and Risks (Program Manager/Project Sponsor)</p>	<p>Describe constraints and risks that impact the business value of the project. Some examples are fiscal and policy constraints or stakeholder expectations. For example, do funds need to be obligated by a certain date, are there other projects at this location with similar delivery timelines, are there outside agencies with unknown requirements that can impact the project (rail owners, local jurisdiction design standards, etc.)</p> <p>For any transit project, please provide recommendation on regulatory authority (FHWA vs. FTA).</p>
<p>Additional Background Information (Program Manager/Project Sponsor)</p>	<p>Provide any relevant background information on the problem or opportunity, as well as any commitments that have been made. Summarize other useful background information for context, such as: findings of road safety audits, practical design considerations, previous scoping documents, planning studies, etc. Specify delivery method if known or anticipated (in house, outsourced, State Funded Local Project.)</p>
<p>Leveraging Opportunities (Project Sponsor)</p>	<p>Pre-Scoping: Consider what leveraging opportunities may exist related to this project. Are there funding sources that could contribute to this project beyond the identified program (i.e. local funds, other federal or state funds, combining the work with another planned project in the vicinity)? Are there opportunities to improve other modes of transportation with this project? Are there opportunities to include elements from TSP's? What steps have you taken to confirm the potential for these funding opportunities?</p> <p>Post-Scoping: Upon completion of the field scoping efforts, are there opportunities to leverage this project with other planned or potential projects within the area for delivery? Are there improvements that should be considered beyond what the original funding program will pay for (i.e. add replacement of a transit stop to a preservation project; or add sidewalk infill to an adjacent bridge project)? Is there an opportunity to leverage this project for increased cost savings, due to the timing of its delivery (i.e. when local matching funds will be available, a major utility project is planned for the future in this area, a major business development is planned adjacent/near to this project)? What steps have you taken to confirm the potential for these funding opportunities?</p>
<p>Funding (Program Manager[s])</p>	<p>What is the proposed funding amount? What is the funding program? What is the preferred STIP obligation year? Initial Business Case will likely have one source of funding. Final Business Case may have multiple funding sources resulting from leveraging opportunities. Each Funding Program Manager should sign the final Business Case indicating responsibility for their portion of project funding.</p>

<p>Signatures (Program Manager/Project Sponsor/Maintenance Manager)</p>	<p>It is not necessary to sign the initial Business Case. However, Project Sponsor name and title, as well as appropriate Maintenance and Funding Program Manager information should be included.</p> <p>The final Business Case should be signed by all Funding Program Managers as described above.</p> <p>The final Business Case is also signed by the Project Sponsor and appropriate Maintenance Manager.</p> <p>It is recommended that signatures be completed digitally for efficiency. See separate guidelines for completing digital signatures. Note that all content changes, including addition of signature lines, must be made prior to initiating signature collection when using digital signatures.</p>
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