

**DETAILED BUSINESS PLAN OUTLINE**  
**for**  
**“xxxxxx” SYSTEM PROJECT / PROPOSAL**

Date:  
Sponsors:

**I. *Executive Summary***

- A. Supporting the MUSC Strategy
- B. Project Summary
- C. Financial Impact Summary
- D. Rollout Summary

**II. *Market Analysis***

- A. MUSC in the Current Market
- B. Keeping MUSC at the TOP
- C. Alternative Solutions

**III. *Project Management and Organization***

- A. Project Overview
- B. Project Roles and Skill Requirements
- C. Project Governance
- D. Organizational Framework
- E. Project Responsibilities
- F. Financial Plan
- G. Determination of ROI
- H. Expected Business Results

**IV. *Implementation Plan***

- A. Assumptions
- B. High level plan
- C. Issues and Concerns
- D. Risks
- E. Training

**V. *Costs (see 5 year cost spreadsheet)***

- A. Estimated Costs to Implement
  - 1. Software
  - 2. Hardware
  - 3. Training, installation costs
- B. Annual costs (maintenance, interfaces, etc) - overall Cost Schedule (by FY)
- C. Additional IT Personnel
- D. Funding source

**VI. *Potential Savings***

- A. Potential areas for Revenue Improvement/Cost Savings (per year)
- B. Estimated Payback period