**ILM Level 7 Unit 8617-701 Developing a High Level Business Case Unit Guidance**

**Please read through this guidance in detail before starting this assessment.**

**Unit Purpose and Aims:** To develop a high-level business case for improvement that demonstrates the impact of a located enquiry that is aligned with the organisation’s strategic objectives and other planned improvements

**Community of practice**: the learner should engage with a community of practice from the outset to get the most benefit to support their enquiry.

**Implementation:** You are required to implement at least part of the change management plan you devise for this unit. You should devise a change management strategy (informed by your discussions with your community of practice) at the outset from AC 1.1; a change management strategy starts with a plan of how to analyse the need for change and engage stakeholders.

**Level 7 study:** you will be expected to use recognised models and/or theories relevant to your enquiry; you would be expected to justify your choice of models and any adaptation you have made to them.

***Although each assessment criteria (AC) is shown separately, you may be able to use a piece of evidence to cover more than one AC.***

**Learning outcome one**

Understand the strategic context for change to identify the requirement for a high-level business case

AC 1.1 Establish a business need that takes full account of the drivers for change and the strategic fit to organisational goals and priorities

* Undertake an analysis of your own organisational strategic context and drivers for change internally and externally, using at least two theoretical approaches.

*You could present the information with diagrams, slides, short report etc.*

AC 1.2 Propose, and obtain agreement for, the development of a high-level business case that draws on existing knowledge and current practice, uses a robust methodological approach, and takes account of the needs of stakeholders

* Present the proposal for the development of a business case to meet an organisational need, which has been identified in the analysis at 1.1.
* You should suggest several options (e.g. do nothing and two others).
* Your proposal should show the methods you will use to evaluate the options you generate.
* Present this to stakeholders and gain their agreement on how to proceed.

*You could present the information using a written proposal or slides, and use minutes of meetings to show stakeholder agreement etc.*

**Learning outcome two**

Be able to generate and evaluate viable options and apply decision-making techniques

AC 2.1 Evaluate viable high-level business case options and associated costs and benefits

* Develop the business case for each of your options.

At level 7 this will involve using robust data and developing a detailed CBA: covering financial costs, financial benefits, benefit to cost ratio, the perceived benefits should be quantifiable, credible and achievable. The non-financial impact will also need to be considered, using approaches based on sound theory or practice.

*This could be presented as a written report, webinar, slide show etc.*

AC 2.2 Justify the selection of a best business case option

* Based on the information presented above, explain in detail which option you recommend and why.

*This could be presented as a short summary report, webinar, podcast, recording or slide show with voice over etc.*

**Learning outcome three**

Understand how to select and justify the strategies required to manage the high-level business case through to the desired business outcomes

AC 3.1 Design an appropriate change management strategy for implementing the high-level business case that takes full account of diversity, risk and performance measurement and has been informed through active participation in a learning community

* You will need to present a change management strategy for implementation of your chosen option. You may already have started this plan at the outset and can now develop it further to reflect your chosen option and take account of diversity, risk and performance measurement.

*This could be a structured plan with additional written or oral narrative*

AC 3.2 Justify choice of media to evidence the impact of the enquiry to satisfy and influence stakeholders and to enhance own personal brand

* How will you present the business case and implementation strategy to your stakeholders?
* Consider the options and decide on the one best suited - what will influence their thinking and satisfy their requirements?
* How will this enhance your personal brand or standing with them?

*This could be a written or recorded narrative accompanied by the chosen method of presentation to the stakeholders.*

AC 3.3 Evaluate the impact of the enactment of a significant part of the change management strategy

* Take a significant part of the change management strategy and examine how well each element of it is working so far - what is the impact and what needs to done to improve how it is working?

*This could be a written or recorded narrative accompanied by a Gantt chart showing progress to date.*