

## **Business case approval process**

### **Introduction**

The Swansea Bay City Deal (SBCD) Portfolio Management Office (PoMO) have introduced multiple processes and documents to assist Partner's in understanding the requirements for approvals and change. These processes and documents have been developed utilising best practice and Greenbook methodology. The primary documents for consideration when the Supporting Innovation Low Carbon Growth Business Case is updated to incorporate the Enhanced Advanced Manufacturing Production Facility Project are:

- SBCD Business Case (process listed below),
- SBCD Change management process,
- SBCD Business Case Development Process,
- The Green Book,
- Building better business case guidance.

The following table outlines the process for development of the business case.

	<b>Process</b>	<b>Owner</b>
1.	Lead Local Authority updates business case in line with guidance above.	LA
2.	PM submits Business Case to PoMO	PM
3.	SBCD PoMO reviews business case	SBCD PoMO
4.	SBCD PoMO feedback session	SBCD PoMO/PM/SRO
5.	Business case amendments incorporated	PM
6.	Business case and associated documents shared with Economic Strategy Board (ESB) members	SBCD PoMO
7.	ESB test and challenge meeting	ESB, SBCD PoMO, PM, SRO
8.	Business case amended with ESB feedback	PM
9.	Business case shared with Programme (Portfolio) Board	SBCD PoMO
10.	Lead organisation(s) Cabinet approval (and any other sign off required within Lead Organisation(s))	PM/SRO
11.	Programme (Portfolio) Board presentation to decide whether to take forward to Joint Committee	SBCD PoMO/PM/SRO
12.	Programme / Project presented for Joint Committee regional approval	SBCD PoMO/JC/PM/SRO
13.	External stage gate review (Risk Potential Assessment, 3-day review and recommendation report)	SBCD PoMO/WG/PM/SRO
14.	Business case and recommendation report sent to WG/UKG for approval	SBCD PoMO/WG
15.	WG/UKG review and approval process	WG/UKG