

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.

| | Process | Owner |
|-----|---|-------------------------|
| 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 |