

Summary of changes from 2018 Guidelines

The table below highlights key changes made from TPP18-06 NSW Government Business Case Guidelines. Overall, the structure, process and contents of the Business Case Guidelines have been simplified.

Category	Description
Structure of guidelines	<ul style="list-style-type: none"> • Business Case Guidelines and Submission of Business Cases merged into a single document. • Previous three business case stages of problem definition (stage 0), strategic business case (stage 1) and detailed business case (stage 2) now consistently referred to as go/no-go (stage 0, before starting a business case), preliminary business case (stage 1), and full business case (stage 2). • Previous 27 business case steps replaced with eight components each of which may be present to some degree at each business case stage.
Purpose of a business case	<ul style="list-style-type: none"> • Role of business cases sharpened to focus on providing the information and analysis necessary to inform an investment decision.
When a business case is required	<ul style="list-style-type: none"> • Preliminary and full business cases were previously required for all proposals valued over \$10 million. A risk based approach now applies, with smaller low risk proposals required to complete a short-form assessment, and scalable business case requirements aligned to assurance risk tier. • Introduction of a fast track process for existing capital commitments where meeting all business case requirements would not be a good use of public resources, subject to approval of the Treasurer or Treasury Secretary.
Before starting a business case	<ul style="list-style-type: none"> • Content of a go/no-go (formerly problem definition) streamlined and aligned with assurance processes. • Recommendation for additional oversight of the decision to commence development of a business case, supported by submission of go/no-go document to Treasury for tier 1, tier 2 and tier 3 proposals.
Required business case content	<ul style="list-style-type: none"> • Minimum business case requirements linked to Gateway risk tier to support proportionate business case development. • Including risk as a discrete business case component to give an enhanced focus on risk throughout business case development and in presentation of results. • Focus of procurement approach shifted towards providing assurance that the market is capable, and has capacity, to supply the required inputs.

Category	Description
	<ul style="list-style-type: none"> • Focus of management approach shifted away from project management documentation to providing assurance to decision makers that the agency can deliver the project.
Role of evaluation	<ul style="list-style-type: none"> • Improved alignment with the Evaluation Guidelines, including an increased focus on planning for monitoring and evaluation for proposals with a limited ex-ante evidence base (e.g. pilot proposals and emergency proposals).
New guidance	<p>New guidance, including:</p> <ul style="list-style-type: none"> • a high-level framework outlining Treasury’s approach to assessing and advising on business cases • how to identify and assess options • when to consider, and how to complete program business cases • stakeholder engagement, including engagement with First Nations communities • how to consider resilience • how to consider impacts on carbon emissions • early market engagement.
Tools and templates	<ul style="list-style-type: none"> • New scalable preliminary and full business case template for tier 1 and tier 2 proposals. • New lean business case template for any proposal requiring a business case that is not tier 1 or tier 2. • New go/no-go template. • New short-form assessment template for proposals valued over \$10 million that do not require a business case.

Transitional arrangements

These Guidelines apply for proposals submitted for consideration from the 2025-26 Budget cycle onwards. Business cases prepared for consideration in the 2025-26 Budget cycle should apply the updated requirements where practicable. Business cases that are well advanced as at 1 December 2024 may however continue to be prepared in accordance with NSW Government Business Case Guidelines TPP18-06 and Submission of Business Cases TPG22-04.