**Collaboration Tool
Business Case Template**

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| Date |  |
| Submitted By |  |
| Title / Role |  |

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| The ToolIn bullet points, describe the problem this tool aims to solve or the opportunity it aims to develop. |
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| The HistoryIn bullet points, describe the current situation. |
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| LimitationsList factors that could prevent the success of the tool, such as costs, usage adoption, lack of special training, change management, etc. |
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| ApproachList what is needed to successfully adopt and implement the tool, such as defining processes and usage guidelines, testing with a core group prior to scaling out, refining processes on an ongoing basis, etc. |
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| BenefitsIn bullet points, list the benefits that this tool will bring to the team or organization. |
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