**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12163&utm_source=template-word&utm_medium=content&utm_campaign=Collaboration+Tool+Business+Case-word-12163&lpa=Collaboration+Tool+Business+Case+word+12163)Collaboration Tool   
Business Case Template**

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

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| The Tool  In bullet points, describe the problem this tool aims to solve or the opportunity it aims to develop. |
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| The History  In bullet points, describe the current situation. |
|  |
| Limitations  List factors that could prevent the success of the tool, such as costs, usage adoption, lack of special training, change management, etc. |
|  |
| Approach  List 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. |
|  |
| Benefits  In bullet points, list the benefits that this tool will bring to the team or organization. |
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