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1 Introduction

Cost Benefit Analysis is used to analyze and evaluate, from a cost and benefit perspective, potential solutions to meet an organization's needs. It also describes alternatives, tangible and intangible benefits, and the results of the analysis.

> **Note**: A Feasibility Study may be required to capture the feasible alternatives if the level and complexity of material becomes too unwieldy for this document.

The Cost Benefit Analysis shows the readers the total cost for the system across its project lifespan, and compares the costs of each alternative and the tangible benefits of the same.

1.1 Purpose

Introduce the business need that the Cost Benefit Analysis intends to address; you may also want to expand on this by discussing the business drivers that motivated the [Organization] to examine possible alternatives to the current system, for example, the need to be more competitive, react to a threat in the marketplace or to modernize certain manual process.

Identify the system / project to which this Cost Benefit Analysis applies and the strategic goals and missions it will support.

1.2 Background

Provide background information that places this Cost Benefit Analysis in context, for example, previous decisions or projects that are relevant to understanding the current initiative.

1.3 Scope

Outline the scope of the Cost Benefit Analysis. Make sure to highlight areas that were not included in this analysis and explain the reason for their omission, for example, budgetary constraints.

1.4 Methodology

Describe the methodology used to conduct the Cost Benefit Analysis and how it aligns with Software Development Life Cycle work patterns that will be used by the project team. Summarize the procedures used for conducting the Cost Benefit Analysis and the techniques used for estimate costs. Remove any ambiguity or concerns the reader may have regarding the integrity and validity of these figures.

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