

# Business Plan Development Checklist

Potential Source, if applicable

Complete

Indicate "v" for Complete or "N/A" for Not Applicable

Business Plan		
1	Has the plan been <b>clearly defined</b> ? Articulating exactly what the investment will provide.	
2	Is the <b>rationale</b> for the project clearly articulated? If the project is needed now is there a compelling reason and is that clear?	
3	Is there a clear <b>implementation plan</b> including the specific steps and resources needed and timing needed to execute the project?	
4	Has the <b>current state</b> been clearly explained giving a baseline to establish the need for change?	
5	Does the project <b>impact any other areas</b> ? If so, have they been contacted and any impact (capital needs or operating needs, i.e. FTEs) been accounted for in the plan?	
6	Have you clearly articulated what would happen if this project is not complete?	
7	What are the <b>alternatives</b> have been identified in addition to the proposed project and why was the project being requested selected over the alternatives?	
8	What are the <b>competitors</b> in the market doing in relation to the proposed project? Look at both local and national competitors.	Contact Don Noda for competitor details
9	Are there any <b>risks</b> associated with this plan - either doing the plan or not doing the plan?	
10	What are the <b>measures of success</b> - how will we know that this project achieved what it is expected to achieve?	
11	What <b>strategic goal</b> does this project align with? Patient Experience; Smart Growth; Great Place to Work and Grow; Safety, Quality and Operations; High Growth/High Margin Business Development; Research & Innovation; Excellence in Education; or Provides Community Leadership	
12	Have you completed a <b>SWOT analysis</b> to clearly identify the strengths, weaknesses, opportunities and threats associated with the project?	
13	What is the current and future <b>staffing plan</b> , if FTEs are being added? Make sure to include FTEs for your area and others.	

Financial Analysis		
1	<b>Have all of the applicable capital costs been accounted for including -</b>	
	* ITD - has someone from ITD provided a cost estimate for any software, infrastructure changes, hardware, interfacing costs?	Contact Adam Fogelman
	* Construction Management - has someone from Construction Management provided a cost estimate?	Contact Dave Cozier
	* Equipment - has a specific equipment list been developed? If there are equipment estimates in the Construction Management estimate, these need to be reconciled.	
2	If there is a mix of capital and operating costs including implementation fees, FTEs needed for implementation, etc., has Capital Accounting reviewed to validate the categorization of capital versus operating?	Contact Pat Surdy
3	<b>If your project has volume estimates -</b>	
	* Do you have market data or other supporting documentation (trending, etc) that justifies your volume assumptions?	Contact Don Noda for market data
	* Will the volume to be gained spin off any additional visits or inpatient admissions? If so, has that impact been quantified and is included in the financial analysis?	Contact any applicable area that volume might spin off to
	* Will the volume cannibalize any existing volume within the Health System? If so, has that impact been quantified and is included in the financial analysis?	Contact any applicable entity/area that may experience cannibalization
4	Have all <b>technical and professional</b> revenues (gross and net) as well as any expenses been accounted for in the financial analysis?	
5	For assumptions for revenue and expenses - have you used either historical trends to determine inflation or are you using the CCHS global assumptions from the long range forecast? <b>Have all assumptions been documented?</b>	Contact Christie Paciorek for global assumptions
6	Is the <b>start date</b> for the project clearly articulated and do the first year of financials correspond with this date?	

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7 Does the financial impact show just the <b>incremental impact</b> of doing the project? Meaning that it shows the <b>difference</b> between the financial impact of what is currently done today and what would be yielded if the project was implemented.		
8 If there are <b>cost savings or efficiencies</b> gained by implementing the project, have these been quantified and included in the financial analysis?		