



AMSPAR



2015 – EXAMINERS REPORT

4419-05-505 / 4419-06-605 Business Case and Business Plan

The following areas were noted during the marking of the 2015 submissions for the Business Case and Business Plan.

A common thread between the Business Case and the Business Plan is a failure to follow the lay-out outlined within the guidance. Candidates should present their Business Case and Business Plan in the correct format using the structured headings provided. In one case, the acknowledgements were placed at the back of the Business Plan.

The recommended word count was exceeded in a number of Business Cases. This was often at the expense of the Business Plan. The word count is clearly stated in the guidance and can be considered an indication as to the level of detail required in the both the Business Case and Business Plan.

The executive summary should provide the reader with an overview of the opportunity, summarising the key points of the Business Case and Business Plan. It is an important part of the assessment criteria of the Business Case. It should be appropriate in length and be written at the completion of the Business Plan. In one case, the candidate did not produce an executive summary. It should be informative, yet concise and provide a clear understanding as to what the entire document is about. It should also be relevant to the topic or opportunity selected.

Candidates must take care to ensure they write objectively and avoid sweeping statements. Care should also be taken when describing problems and issues especially when related to members of staff and business-sensitive information. The identity of members of staff and patients should be protected.

Business Case recommendations should be linked to findings and realistic options provided. It should be clear what is being taken forward to the Business Plan. Candidates should demonstrate that they are able to produce credible options as well as make judgements and decisions.

For candidates submitting their work electronically, a logical filename should be used clearly indicating which is the final copy for marking. While it is more than acceptable that candidates support and assist each other through the process, care should be taken to ensure that all work submitted for assessment is entirely their own.

AC 2.2 was weak for several candidates across all four marking windows. The assessment of risk should explore identified and potential risks associated with the implementation of the opportunity. Contingency planning on how to manage, monitor and control risks should be carried out. The financial implications must be included.



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AC 4.1 and 4.2 are historically weak areas. The requirement is to produce a strategy or strategies for monitoring and measuring with an explanation of the reasons for the methods chosen. A number of candidates have difficulties with this and are not showing how they will monitor the success of their Business Plan.

It is also important that candidates select relevant and reputable information to support their Business Case and Business Plans. This should be referenced in line with the requirements of the assessment guidelines.