

Procurement Automation Requirements and Business Case Template - Printable Decision View

Define process requirements, quantify scenarios, and preserve the assumptions behind an investment decision. The download includes editable worksheets, a print-ready decision view, instructions, and fictional Northstar Industrial Systems sample data.

[Printable decision worksheet · V4.1 creative review edition](#)

Review context

Audience: Procurement transformation leaders, enterprise applications, finance, operations, and executive sponsors

Author: VendrNova Product & Procurement Team

Review: Reviewed by VendrNova Product and Procurement Leadership

This public-only review resource contains no submission, analytics, tracking, or production legal activation.

Before you begin

Use one accountable owner per field. Record the source and as-of date for material evidence. Keep assumptions visibly separate from sourced facts. Use 'Not assessed' when evidence is missing. Any Northstar Industrial Systems example is fictional and is not a customer result.

Owner: _____

Prepared date: _____

Decision date: _____

Next review: _____

Version: _____

Confidentiality: _____

01 / Decision and scope

Business question, owner, reviewers, in-scope workflow, exclusions, currency, and decision date.

Response line 1: _____

Response line 2: _____

Response line 3: _____

Response line 4: _____

02 / Current-state evidence

Stage, trigger, actor, system, evidence, manual minutes, queue time, rework, and exceptions.

Response line 1: _____

Response line 2: _____

Response line 3: _____

Response line 4: _____

03 / Requirements

Requirement ID, user, need, evidence or output, acceptance test, priority, owner, dependency, and status.

Response line 1: _____

Response line 2: _____

Response line 3: _____

Response line 4: _____

04 / Integration boundary

Object, authoritative system, direction, trigger, cadence candidate, validation, and failure owner.

Response line 1: _____

Response line 2: _____

Response line 3: _____

Response line 4: _____

05 / Scenario assumptions

Assumption, conservative, expected, high-opportunity, unit, source or type, owner, and date.

Response line 1: _____

Response line 2: _____

Response line 3: _____

Response line 4: _____

06 / Business case

Counted annual benefit, one-time cost, recurring cost, net annual benefit, payback, risks, and conditions.

Response line 1: _____

Response line 2: _____

Response line 3: _____

Response line 4: _____

07 / Decision record

Recommendation, dependencies, approval conditions, owners, decision date, and next review.

Response line 1: _____

Response line 2: _____

Response line 3: _____

Response line 4: _____

Response line 5: _____

Decision conditions and sign-off

Record the authorized decision, unresolved dependencies, conditions, responsible owners, and next review. The worksheet supports human judgment; it does not create an automatic approval.

Response line 1: _____

Response line 2: _____

Response line 3: _____

Response line 4: _____

Response line 5: _____

Response line 6: _____

Response line 7: _____

Response line 8: _____

Decision owner: _____

Decision date: _____

Approver: _____

Approval date: _____

Reviewer: _____

Next review: _____