Options Paper

[Project Name]

*Purpose of document*

* *A high level view of all options available to resolve a problem, or to find a solution where change is required.*
* *All options considered must be included in the paper, even if not viable, to demonstrate that they have been analysed and there are reasons for discounting.*
* *Every option should give clear and concise factual information about the time, cost, benefits, advantages, disadvantages, risks and constraints. The options can then be compared from a balanced viewpoint.*
* *Every options paper must include a ‘do nothing’ option to demonstrate what would happen if no change was pursued. For example, if an inefficient paper based clinical process remained as is, a serious incident could occur putting Trust at financial/reputational/other risk.*
* *The paper should conclude with a recommendation of which option is most suitable to pursue with reasoning as to why.*

Approvals

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Date signed** |
| Project Sponsor | *e.g. Name &**Title* | *DD/MM/YYYY* |
| Senior User |  |  |
| Senior Supplier |  |  |

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Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version number** | **Description of version change** | **Date** | **Author** |
| *e.g. v0.1* | *Initial draft* | *DD/MM/YYYY* | *Name* |
|  |  |  |  |
|  |  |  |  |

# Executive Summary

*Provide a short, concise overview of the situation, the options considered and final recommendation (including that options financial implications, benefits, risks etc)*

# Introduction and Overview

*Provide a brief background as to what has led the need for change. What problem are you looking to address? What actions (if any) have been taken to date to address the issue and what was the result? Dates and/or a high level timeline of events would be useful, if available. How would the change impact or support the Trusts strategy and/or national priorities?*

# Options for change

*This section will provide detail of the options available for the Trust to consider.*

*Typically this would include:*

* ***Do nothing*** *(i.e. stay exactly as currently)*
* ***Do minimum*** *(i.e. can’t do nothing, but the least change required that would still move some way towards realising the benefits)*
* ***Options*** *(could be several of these - outline the different ways in which the expected outcome could be achieved)*

*Include tables, graphs, bulleted points and diagrams where possible and appropriate*

1.
2.
3.
4.
5.

## Option 1: Do nothing

**Summary**

*Provide a brief description of the option*

**Timeline**

**Estimated costs**

**Benefits**

**Disadvantages**

**Risks**

## Option 2: <option title>

**Summary**

*Provide a brief description of the option*

**Timeline**

**Estimated costs**

**Benefits**

**Disadvantages**

**Risks**

## Option 3: <option title>

**Summary**

*Provide a brief description of the option*

**Timeline**

**Estimated costs**

**Benefits**

**Disadvantages**

**Risks**

# Options Recommendation

# Appendices