

# Executive Summary for Capital Approval

**Project Title:** New Office Expansion

**Prepared By:** Jane Doe, Project Manager

**Date:** June 10, 2024

**Requested Capital:** \$2,500,000

## PROJECT OVERVIEW

The proposed project aims to expand our office facilities to accommodate business growth, improve operational efficiency, and enhance team collaboration. The expansion will add 10,000 sq ft of office space, including meeting rooms and collaborative zones.

## STRATEGIC JUSTIFICATION

The expansion aligns with our strategic goal to increase our workforce and supports planned business development over the next three years. It will position the company for increased market share and improved service delivery.

## FINANCIAL SUMMARY

**Total Investment:** \$2,500,000

**Payback Period:** 4.5 years

**ROI (5-year):** 18%

**Funding Type:** Internal Capital

## KEY RISKS & MITIGATIONS

- Construction Delays — Engaging experienced contractors with agreed project milestones.
- Budget Overruns — Including contingency funds and strict project management oversight.
- Pandemic Restrictions — Flexible timelines and work-from-home planning.

## DECISION REQUIRED

Approval to proceed with the proposed capital investment for office expansion project, subject to outlined risk mitigation measures.

## IMPORTANT NOTES

- This summary is designed for high-level decision-making and should be concise.
- All figures must be accurate and validated.
- Consider strategic alignment with company goals before submission.
- Highlight only material risks and their mitigations.
- Ensure clarity on the specific approvals required from the committee.