

Sample Business Case for Training Request

Please edit this document to meet your unique needs.

Training Request for: Your Name Here
Title: Your Information Here
Department: Your Information Here

Situational Assessment and Problem Statement

Over the past 12 months, I have moved into the role of a Business Relationship Manager and my responsibilities have expanded to support strategic alignment in our organization. I am excited about this opportunity as it aligned with my career goals. However, this work requires a deeper understanding of the BRM principles, techniques, methods and frameworks. While I've been able to piece together insights through self-study, I know I would be more proficient in my role if I received formal BRM training.

This training would not only boost my effectiveness in the work I do with our teams, but empower me to drive stronger collaboration, improve alignment between departments and deliver tangible business value. The return on this investment will be considerable and have a measurable impact on our organization.

Request Description

I would like to request your approval to attend the BRM Institute's– Business Relationship Management Professional (BRMP) in September or November.

Here are the details:

- **Date:** Insert your chosen class dates here
- **Time:** Insert Your chosen class times here
- **Location:** Virtual/In Person Location
- **Registration Fee:** \$ Insert the dollar amount here

Solution Description

- Upon successful completion of this course, I will be able to:
- Use industry best practices for Business Relationship Management
- Have tools like BRM frameworks, Maturity Models, methodologies and templates
- Leverage the core approaches and tools of Business Relationship Management
- Understand how to apply these tools to every area of business
- Understand how BRM interacts with Agile, Project Management and DevOps
- Shape strategic initiatives for optimizing value
- Leverage risk mitigation techniques like scenario planning and capability roadmapping

Thank you for your consideration of this request!

Respectfully submitted,

[Your Signature]

"What's worse than training your workers and losing them? Not training them and keeping them."
-- Zig Ziglar

"An investment in education always pays the highest returns."
– Ben Franklin