From a proposal to additional outcomes

- Define the intervention and realistic business as usual
- Trace how the intervention changes outcomes
- Use evaluations to estimate the additional effect
- Check whether evidence from elsewhere applies locally

From outcomes to a benefit-cost comparison

- List every cost and benefit for everyone affected
- Value additional outcomes and resources in common units
- Discount future costs and benefits to the same base year
- Calculate the BCR from present values of benefits and costs