Click here and type Project Name

Business Area Definition

Part of Solution Foundations

# Purpose of this document

* To identify any business processes, or scenarios for the use of such processes that will need to change
* To describe any new or modified processes proposed as part of the solution
* To identify the substantial majority of the business information to be used, manipulated and created through use of the proposed solution
* To assess the impact of the project outcome on the business that need to be managed. Considering new or changed:
	+ business process
	+ business organisation
	+ culture or behaviour
	+ resourcing
* To describe the strategy for deploying the final solution and/or any increments of it, from a business perspective
* To describe the strategy for training those impacted by any business change

|  |
| --- |
| Workflow |
| Produced by: |
|  |
| Reviewed by: |
|  |
| Approved / Accepted by: |
| [Name] | date | BV | [Name]  | date | PM |
| [Name]  | date | TC | [Name]  | date | BA |
| [Name] | date | BS | [Name]  | date |  |
| Revision History |  |
| **Version** | **Date** | **Author(s)** | **Description** | **Status** |
| 1.0 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Table of Contents

1. Purpose of this document 1

2. Workflow 2

3. Revision History 2

4. Table of Contents 3

5. Outline Plan 4

1.1 Project Management Approach 4

1.2 Resources 4

1.3 Environment – Facilities and Tools, 4

1.4 Governance 4

1.5 Project Control 4

1.6 Project Control Risks 4

1.7 Deployment Issues 4

1.8 Schedule 4

1.9 Foundation Phase Plan 4

1.9.1 Objectives 4

1.9.2 Organisation 4

1.9.3 Delivery Approach 4

1.9.4 Schedule 4

1.9.5 Constraints, Risks and Assumptions 4

*6.* Appendix A - AgilePM Project Approach Questionnaire (PAQ) 5

# Business Process Impacts

* 1. *Business Process Impacts*
		1. *Process Context*
		2. *Processes to be Automated*
		3. *Process Operation*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| User Class(Business Role) | Geographic Location(s) (or Mobile) | Approx no. of users | Use of the system (e.g. heavy user of basic functions, occasional user of management info etc.) | Usage Window  (e.g. 8am-6pm Mon-Fri) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* + 1. *Process Scenarios*

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Event Name | Description of Event | User Class impacted |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## External Impacts

## Internal Business Organisation and Resourcing Impacts

## Business Culture Impacts

# Business Implementation Strategy

## Changing the Business Organisation Structure

## Changing External Business Interfaces

## Staff/User Training

# System Life Expectancy and Maintenance Strategy