|  |
| --- |
| Company Name |
| Blueprint for Change |
| [Type name of programme/project] |

Place your company logo here

|  |
| --- |
| Insert name of document authorSelect date |

Page left intentionally blank

**Document History**

|  |  |
| --- | --- |
| Owner: |  |
| Location: |  |
| Status |  |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Revision Date | Change Summary | Author |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Approved by | Position | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Distribution**

|  |  |  |
| --- | --- | --- |
| Version | Distributed to | Date Issued |
|  |  |  |
|  |  |  |
|  |  |  |

Page left intentionally blank

Table of Contents

[1. Programme/Project ID 7](#_Toc352320493)

[2. Purpose/Vision Statement 7](#_Toc352320494)

[3. Future State Requirements 7](#_Toc352320495)

[4. Current State – Gap Analysis 7](#_Toc352320496)

[5. Candidate Projects 7](#_Toc352320497)

[6. Blueprint Delivery 7](#_Toc352320498)

[APPENDIX: Programme/Project Plan 8](#_Toc352320499)

[APPENDIX: [Detailed Requirements Documents – multiple] 8](#_Toc352320500)

Page left intentionally blank

# Programme/Project ID

*Insert the unique identifier for this programme/project.*

# Purpose/Vision Statement

*Insert purpose/vision statement (or location of) for the programme/project.*

# Future State Requirements

*Summary of the full future state (sometimes referred to as ‘as-is’ or ‘target operating model’), describing the business requirements for future processes, organization, information systems and technology and infrastructure, including ongoing support arrangements. Include details and supporting material for all business and requirements analysis products in the Appendix. Detailed Information Systems Functional and Non-Functional Requirements should be captured in a separate IS Requirements Catalogue This can include text descriptions, graphical business models and schematic diagrams, data models, context diagrams and supporting narrative.*

# Current State – Gap Analysis

*Brief description of the current state (processes, organization, information systems and technology and infrastructure) and the ‘gap’ that will be addressed by the change programme/project.*

# Candidate Projects

*List (or location of) candidate projects that will comprise the change programme/project to deliver the final future state requirements.*

# Blueprint Delivery

*Summary of how the blueprint will be delivered through each ‘tranche’, phase or stage of the programme/project*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name/ID | Tranche # | Start Date | End Date | Summary Outcome(s) | Dependent Projects |
| *Project name or ID* | *The phase/stage in which the projects outputs will be delivered* | *When the project is scheduled to start* | *When the project is scheduled to end* | *How the project will support other/wider outcome achievement; the specific aspects of the future state requirements this project will deliver or contribute to.* | *Which projects (IDs) are dependent on or of this project* |

# APPENDIX: Programme/Project Plan

*Include an extract from (or location of) the current programme/project plan.*

# APPENDIX: [Detailed Requirements Documents – multiple]

*Include all blueprint details and supporting material (or locations of) for all business and requirements analysis products that comprise the Blueprint.*