

Your Organization's Name

Business Process & Requirements Review

Introduction

Executive Summary

This working document will serve as a definition of the business requirements resulting from an analysis of the Organization's business processes related to the Project. This document will guide the project to ensure alignment with those processes.

Organization Project Objectives

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- .
- .
- .
- .

Project Summary of Scope

In Scope	Description	Must (M)	Should (S)	Could (C)	Won't (W)

- Use MSCW prioritization to determine if the scope item is essential to business goals (M), important but can be deferred to later (S), useful but can be deferred even further (C), or limited business value and can indefinitely be deferred (W).

Out of Scope	Description	Must (M)	Should (S)	Could (C)	Won't (W)

- Use MSCW prioritization to determine if the scope item is essential to business goals (M), important but can be deferred to later (S), useful but can be deferred even further (C), or limited business value and can indefinitely be deferred (W).

Project Deliverables to Meet Project Objectives

- .
- .
- .
- .
- .

Organization

Organization Demographics

1. Who is the Organization
 - a. Brief description of the organization
 - i.
 - b. Organization facilities / locations involved in the project
 - i.
 - c. Systems used in the Organization affected by the project
 - i.
2. Are there any overall considerations to be aware of that can affect this project
 - a.
3. Which Teams / Departments are to be involved in the project
 - a.

Goals for this Project

1. Purpose for the project
 - a.
2. Definition of Success
 - a.
3. Desired timeline for the project
 - a.
4. How many resources are assigned to working on this project for each of the involved Teams
 - a.

Team / Department	Project Team Role	Participant Name	Level of Involvement (High, Med, Low)

Organization Systems

System Definitions

Team / Department	System	Purpose	Downstream/Upstream
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Technical Specifications

SERVERS	
Application Server	
Operating System	
Application Memory Requirements	
Application CPU Requirements	
Expected Application Transaction Volume	
File Server	
Operating System	
Application Memory Requirements	
Application CPU Requirements	
Expected Application Transaction Volume	
Web Server	
Operating System	
Application Memory Requirements	
Application CPU Requirements	
Expected Application Transaction Volume	
Database Server	
Operating System	
Application Memory Requirements	
Application CPU Requirements	
Expected Application Transaction Volume	
Server Requests	
List required server needs, file names, or attached completed request forms	
Access Requirements	
Define number of users requesting simultaneous access, and list user communities (developers, IT, vendors, etc.)	
Databases	
Describe each database required and its function. Include database version required, Oracle or SQL server, memory requirements, CPU requirements, storage amount needed in first year in GB, projected annual growth in % or GB, expected transaction volume, special data preservation requirements, and tech spec data sheet if available	

Organization Processes Related to the Project

Process Definitions