

<Company Name>

<IT Architecture Project Name> Problem Report

Version 1.0

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Revision History

| Date | Version | Description | Author |
|-----------------|---------|-------------|--------|
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Problem Report

1. Introduction

*[The introduction of the **Problem Report** document provides an overview of the IT architecture or system to which the report applies. Note that a separate **Glossary** is defined to support the IT architecture, but certain definition may be included in this document.]*

2. Problem Description

[A detailed description of the problem or issue, ensuring that its context and other factors are covered.]

3. Proposed Solutions

[The creator of the Problem Report may optionally describe a proposed solution, or set of possible solutions. Additional analysis of the problem will be done and this section expanded as required.]

4. Solution Analysis

[The set of proposed solutions is analysed and pros and cons noted along with possible impacts.]

5. Chosen Solution

[Based upon the solution analysis a solution is chosen and documented here in detail.]

6. Solution Impacts

[The impacts of the chosen solution on the existing architecture are defined in detail, including the level(s) of impact (i.e. Business and/or Logical and/or Technical).]

7. Architectural Glossary

[The Glossary defines important terms used in the architecture or project (likely defined in a separate document for practical reasons).]