**Problem Analysis Report Template**

**for**

**<Project>**

**Prepared by**

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**<date created>**

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**Revision History**

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| **Name** | **Date** | **Reason for Changes** | **Version** |
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# **1. Problem Context**

The purpose of the problem analysis is to learn about the problem domains, understand the needs of users, and constraints on the solutions. For this purpose, you are expected to describe the context and the origin of the problem being specified in this document.

* Identify the problem domains.
* Describe each domain briefly.
* Provide Jackson’s Context Diagram for the problem. Show all the domains relevant to the problem requirement.

# **2. AS-IS Process Definition**

The purpose of the AS-IS process definition is to understand the process to be improved and create a process baseline. In other words, AS-IS model represents how the current system works. In addition to the process finding the effectiveness of the team will be evaluated.

For this purpose, you are expected to produce a process definition report, which includes process definitions.

* Interview with stakeholders of the process.
* Review and analyze related policies, procedures, and guidelines.
* Depict the process definition using eEPC modeling notation. Define the sub-processes in detail.

# **3. TO-BE Process Definition**

The purpose of the TO-BE process definition is to show the automated and improved process. In other words, TO-BE model represents how the planned system will work. For this purpose, you are expected to produce a process definition report, which includes automated process definitions.

* Consider the boundaries of your system and identify the shortcomings of the AS-IS process.
* Define the improvements and processes will become automated.
* Depict the process definition using eEPC modeling notation. Define the sub-processes in detail.
* Explain the differences between the AS-IS model.

# **4. High-Level Functional Requirements**

Depict the high-level functional requirements for the project considering the TO-BE model. You can use natural language to depict the functional requirements.

An example of a high-level functional requirement for the system can be found as follow:

* The system shall allow a student to submit her/his thesis topic.