

IS and Business Process Implementation Policy

Prepared by: [your name & student id]

STAKEHOLDERS

Internal

The internal stakeholders of a new IS and business processes implementation can include the entire company or a subset of it. At minimum, there will be a project team for the implementation, executive leadership, managers and their staff teams (those that are affected).

External

The external stakeholders of a new IS and business processes implementation can include any outside companies and personnel contracted to study, design, develop, implement and maintain the IS system and business processes. Additionally, all of the company's clients can be stakeholders if they are or could be affected.

OVERVIEW (2-4 sentences)

[Describe the nature of implementing a new IS and business processes.]

PURPOSE (2-4 sentences)

[Describe the purpose of this policy document]

SCOPE (1-2 sentences)

[Describe who (personnel, departments) and what this policy document affects]

PREREQUISITES (1-2 sentences)

[Describe prerequisites for those implementing a new IS and business processes]

RESPONSIBILITIES (1-2 sentences for each stakeholder)

[Describe the responsibilities for the internal and external stakeholders.]

PROCEDURE (2-4 sentences)

[Describe the process of implementing a new IS and business processes (hint, life cycle)]

RISKS (2-4 sentences)

[Describe the nature of the risks of implementing a new IS and business processes]

REFERENCES (2 additional sources, e.g. NOT the class texts)

[Include source references that validate this policy]