A1: Initial Business Case - Documentation

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| --- | --- |
| Project Title |  |
| Group Members |  |
| Client |  |
| Supervisor |  |
| Initial Problem Description |  |
| Meeting Details |  |

# Scope Management

What work will be done as part of the project?

*(e.g. initial scope statement[s], work breakdown structure[s], scope management plan, scope change controls)*

## Business Need

*Include an overview of current situation and challenges to be addressed*

# Market Analysis

What are the current systems/products in the market? Are there any products under development that have similar features?

What will differentiate your system?

# Time Management Quality Management

*Including: Draft Project Schedule*

*e.g. Deadlines, dates, milestones, Gantt charts, project network diagrams, critical path analysis, crashing, fast tracking, schedule performance measurements*

How will the schedule performance be tracked?

*(e.g. quality metrics, checklists, cost of quality, benchmarking, maturity models, statistical methods)*

What are the project success criteria?

*(SMART criteria of success when goal is achieved)*

# Risk Management

How will risks be identified and managed?

Initial list of risks

*(e.g. risk register, qualitative and quantitative risk analysis, probability and impact matrix)*

# Initial Identification of Skills

## Project skills

What are the technical skills required for the project?

(Development language, platform, databases, tools, technologies, operating systems)

## Student skills and Responsibilities

What is each group members experience and skills?

*(e.g. responsibility assignment matrix, roles and responsibilities matrix)*

# Appendix Documents

* Stakeholders Analysis
* Group Project Charter
* Meeting Agendas and Minutes