**Business Impact Assessment (BIA)**

**Template Purpose:** To request approval for additional project expenditures as it relates to system modifications (either feature enhancements or integrations) beyond the scope of the Statement of Work or as needed for Steering Committee approvals upon request.

**Instructions:** Fully complete the template with emphasis on details of the purpose and business case that justify the expenditure of company funds to modify the core system functionality. Completed forms should be emailed to \_\_\_\_\_\_, copying your work stream Lead, Project Manager, and lead consultant.

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| --- | --- |
| General Information | |
| Date submitted |  |
| Work stream Name |  |
| Justification Written By |  |
| Project Name |  |
| Phase |  |

|  |  |
| --- | --- |
| Application Information | |
| GAP # |  |
| Description of Gap |  |
| Sub- Process Name and Number |  |
| Functional Area/Module |  |

|  |  |
| --- | --- |
| Justification Section A.  Business Case | *Define clearly "why" the modification is critical to this release including what problem it is solving within both the application and the business. You must quantify the business impact; cost savings, time saved per employees, headcount attrition etc.* |
| Purpose or Modification |  |
| Business Case |  |

|  |  |
| --- | --- |
| Justification Section B.  Workarounds | *Describe possible workarounds considered and their business impacts* |
| Manual Workaround |  |
| System Workarounds |  |
| Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Solution Architect  Response | *Completed after SA Review and Approval* | | |
| Approved to proceed to functional specification |  | Comments: |  |
| Rejected, consider for future release |  | Comments: |  |
| Additional Information or Clarifications Requested |  | Comments: | |