

**Business Case**

**Printer & Document Solutions**

**Systems Guidelines/Playbook**

**(Capstone Project)**

CYB6012 Cyber Project 1



Prepared for: Bazlur Rashid & Brett Turner

Prepared by: Daniel Gardiner ID 10537941

Submitted: 14th February 2022

Word Count: ???? Word

# Document Control

## Document Information

|  |  |
| --- | --- |
|  | **Information** |
| Document Id | Printer & Document Solutions  Systems Guidelines/Playbook |
| Document Owner | Daniel Gardiner |
| Issue Date | 14/02/2022 |
| Last Saved Date | ??/02/2022 |
| File Name | Gardiner\_Daniel\_10537941\_2\_CYB6012 |

## Document History

|  |  |  |
| --- | --- | --- |
| **Version** | **Issue Date** | **Changes** |
| 1.0 | 03/02/2022 | Initial document creation |
| 1.1 | ??0/02/2022 |  |
| 1.2 | ??/02/2022 |  |
| 1.3 | ??/02/2022 |  |

Please Note:

This document has been derived and modified from the publicly available instructions and template made available by the Government of Canada’s Public Services and Procurement Ministry (Public Services and Procurement Canada, 2021).

Contents

Document Control II

Document Information II

Document History II

1 Executive Summary IV

2 Authorisation V

3 Project Summary VI

3.1 Project Goals, Business Outcomes and Objectives VI

3.2 Scope Overview VI

3.3 Deliverables VI

3.4 Boundaries VII

3.5 Milestones VII

4 Project Cost Estimate and Source of Funding VIII

4.1 Project Cost Estimate VIII

4.2 Source of Funding VIII

5 Project Risks, Assumptions, and Constraints IX

5.1 Risks IX

5.2 Assumptions and Constraints IX

6 Project Organisation X

6.1 Stakeholder Identification and Registration X

6.2 Stakeholder Communication and Responsibilities Matrix X

6.3 Project Governance/Project Life Lifecycle XI

6.4 Project Facilities and Non-Financial Resources XI

7 Work Breakdown Structure (WBS) XII

7.1 WBS Overview and Task List XII

List of references XIII

8 Appendix XIII

# Executive Summary

**Problem**

**Agreement and Proposed Solution**

**Strategic Objectives**

**Risks**

**Monetary Costs and Resources**

# Authorisation

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Authority Date** | **Signature** |
| ECU | CFO/  Project Sponsor |  | x |
| Daniel Gardiner | Project Manager |  | x |
|  |  |  | x |
|  |  |  | x |
|  |  |  | x |

*Table 2-1:*

# Project Summary

## Project Goals, Business Outcomes and Objectives

|  |  |  |
| --- | --- | --- |
| **Goals** | **Objective** | **Outcome/s** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Table 3-1:*

## Scope Overview

## Deliverables

|  |  |
| --- | --- |
| Deliverable One |  |
| Description |  |
| Acceptance Criteria |  |
| Due Date |  |

|  |  |
| --- | --- |
| Deliverable Two |  |
| Description |  |
| Acceptance Criteria |  |
| Due Date/s |  |

|  |  |
| --- | --- |
| Deliverable Three |  |
| Description |  |
| Acceptance Criteria |  |
| Due Date/s |  |

## Boundaries

|  |  |
| --- | --- |
| **Activities in Scope** | **Activities Out of Scope** |
|  |  |
|  |  |
|  |  |

*Table 3-2:*

## Milestones

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Date** | **Who Judges** | **Acceptance** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Table 3-3:*

# Project Cost Estimate and Source of Funding

## Project Cost Estimate

## Source of Funding

# Project Risks, Assumptions, and Constraints

## Risks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Risk Description | Probability (H/M/L) | Impact  (H/M/L) | Risk Management Plan |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

*Table 5-1:*

## Assumptions and Constraints

|  |  |
| --- | --- |
| No. | Assumptions |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

*Table 5-2:*

|  |  |  |
| --- | --- | --- |
|  | Constraints | |
| No. | Category | Constraints |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

*Table 5-3:*

# Project Organisation

## Stakeholder Identification and Registration

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Internal/**  **External** | **Project Role** | **Contact**  **Information** |
| ECU |  |  | Project Sponsor |  |
| Daniel  Gardiner |  |  | Project Manager |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Table 6-1:*

## Stakeholder Communication and Responsibilities Matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Project**  **Information Needs** | **Stakeholder**  **Information Needs** | **Methods** | **Timing** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Table 6-2:*

## Project Governance/Project Life Lifecycle

1. **Initiate Project**
2. **Plan and Define**
3. **Execution of Framework**
4. **Monitor and Control**
5. **Project Delivery and Closure**

## Project Facilities and Non-Financial Resources

# Work Breakdown Structure (WBS)

## WBS Overview and Task List

# List of references

Project Service and Procurement Canada. (2021). *Project Charter Introduction*. <https://www.tpsgc-pwgsc.gc.ca/biens-property/sngp-npms/ti-it/etivcapft-idsfvpcvc-eng.html>.

# Appendix