
<Company Name>

<Project Name>
Target-Organization Assessment

Version <1.0>

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Revision History

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Target-Organization Assessment

1. Introduction

*[The introduction of the **Target-Organization Assessment** provides an overview of the entire document. It includes the purpose, scope, definitions, acronyms, abbreviations, references, and overview of this **Target-Organization Assessment**.]*

1.1 Purpose

*[Specify the purpose of this **Target-Organization Assessment**.]*

1.2 Scope

*[A brief description of the scope of this **Target-Organization Assessment**; what Projects it is associated with and anything else that is affected or influenced by this document.]*

1.3 Definitions, Acronyms, and Abbreviations

*[This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Target-Organization Assessment**. This information may be provided by reference to the project's Business Glossary.]*

1.4 References

*[This subsection provides a complete list of all documents referenced elsewhere in the **Target-Organization Assessment**. Identify each document by title, report number if applicable, date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document.]*

1.5 Overview

*[This subsection describes what the rest of the **Target-Organization Assessment** contains and explains how the document is organized.]*

2. Business Context

[A brief description of the business domain in which the organization work.]

3. Business Ideas and Strategies in the Project Context

[A description of how business ideas and business strategies are related to the problem domains.]

Describe how well existing processes come in line with the vision and the strategy of the business.]

4. External Factors

4.1 Customers

[A listing of the customers and what they expect of the products. This includes a summary of investigations made to understand the customers' demands on the business.]

4.2 Competitors

[A listing of the competitors.]

4.3 Other Stakeholders

[A listing of other stakeholders, such as suppliers and partners.]

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5. Internal Factors

5.1 Business Processes

[A brief description of the current business processes.]

5.2 Supporting Tools

[A brief description of today's tool support.]

5.3 Internal Organization

[A brief description of the internal organization, what roles and teams they have today.]

5.4 Competencies, Skills, and Attitudes

[An inventory of the competencies, skills, and attitudes of the individuals in the organization.]

5.5 Capacity for Change

[A brief description of the "capacity for change".]

6. Benchmarking Results

[A summary of results arrived at in benchmarking studies.]

7. Performance of Target Organization

[A summary of measurements made on the existing business, process by process.]

8. Assessment Conclusion

[List the major problem areas and opportunity areas.]

8.1 Problems Areas

[A summary of the analysis of the activities of the existing business processes.]

8.2 Applicable New Technologies

[A summary of available state-of-the-art solutions applicable to the business.]