

Critical Issues and Constraints

List, in bullet format, the critical issues that have surfaced already. These may include: time, user imposed deadlines, current hardware/software, budgets for future hardware/ software, etc. Also, list any disadvantages to implementing the process/system.

Assumptions

List, in bullet format, any assumptions that are being made that should be documented. For example, availability of hardware/software or resources, business assumptions (i.e., in one year this business process will go away because. . .), etc.

Investigation Results

In this section, give answers to all of the questions posed in the original brainstorming session and those questions that surfaced during interviews. A question and answer format may be appropriate. Remember that the goal is to present all of the information surfaced so that the Project Planning and Analysis teams can perform their *tasks* with a minimum of additional research.

Recommendations (optional)

The Investigation Phase is primarily a “needs” gathering phase. However, in the event that the information gathered prompts a clear change of events, such as discontinuing the project, or changing the priority, this section can be used to document these facts. Any project recommendations (such as make vs. buy) will be made in the Analysis Phase.

Summary of Review Issues

A list of all issues that were brought to your attention in the review meeting(s) and the resolution for each issue.