# General Information

|  |  |
| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Author:** |  |
| **Project End Date:** |  |

# Revision / Change History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 5/19/11 | 1. Template version |
| 01 |  | 1. Initial project version |

*Often, the team needs to model and examine several aspects of the current (AS-IS) system or process flow, system architecture, network infrastructure, etc.  It is intended to capture all aspects of any existing solution and processes. The purpose of the analysis is to create a visual diagram with its associated text and metrics and determine if there are possible areas of improvement (e.g., reductions in cost or time).  If improvements are identified, the team constructs a modified model (TO-BE) with the improvements and then conducts a gap analysis on how to transition to the new. This document can either contain the diagrams similar to the example below to define the current state or provide links to existing documentation. It is not necessary to recreate documentation for a project if previous examples exist, regardless of their format. This document will provide for that consolidated point from which all current state documentation has been identified for review.*

* Blue italicized text enclosed in square brackets (i.e., [text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.
* Blue text enclosed in angle brackets (i.e., <text>) indicates a field that should be replaced with information specific to the particular project.
* Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.

# As-Is Documentation

*[Process mapping and analysis can be an extremely powerful diagnostic tool for an organization. By analyzing the flow of work and information you will not only find process issues, but also uncover structural problems, poor controls, and people issues. Sample swim lane process flow diagram]*

Begin

First Process

Y/N

Pre-defined Process

Another Process

Input data

Database

Report

No

Yes

Sponsor/ Steering Committee

Project Manager

Subject Matter Expert

Database Analyst

Line Manager

References

[This section should be used to define any reference documents that define the current state. This includes but is not limited to: process narratives, report layouts or sample reports, input forms, data layouts, and existing infrastructure diagrams. These references should be to any permanent storage area where the documentation is kept, such as Documentum.]

|  |  |  |  |
| --- | --- | --- | --- |
| Reference Title | Report Number | Date | Publishing Organization |
|  |  |  |  |
|  |  |  |  |