# General Information

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| **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.  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. The level of detail required in this document should fully represent requirements of the project. This document can either contain the diagrams similar to the example below to define the future state and/or provide links to existing documentation. It is not necessary to recreate documentation for a project if vendor documentation exists, regardless of their format. This document will provide for that consolidated point from which all future state documentation has been identified for review.*

*This and the related documents need much more on how As-is, use-case, gap analysis, and to-be tie together.*

* 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.

# To-Be Documentation

*[The objective of TO-BE process documentation is to produce one or more alternatives to the current AS-IS situation, which satisfy the strategic goals of the enterprise. Below is a 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 future state. This includes but is not limited to: process narratives, report layouts or sample reports, input forms, data layouts, and infrastructure diagrams that are known at this point of the project. These references should be to any permanent storage area where the documentation is kept, such as Documentum.]

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