
POSITION PAPER (TEMPLATE)

To:

From:

Subject: [Name or title of the improvement opportunity]

Date: May 30, 2001

CONCEPT

BACKGROUND DATA

MAGNITUDE OF THE PROPOSED PRODUCT/SERVICE

Benefits Anticipated

Financial Benefits

Non-Financial Benefits

Implementation Effort

Project Team Staffing Levels and Costs

Capital Expenditures

Project Expenses

Implementation Schedule

Recommendation Phase

Implementation Phase

Operational Date

COMMITMENT REQUIRED FOR THE RECOMMENDATION PHASE

Steering Committee

The following managers are recommended to comprise the Steering Committee during the Recommendation Phase of the project:

Name	Title	Department/Division
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* Steering Committee Chairperson

Project Feasibility Analysis Team

The following team is required for the feasibility analysis:

Name	Title	Department/Division
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** Team Leader

Note: Commitments to participate on the feasibility analysis have been provided by the above team member's managers or supervisors.

Other Expenses

SUPPORTING DOCUMENTATION

The following supporting documentation is attached for your review:

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