**Concept Analysis Form**

The purpose of this process is to provide definition of a project’s scope and scale. It is not an outline to be followed. Think of it as a checklist. Are ***at least*** all the things covered in your documentation? Please review the example I have provided.

General Guideline for Concept Proposal:

1. Define your project idea:
   1. Identify your client.
   2. Identify the Project Requirements: What is the problem/opportunity this project solves. Discover the User Stories. Translate the client's wants/needs/desires
      1. Define high level as currently understood, and what the outcome will be. (It is possible that the project is more than can be accomplished. Address that issue here, if needed, by defining what is outside the project scope.) Lay out the framework of phased implementation.
      2. Provide high level details from your problem/opportunity analysis (as revealed by your discovery efforts) to support your understanding of what the client desires. [justification for 1.2.2]
      3. Narrative.
      4. Diagrams (UML) as appropriate.
      5. Prototype (when possible)
2. Refine proposal to ensure: (Desk check, peer review, second set of eyes is the first step all the way to formal design/code review.)
   1. Concept is adequate.
   2. Articulation of idea is clear.
3. Verify with client that proposal is an accurate representation of what they want.
4. Refine and reiterate until approved by Client.

**SAMPLE CONCEPT ANALYSIS FORMAT**

1. **Project Name:**
2. **Project Team:**
3. **Project Statement: (Elevator Pitch) of Business Need / Problem / Opportunity. Summarize the problem domain. [Feature/Benefit]**
4. **Scope and Scale: What is the breadth and depth of this project? What are the required outcomes?**
5. **Project Details: Technical Analysis – Project objects, processes, and environment.**

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| --- | --- |
| -***Domain model***  -Processes and logic models  -Data models  -Data dictionary | -Platform requirements  -Functional and non-functional requirements  -Constraints |

**Task List**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Task Name** | **Date Due** | **Accountability** | **Dependencies** | **% Complete** |  | **Notes** |
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ID should reference back to the items as defined in the Technical Analysis.

**Work Breakdown Structure**

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| --- | --- | --- |
| **Role** | **Name** | **Duties** |
| **Lead** |  | **Team leader** |
| **Contact** |  | **Communicates with external stakeholders** |
| **Scribe** |  | **Document management** |
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