**Questionnaire for Creating BRD, FRD, and SOW: Local Administrator Password Solution (LAPS)**

**Business Requirements Document (BRD)**

**Business Objectives**

* What are the primary business objectives for implementing LAPS?
* How will LAPS improve security and compliance?
* What are the expected benefits in terms of reduced administrative overhead and increased operational efficiency?

**As-Is Situation**

* Describe the current state of local administrator password management in the organization.
* What are the key challenges and risks associated with the current approach?

**To-Be Situation**

* How will LAPS address the current challenges and improve the security posture of the organization?
* What are the desired outcomes and expected benefits after LAPS implementation?

**Key Stakeholders**

* Who are the key stakeholders involved in this project?
* What are their roles and responsibilities?
* What are their concerns and expectations?

**Project Constraints**

* What are the budget constraints for this project?
* What is the timeline for implementation?
* Are there any resource constraints or limitations?

**Cost-Benefit Analysis**

* What are the estimated costs associated with LAPS implementation (hardware, software, training, etc.)?
* What are the expected benefits in terms of cost savings, improved security, and increased efficiency?
* How will the benefits justify the costs?

**Functional Requirements**

* What are the essential functionalities required from LAPS?
* How should LAPS integrate with existing systems (Active Directory, Group Policy, etc.)?
* What reporting and auditing capabilities are needed?

**Success Criteria**

* How will the success of LAPS implementation be measured?
* What are the key performance indicators (KPIs)?
* What are the acceptance criteria for the project?

**Functional Requirements Document (FRD)**

**Password Management**

* How should LAPS manage local administrator passwords centrally?
* What password rotation policies should be enforced?
* What password complexity requirements should be implemented?
* How should password expiration be handled?

**Policy Enforcement**

* How should LAPS allow administrators to configure and enforce password policies?
* How should LAPS monitor policy compliance and report violations?

**Integration**

* How should LAPS integrate with Active Directory?
* How should LAPS leverage Group Policy to deploy and manage password policies?

**Auditing and Reporting**

* What audit logging capabilities should LAPS have?
* What reporting capabilities are needed to track password usage, policy compliance, and security incidents?

**Security**

* How should LAPS encrypt stored passwords?
* How should LAPS implement role-based access control?

**Non-Functional Requirements**

* What are the performance requirements for LAPS?
* How scalable should LAPS be to handle future growth?
* What reliability and availability requirements are necessary?
* What usability requirements should be considered for administrators and end-users?

**Statement of Work (SOW)**

**Project Overview**

* What are the project objectives?
* What is the scope of work for the LAPS implementation?

**Roles and Responsibilities**

* What are the roles and responsibilities of the customer and vendor?
* Who will be responsible for project management, technical implementation, and support?

**Project Timeline**

* What is the estimated project timeline, including key milestones and deliverables?

**Deliverables**

* What are the expected deliverables from the vendor?
* What documentation and technical artifacts will be provided?

**Technical Requirements**

* What are the hardware, software, and network requirements for LAPS implementation?
* What security and compliance requirements need to be addressed?

**Implementation Methodology**

* What is the proposed implementation methodology?
* How will the project be managed and executed?

**Support and Maintenance**

* What support services will be provided after LAPS implementation?
* How will maintenance and updates be handled?

**Payment Terms**

* What are the payment terms and conditions?
* How will payments be scheduled and made?

**Intellectual Property**

* How will intellectual property rights be handled?
* What ownership rights will the customer have?

**Confidentiality**

* How will confidential information be protected?
* What non-disclosure obligations are in place?

**Dispute Resolution**

* How will disputes be resolved?
* What is the governing law for the agreement?