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| Business Process Analysis (BPA)Project name |

Project Proposal

Options Analysis

Business Case

Project

Plan

Handover Report

Completion Report

Component Assignment Brief

Business Process Analysis

Business Requirements Specification

Project Summary

|  |  |
| --- | --- |
| 1. Region/Unit
 |  |
| 1. Location
 |  |
| 1. Program
 |  |
| 1. Project Number
 |  |
| 1. Project Description
 |  |

Document Control

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| --- | --- |
| 1. Prepared by:
 |  |
| 1. Title:
 |  |
| 1. Branch:
 |  |
| 1. Division
 |  |
| 1. Location:
 |  |
| 1. Version number:
 |  |
| 1. Version date:
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| 1. Revision number:
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|  |
| 1. File/Doc no:
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Version history

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| --- | --- | --- | --- |
| **Version no.** | **Date** | **Changed by** | **Revision number:** |
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Approval Process

Project Customer

I approve the business process analysis in this document.

|  |  |
| --- | --- |
| 1. Name
 |  |
| 1. Position
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| 1. Signature
 |  | 1. Date
 |  |

The following officers have **endorsed** this document

Project Sponsor

|  |  |
| --- | --- |
| 1. Name
 |  |
| 1. Position
 |  |
| 1. Signature
 |  | 1. Date
 |  |

Project Manager (= Component Project Customer)

|  |  |
| --- | --- |
| 1. Name
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| 1. Position
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| 1. Signature
 |  | 1. Date
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Component Project Sponsor

I accept the business process analysis in this document.

|  |  |
| --- | --- |
| 1. Name
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| 1. Position
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| 1. Signature
 |  | 1. Date
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| 1. **Comments**
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The following officers have **endorsed** this document

Component Program Manager

|  |  |
| --- | --- |
| 1. Name
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| 1. Position
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| 1. Signature
 |  | 1. Date
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Component Project Manager:

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| --- | --- |
| 1. Name
 |  |
| 1. Position
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| 1. Signature
 |  | 1. Date
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| Intro |

Executive summary

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| Extract the key points of this document. The executive summary should not say anything that has not been included in the body of the template. So it is usually best to write this section last i.e. after the rest of the template has been completed.  |

Purpose of this document

The purpose of this document is to determine the ‘as is’ and ‘to be’ business processes.\

Definitions

|  |
| --- |
| 1. In the table below, define any term the audience may not understand, including specific terms, abbreviations and acronyms.
 |

| Terms, abbreviations and acronyms | Meaning |
| --- | --- |
|  |  |
|  |  |
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Governance

1. The key governance information from the most recent business template has been extracted below.

Key Roles

|  |
| --- |
| 1. Bring forward from the most recent business template.
 |

1. Type here
2. The key project management roles are:

|  |  |
| --- | --- |
| 1. Project Customer
 | 1. [Name], [Position] (decision maker ‘owning’ the new asset)
 |
| 1. Project Sponsor
 | 1. [Name], [Position] (head of the delivery group)
 |
| 1. Concept Manager
 | 1. [Name], [Position]
 |
| 1. Program Manager
 | 1. [Name], [Position]
 |
| 1. Project Manager
 | 1. [Name], [Position]
 |
| 1. Advisory Group
 | 1. (optional)
 |
| 1. Component Project Sponsor
 | 1. [Name], [Position]
 |
| 1. Component Program Manager
 | 1. [Name], [Position]
 |
| 1. Component Project manager
 | 1. [Name], [Position]
 |

Business and program benefits of the overall/controlling project

|  |
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| 1. Bring forward from the most recent business template.
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Project management method

Project definition

Location

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| 1. Bring forward from the most recent business template.
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Background

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| 1. Bring forward from the most recent business template.
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Current situation

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| 1. Bring forward from the most recent business template.
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1. Type here

Objectives

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| --- |
| 1. Bring forward from the most recent business template.
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1. Type here

Proposed project

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| 1. Bring forward from the most recent business template.
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1. Type here

Project performance measurement/success criteria/KPIs

|  |
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| 1. Bring forward from the most recent business template or component assignment brief.
 |

1. Type here

Product performance measurement/success criteria/KPIs

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| 1. Bring forward from the most recent business template or component assignment brief.
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Project scope

In scope

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| 1. Bring forward from the most recent business template.
2. Also bring forward for the component project from the component assignment brief.
 |

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Out of scope

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| 1. Bring forward from the most recent business template.
2. Also bring forward for the component project from the component assignment brief.
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1. Type here

Constraints

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| 1. Bring forward from the most recent business template.
2. Also bring forward for the component project from the component assignment brief.
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Assumptions

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| 1. Bring forward from the most recent business template.
2. Also bring forward for the component project from the component assignment brief.
 |

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Related projects/proposals/planning studies

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| 1. Bring forward from the most recent business template or the component assignment brief.
 |

1. Type here

Urgency/desired completion date

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| 1. Bring forward from the most recent business template or the component assignment brief.
 |

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Stakeholder impacts

|  |
| --- |
| 1. Bring forward from the most recent business template or the component assignment brief the stakeholders relevant to this component.

To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. **Internal**

| Stakeholder  | Impact/Interest in the project |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

1. **External**

| Stakeholder | Impact/Interest in the project |
| --- | --- |
|  |  |
|  |  |
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Business processes

|  |
| --- |
| 1. In this section, document all of the existing business processes that this project will affect. Identify the areas that are impacted by these changes. Also, list any new processes required to support this project and indicate the areas affected. This information may best be presented in tabular form similar to that shown below.
 |

1. Type here

| Item no. | Business process | Impact area | Reference |
| --- | --- | --- | --- |
|  |  |  |  |
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Process maps

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| 1. The following process maps show the business processes affected by the project.
2. These maps will be at a high level for the preliminary BPA document but refined to a detail level in the final BPA document since the selected option is then known and the level of detailed information will be further advanced.
 |

1. Type here

Current business process (as is)

|  |
| --- |
| 1. Show the process map for the current business process (as is).
 |

1. Type here

Required business process (to be)

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| --- |
| 1. Show the process map for the desired business process (to be).
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1. Type here

Final

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