Business Analysis Plan

Project Name: <xxxx>

Project Code: <xxxx>

Author: <name>

Status: <xxx>

Version: <xxx>

Date: DD-Month-YYYY

| **DOCUMENT HISTORY** |
| --- |
| **Author** | **Description of Changes** | **Date** | **Version** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **DOCUMENT REVIEW** |
| --- |
| **Position** | **Name** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |

| **DOCUMENT APPROVAL** |
| --- |
| **Position** | **Name** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **DOCUMENT DISTRIBUTION** |
| --- |
| **Position** | **Name** | **Org. Unit** | **Version** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

<Paper copies are valid only on the day they are printed. The document can be found in the project directory located at: {path}>

**Contents**

[1.](#_heading=h.z337ya) INTRODUCTION 3

[1.1.](#_heading=h.3j2qqm3) REFERENCE DOCUMENTS 3

[1.2.](#_heading=h.1y810tw) TERMS 3

[2.](#_heading=h.4i7ojhp) PROJECT CONTEXT 3

[2.1.](#_heading=h.2et92p0) PROJECT BACKGROUND 3

[2.2.](#_heading=h.tyjcwt) PROJECT OBJECTIVES 3

[2.3.](#_heading=h.3dy6vkm) BUSINESS ANALYSIS OBJECTIVES 3

[2.4.](#_heading=h.4d34og8) SCOPE OF BUSINESS ANALYSIS WORK 3

[2.5.](#_heading=h.2s8eyo1) OUT OF SCOPE 3

[3.](#_heading=h.17dp8vu) BUSINESS ANALYSIS APPROACH 3

[4.](#_heading=h.3rdcrjn) BUSINESS ANALYSIS DELIVERABLES 3

[5.](#_heading=h.2xcytpi) ASSUMPTIONS & CONSTRAINTS 3

[5.1.](#_heading=h.1ci93xb) ASSUMPTIONS 3

[5.2.](#_heading=h.35nkun2) CONSTRAINTS 3

[6.](#_heading=h.1ksv4uv) ESTIMATES 3

[7.](#_heading=h.44sinio) KEY STAKEHOLDERS 3

[8.](#_heading=h.2jxsxqh) COMMUNICATION MATRIX 3

1. **INTRODUCTION**

<This document defines the business analysis work required for the <xxxx> project. The document will be circulated to the Project Sponsor and Project manager to enable them to approve the business analysis work that will be undertaken by the assigned Business Analyst, and to allocate time for this work in the Project Plan>

## **REFERENCE DOCUMENTS**

The following documents were referenced in the preparation of this document:

| **Document Name** | **Version #** | **Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

## **TERMS**

The following terms are used in this document and are presented here to clarify business and technical terminology. The full list of terms can be found in Solution Glossary, located at: {path}.

| **Term** | **Description** |
| --- | --- |
|  |  |
|  |  |

1. **PROJECT CONTEXT**

## **PROJECT BACKGROUND**

<Description of the business problem/need/opportunity>

## **PROJECT OBJECTIVES**

<Description of the project objectives as stated by the Project manager>

## **BUSINESS ANALYSIS OBJECTIVES**

<List key objectives of the business analysis work>

## **SCOPE OF BUSINESS ANALYSIS WORK**

<List what is **included** in the business analysis work>

## **OUT OF SCOPE**

<List what is **excluded** from the business analysis work>

1. **BUSINESS ANALYSIS APPROACH**

<The planned approach for this business analysis work is:>

1. **BUSINESS ANALYSIS DELIVERABLES**

<Describe business analysis artifacts that will be produced as a result of conducting business analysis activities in the project>

| **Artifact** | **Deliverable (Y/N)** |
| --- | --- |
| Business Analysis Plan |  |
| Business Requirements Plan |  |
| Project Vision (HLR) |  |
| Solution Vision |  |
| Business Requirements |  |
| Business Process Design |  |
| Use Case Model |  |
| Use Case Specification |  |
| System-Wide Requirements |  |
| Solution Glossary |  |

1. **ASSUMPTIONS & CONSTRAINTS**

* 1. **ASSUMPTIONS**

| **Assumption Id** | **Description** | **C/R** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note:

* C – Confirmed
* R - Rejected

* 1. **CONSTRAINTS**

| **Constraint Id** | **Description** | **C/R** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note:

* C – Confirmed
* R - Rejected

1. **ESTIMATES**

<The following table illustrates what business analysis activities will be undertaken to complete the business analysis work in the <name> project and the duration of these activities. All estimates are made on the basis of 8 working hours per business day>

| **Task Id** | **Task Description** | **Duration, days** | **Assumption** | **Dependency** | **M (Y/N)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total days** |  |  |  |  |
| Note: Planned activities may be completed in parallel where feasible |  |  |  |

Note: M - Milestone

Tip: For each business analysis artifact include two separate tasks: 1) peer/business review and 2) business approval. Allocate sufficient durations for these tasks.

The expected start date for the business analysis work is: DD-MM-YYYY

1. **KEY STAKEHOLDERS**

| **Name**  | **Position** | **Phone/Email** | **Represented Business Area** | **Impact on BA Work** |
| --- | --- | --- | --- | --- |
|  |  |  |  | High/Med/Low |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **COMMUNICATION MATRIX**

| **Stakeholder** | **Ext/Internal** | **Role** | **Comm. Subject** | **Frequency** | **Medium** |
| --- | --- | --- | --- | --- | --- |
| <name> | E/I | <name> | <Status report> | <weekly> | <email> |
|  |  |  |  |  |  |

Tip: Frequency – weekly/fortnightly/monthly/by exemption

 Medium – phone, email, printed copy, presentation etc

Tip: Align this matrix with the communication matrix for the project.