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Status Draft

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Business Analysis (BAPL)

Business Needs Analysis

<<Project Name>>

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**Document Controls**

**Project Information**

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| Organisation | << Organisation Name >> |
| **Project Sponsor** | << Project Sponsor >> |
| **Project Name** | << Project Name >> |
| **Project Number** | << Project ID >> |

**Contact for Enquires and Proposed Changes**

If you have any questions regarding the information in this document or suggestions for improving the document, please forward details to Business Analysis (BAPL) at the following contact point:

Email: info@business-analysis.com.au

Website: [www.business-analysis.com.au](http://www.business-analysis.com.au)

Phone: 1300 33 11 64

**Version History**

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| --- | --- | --- | --- |
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Table of Contents

[Document Controls II](#_Toc31281166)

[Stakeholder Review III](#_Toc31281167)

[Sign-off/Acceptance III](#_Toc31281168)

[1. Introduction 2](#_Toc31281169)

[Purpose of Business Needs Analysis 2](#_Toc31281170)

[2. Business Needs Assessment 3](#_Toc31281171)

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1. Introduction

## **Purpose of Business Needs Analysis**

Business Needs Analysis identifies the business problem or opportunity which requires a solution. It includes a description of the problem or opportunity, the business objectives or goals, areas of the business that will be impacted, high level business requirements, risks and issues.

1. Business Needs Assessment

|  |  |
| --- | --- |
|  | Description |
| Problem/Needs Statement**(WHAT)** | * *Enter explanation of the business need/issue*
* *What problem/issue exists in the business that needs to be solved? What opportunity exists that can add value to the business? that Include expected quantitative and qualitative benefits.*
* *Identify how the project aligns with organizational and strategic goals. Include any added expected benefits from investment of organizational resources in a project.*
 |
| Goals/Objectives **(WHY) (WHEN)** | * *Enter detailed description of the purpose, goals,*
* *Detail expected short-term, long-term, and operational goals and objectives.*
 |
| Areas of Business Impact (WHERE) | * *Enter explanation of strategic and operational impact of the current problem or potential opportunity.*
 |
| High level Requirements (HOW) | * *How will the problem or solution be delivered?*
* *How will the business leverage the opportunity?*
* *Include expected quantitative or qualitative benefits*
 |
| Stakeholders (WHO) | * *List key stakeholders- Who has a direct relationship with the business need/problem or opportunity? (NB, also consider indirect relationships that have an impact on the project’s delivery).*
 |
| Scope (WHAT) | * *Enter detailed description of what is included, or excluded, in the project work or solution?*
 |
| Risks and Issues (WHAT) | * *What events or conditions (business, technical) are likely to occur as a result of executing, or not executing the project?*
* *What situations are likely to occur as a result of executing or not executing the project?*
 |