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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 >> |
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**Version History**

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| Version | Date | Nature of Amendment | Changed By |
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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?* |