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Business Process Specification
<<Project Name>>

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with Company Logo>

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Business Analysis (BAPL)

Improve | Innovate | Digitise

Document Controls

Project Information

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

Contact for Enquires and Proposed Changes

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Version History

Version	Date	Changed By	Nature of Amendment

Document Approval

The content of this document is hereby agreed to by:

Name	Position

Stakeholder Review

The content of this document has been reviewed by:

Name	Position	Initial	Date

Sign-off/Acceptance

The following people are responsible for signing off on the content of the document. Signatures may be physical, via an email attached to the document or saved in an electronic format and referenced in the table below.

Signatures constitute an acceptance and agreement of the document's content.

Name & Role	Title/Designation	Approval Signature	Date

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Template Usage Guidelines

The text mentioned below is to be used as a reference guide while completing this document. Remove this section/page after completing/before-publishing this document.

    a) *The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*

    b) *This template is designed to capture Feasibility Study information only. Detailed functional and non-functional requirements should be captured in the BAPL Functional Requirements Specification template.*

    c) *Please do not remove any section(s) from this document unless otherwise specified.*

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    e) *Please ensure not to describe any System Design element(s) in this document.*

    f) *Do not forget to update the table of contents figures and caption tables (Reference tab in MSWord) once the document is complete.*

    g) *Introduce naming conventions as required for traceability purposes.*

1.   Executive Summary

The executive summary provides an overview of the content contained in the business process specification document. The executive summary should not say anything that has not been included in the body of the template. Many people write this section last i.e. after the rest of the template has been completed. Items that typically need to be in this summary include:

- *A brief description of the current and future processes to be addressed*

- *An indication of the intended audience*

- *An outline of the scope*

- *Key risks and issues*

- *A summary of the recommended course of action.*

2. Introduction

2.1. Purpose

The purpose of this document is to describe the current and future business processes involved in the management of <<Project>>.

This document will be used to identify business processes for potential automation, evaluate existing automated processes for improvement where appropriate.

2.2. Intended audience

This is an internal document and is relevant to the following requirement stakeholders:

- *Detail the stakeholders or refer to a stakeholder matrix.*

2.3. Definitions, Acronyms and Abbreviations

Table of terms and associated descriptions used within this document are contained in the following table.

TABLE 1 - ACRONYMS

Acronym	Definition

2.4. References and Related Documents

Table of references and related documents used within this document are contained in the following table.

TABLE 2 - REFERENCES

Document Type	Document Name	Location

2.5. Business Context

Describe the business problem or opportunity:

2.6. Functions

Detail the business functions and high-level business processes:

2.7. Scope

2.7.1. Inclusions

Describe the intend scope of the project or initiative:

2.7.2. Exclusions

Detail what is not in scope for this project or initiative:

2.8. Assumptions and Dependencies

The following assumptions and dependencies apply to this document:

2.9. Constraints

The following constraints apply to this document:

2.10. Process Modelling Approach

Detail the approached used to process model and document associated business descriptions:

3. Business Processes – AS IS

3.1. Context Diagram

The context diagram shows the interaction of the high-level business processes:

3.2. <'as is' Process Diagram>

Insert diagram of 'as is' business process:

3.2.1. <'as is' Process Description>

TABLE 3 - <<AS IS PROCESS DESCRIPTION>>

Business Process:	< The name of the process should reflect the goal or outcome of the business process>
Description:	*<Describe the goal or outcome of the business process from the stakeholder' perspective – Note this is a brief description and does not detail each of the process activities>*
Actors:	*<What are the business roles participate in the process. This should match the swim lanes and pools shown in the process diagram>*
Triggers:	*<What event(s) initiate the process>*
Preconditions:	*<What state must the business be in before the process can start>*
Process Activities:	*<Describe each activity shown in the process diagram>*
Post Conditions:	*<The expected outcomes of the process>*
Applications/Tools:	*<List the computer applications, spreadsheets, databases or other tools that support the business process activities – Note these may also be shown on the process diagram >*
Forms/Templates:	*<The current forms, templates and any other documents used in the process>*
Policy/Procedures:	*<List policies, procedures or legislation that directly impact or effect this process>*
Business Rules:	*<List the business rules that have an effect the flow of the process e.g. authorisation, calculations>*
Measures:	*<List the measures produced by the business process: Revenue, Expense, Volume, Time Taken and Risk>*
Opportunities for Improvement:	*<List any opportunities for improvement – Note these ideas may not be validated until the 'to be' process models are completed>*

Repeat table for additional processes

4. Business Processes – TO BE

4.1. Context Diagram

The context diagram shows the interaction of the high-level business processes:

4.2. <'to be' Process Diagram>

Insert diagram of 'to be' business process:

4.2.1. <'to be'> Process Description>

TABLE 4 - <<TO BE PROCESS DESCRIPTION>>

Business Process:	< The name of the process should reflect the goal or outcome of the business process>
Description:	*<Describe the goal or outcome of the business process from the stakeholder' perspective – Note this is a brief description and does not detail each of the process activities>*
Actors:	*<What are the business roles participate in the process. This should match the swim lanes and pools shown in the process diagram>*
Triggers:	*<What event(s) initiate the process>*
Preconditions:	*<What state must the business be in before the process can start>*
Process Activities:	*<Describe each activity shown in the process diagram>*
Post Conditions:	*<The expected outcomes of the process>*
Applications/Tools:	• *<List the computer applications, spreadsheets, databases or other tools that support the business process activities – Note these may also be shown on the process diagram >*
Forms/Templates:	• *<The current forms, templates and any other documents used in the process>*
Policy/Procedures:	• *<List policies, procedures or legislation that directly impact or effect this process>*
Business Rules:	• *<List the business rules that have an effect the flow of the process e.g. authorisation, calculations>*

Repeat table for additional processes