<Project Name Here>
System Prospectus

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Overview

Explanation of Contents

The System Prospectus is the primary user deliverable of the Requirements Analysis phase. The System Prospectus includes, but is not limited to, documentation on:

- Project Scope
- User Requirements
- Evaluation of Alternate Solutions and Recommendation.

If the evaluation of alternative solutions included a review and selection of hardware or packaged software, then the System Prospectus could include, when appropriate, a summary of or reference to:

- the vendor RFP
- evaluation criteria
- evaluation results

Related documents in the Requirements Analysis phase can include

- The Request for Proposal (RFP) document which was sent to all vendors
- The Technology Architecture document,
- The Product Recommendation document,

The level of detail, content and format of the System Prospectus is dependent upon the type of system being developed, the complexity of the system, the applicable standards, procedures, guidelines being utilized, and the user expectations.

IT Core Team Roles/Responsibilities

The following table breaks down the areas of this document that each role would have responsibility and/or input for document completion. For instance, the Project Manager (PM) bears overall responsibility for the creation and management of this document. The PM would also be responsible for providing inputs for various parts of assigned chapters of the document. The Business Analyst (BA) would be the primary writer and would therefore be assigned all chapters of the document. The BA would receive all inputs from the various sources such as the Architect or Developer, etc., for the chapters they are assigned.

The assignment of specific areas of responsibility within the chapters should be reviewed at the Project Review Meetings conducted by your Team Lead.

Role	Responsibility Chapters & Sections
Project Manager	Delivery & Compilation of entire System Prospectus
System/Business Analyst	Chapter 1- Chapter 6
Developer	Chapter 2 Chapter 3 Chapter 4 Chapter 5 Chapter 6
Architect	Chapter 2 Chapter 3 Chapter 4 Chapter 5 Chapter 6
Shared Services	Chapter 2 Chapter 4 Chapter 5 Chapter 6 The Shared Services SME for this document is: Tim Carroll
Quality Assurance/Testing Team	Chapter 2: Section 2.4, Chapter 6: Section 7.4, 7.5. 7.7

1. Objectives

1.1. Introduction and Management Overview

The introduction should highlight the reasons for the project, the expected benefits, and the current status of the project. User management is the intended audience of this section. The content, style, and format of this section must be tailored to meet the user's management expectations, while at the same time summarizing the objectives, scope, and status of the project.

Please Note: This section builds off the Project Charter, Section 1 (Introduction). Information can be cut and/or pasted from the Project Charter and further elaborated herein.

1.2. Business Objectives

This section defines the desired business situation of the user. The objectives should be quantified to the extent possible. The objectives should be clear, realistic, and obtainable. For example, the users desire to reduce the aging of accounts receivable from 45 days to 30 days is a clear statement of what is required. The objectives are determined to be realistic and obtainable or not during the analysis work.

Please Note: This section builds off the Project Charter, Section 2.1 (Business Objectives). Information can be cut and/or pasted from the Project Charter and further elaborated herein.

1.3. System Objectives

System Objectives are used to define the processes and data required to support the business objective(s). Examples of System Objectives to support the business objective discussed above could be:

- to provide management with timely reports on 30 day outstanding receivables
- to provide on-line access to the status of receivables

System Objectives should include:

- a description of the objectives
- the action to be taken
- the time period
- execution constraints within which it must take place
- the variables required to assess its ability to satisfy the business objective it is supporting

It may be appropriate, given the constraints of the project, to provide supporting documentation and some detailed descriptions in exhibits or appendices.

1.4. Project Objectives

This section defines the characteristics for a successful project. Typical areas where project objectives are documented are: dates, costs, quality, and the development of people. In addition, use of new technology or learning a new application area can be include project objectives.

2. Project Scope

2.1. Project Type

The application name and technical approach or architecture chosen to implement the proposed system or, if appropriate, individual subsystems. For example:

- custom-built accounts receivable systems using conventional (3 GL) and/or fourth generation language (4 GL)
- package-based accounts receivable system

2.2. Project Context

The Project Context provides the first high level view of the system in relation to its interfaces with other systems or organizations. It is the basis upon which further analysis will take place and will assist the project team in defining the system boundaries. It may be appropriate to illustrate the Project Context with a chart or graphic. A Data Flow Diagram at the context level is an example of a graphic technique commonly used to illustrate project context. There are several other graphic techniques that are equally applicable.

The Project Context should include:

- a high level graphic model/view of the system
- a description of system inputs and outputs and interfaces that have been documented in the project data dictionary
- a list of events that the system must process

Please Note: This section builds off the Project Charter, Section 2 (Scope & Objectives). Information can be cut and/or pasted from the Project Charter and further elaborated herein.

2.3. Business Model

A high level view of the major organizational units/functions included in the system. The Business Model is the first attempt to understand the major functions that will be included within the scope of control of the system. In many instances an annotated hierarchical chart of the affected organizational units/functions will provide an acceptable level of detail.

Please Note: This section builds off the Project Charter, Section 2 (Scope & Objectives). Information can be cut and/or pasted from the Project Charter and further elaborated herein.

2.4. System Constraints

These are classified into business, technology, and resource constraints and are based on management's direction. They provide the boundaries and parameters within which the proposed system will operate. These will be used as part of the system design effort during the Design and Build phase of the project.

Include hardware, software, cost, organization, geographical, and administrative constraints that could limit the flexibility of system design.

Please Note: This section builds off the Project Charter, Section 3.1 (Constraints & Assumptions). Information can be cut and/or pasted from the Project Charter and further elaborated herein.

3. Current System Summary Description

This is a summary description of the present system from a technical, organizational, and business viewpoint. The system summary could be used as a base for the design of the proposed system.

This section may be omitted if user management has good understanding of the current system's strength and limitations and if adequate documentation already exists.

Relevant details should be included in appendices or as Project Working Papers.

3.1. Current System Model

A high level graphic showing major departments or functional areas supported by the current system. It provides an understanding of the current system functions and their relationships to organizational areas. When necessary, the high level graphic is supported by lower level detail graphics for each major area/function.

3.2. Current System Evaluation

This section provides an outline of the major business and/or system objectives and the degree to which they are supported by the current system. It includes are any operational and system maintenance strengths and weaknesses. The details in this section may be limited to a list of short descriptions for each business/system objective with cross-references to support detailed descriptions of Section 3.1 and 3.2 above.

Please Note: This section builds off the Project Charter, Section 4.3 (Current System Profile). Information can be cut and/or pasted from the Project Charter and further elaborated herein.

4. New System Requirements

This is a description of the key user requirements that the system must satisfy. It provides user management an unambiguous statement of their key needs and requirements. It will also facilitate the process of obtaining user approval and commitment for the project.

In addition, these requirements will be used and refined during the Solution Definition phase.

Please Note: This section builds off the Project Charter, Section 3.2 (Provisional Delivery Strategy). Information can be cut and/or pasted from the Project Charter and further elaborated herein.

4.1. Requirements Overview

A list of key functional requirements outlining specific functions that must be performed by the proposed system to meet business objectives. Detailed requirement descriptions can be, when appropriate, included as appendices.

4.2. Conceptual Process and Data Models

Process models may include, when appropriate, definitions of the proposed system functions, information flows, definitions of data storage requirements and origins and destinations of information flows. The models should be supported by data dictionary entries or by such other suitable supporting information as volume, frequency and response time.

A conceptual data model should be included in this section. The graphic technique, level of detail and mode of presentation are dependent upon the type of system being developed, complexity of the conceptual data model, and user expectations.

Depending on the specific project circumstances, it is often not necessary to complete the conceptual models to the lowest level of detail. In such a case the first task of System Delivery Specification will be to complete the models.

4.3. Security and Control Requirements

A description of all security and control objectives, for example: data integrity and data accessing. These will be used to define and design the processes and data access controls during System Delivery Specification and Technical System Design. This section should provide enough detail for the system analysts and designers to continue the design process on a solid foundation.

Please Note: This section builds off the Project Charter, Section 2.5 (Controls Strategy). Information can be cut and/or pasted from the Project Charter and further elaborated herein.

NOTE: Required Documentation external to the System Prospectus:

Table 1. ET Required Documents

Document/Template	When Used	Document Owner
System Requirements Analysis (<name>.doc)	This document is completed by all client server and web based projects . This documents is used to evaluate the project's proposed security and controls functions .	**Group:** Enterprise Technology **SubGroup: IT Risk & Business Recovery** **Contact: <name>**
FASTPASS (<name>.doc)	This is a "fast pass" security review for low risk applications. This is the document that is to be used rather than the SRA document noted above.	**Group:** Enterprise Technology **SubGroup: IT Risk & Business Recovery** **Contact: <name>**
RASP Assessment	A structured review of business requirements, application development, infrastructure, support and management procedures to ensure high availability business systems .	**Group:** Enterprise Technology **SubGroup: Technology Planning & Enterprise Architecture** **Contact: <name>**
<company name> Overall Risk Evaluation (ORE) Document	<company name>'s IT Standard for Service Provider Arrangements requires that such arrangements undergo an IT risk review to identify security, recovery, and operating risks. This review must be completed prior to any contract execution. The IT Risk and Business Recovery Management Unit facilitates such reviews and evaluate controls using the <company name> Overall Risk Evaluation (ORE) process. The ORE process consists of two documents. The first document is to be completed by the Project Manager and Business Owner at <company name>. This first document contains a fact sheet for the arrangement and a macro for evaluating the Risk Level of the Service Provider Arrangement. The Service Provider should complete the second document.	**Group:** Enterprise Technology **SubGroup: Business Management Office** **Contact: <name>**

4.4. Accessibility and Availability Requirements

A description of security requirements, and whether or not the application/system is to be made available to external entities (i.e. firewall considerations, web-enabled (inter/intranet)). Also a description of timeframes for availability (24X7), expectations for downtime for maintenance and/or backups.

4.5. System Performance Requirements

A description of all system performance requirements ranked by their importance to the enterprise. They must provide specific performance parameters understandable by the user and system designers. An example of a performance requirement is this:

- Inquiries regarding a customer's balance will have a response time of less than four seconds.

4.6. Data Volume Requirements

A description of the amount of data expected to be stored in the system, and expectations for scalability over time. This information will be used to assess hardware and software capabilities and requirements.

4.7. User Interaction and Volume Requirements

A description of how users will interact with the system (on-line, batch), and a description of the total number of users, the peak number of users at a given point in time, and expectations for future additional users. This information will be used to assess hardware and software capabilities and requirements accounting for scalability .

4.8. System Integration Requirements

A list of other existing systems/technologies that this system will need to integrate with, and how. It will be important to identify these technologies to assess whether or not additional technologies will be required to fill the gap, and to identify potential limitations. One such requirement would be that the proposed solution be able to integrate with standard scheduling and monitoring tools such as Maestro.

4.9. Recoverability Requirements

A description of how quickly an environment needs to be made available in case of a hardware or software outage. This will determine whether or not a “hot standby” environment will be necessary and is especially important for mission critical systems.

5. Solution, Evaluation and Recommendation

This section provides a summary of the information developed during the evaluation process. This section will include the Product Recommendation. The Product Recommendation contains the determination of the overall fit to the requirements of each vendor's product proposal and summarizes the reasons for the final choice of product and/or vendor.

The document summarizes the findings and assessments of the evaluation in the following areas:

- Vendor Proposal Assessment
- Vendor Product Plan
- Selection Differentiators
- Vendor Capabilities Assessment
- References
- Product Fit Assessment
- Product Capability Assessment
- Delivery and Technical Constraints
- Implementation Solutions
- Financial Proposal Comparison

This Solution, Evaluation Recommendation section may also be used to document the process scenarios that are demonstrated for a package during a selection workshop. These scenarios may be used later in the Package Solution Definition module as the basis of test scenarios executed during a conference room pilot.

If a product is not being considered as (part of) the solution, the solution evaluation and recommendation section could include an outline of the alternatives considered, their constraints, cost comparisons, expected benefits, ranking, and final recommendation.

In addition, it may include an outline of technology alternatives suitable for the organizational and technological infrastructure of the enterprise, as it is compared to the state of the art in the marketplace and competition. One or ORE of these alternatives will become the technical environments under which the system will operate.

The amount of detail should be targeted for user management with supporting detail in an appendix for the system designers.

6. Preliminary Design of Recommended Solution

This is a description of the recommended solution. This section provides management with an understanding of the solution that best meets their needs.

6.1. Solution Overview

Outline of the approach selected for recommendation of the overall solution. This section will include a description of custom-built software, software package(s), package modification and manual subsystems and how they will integrate. The functions that will be supported by the selected solution should be identified, highlighted and discussed.

Implementation solutions will have been defined for the core business processes addressed by the product and these may be included in this section. The implementation solutions are descriptions of the way in which a particular product would implement the core processes and also resolve any gap between functionality and requirement.

Where there is a gap in functionality, the possible alternative solutions are identified. This may involve a manual work around, product enhancement, or custom development.

6.2. Solution Constraints

A description of the relationship the selected solution will have on the identified business, technical, and project delivery constraints. These relationships will be used by the system analysts and designers to fit the solution into the system constraints. The summary descriptions in this section can be, when appropriate, supported by detailed appendices.

6.3. Delivery and Transition Strategies

Definition and discussion of the impact of the selected implementation strategy on available funds, product(s), technical skill constraints, and the time required to assimilate the proposed system into the user's environment.

This information will be used by management to plan the phases (i.e., group of functions to be delivered by site), formulate the delivery schedules, and plan the efficient transition to the new system.

This is a summary section that is supported by exhibits outlining each project delivery phase, along with the estimated delivery dates.

6.4. Test Strategy

This section discusses the test strategy that has been selected. Emphasis should be placed on user acceptance testing. It also should define the unit, integration, and system test strategy including those who will perform the test, the testing environment, procedures for correcting errors, extent of required re-testing (for changes made during development and after the system is installed).

The information will be used during the System Delivery Specification to develop detailed specifications for the test cases and to define the roles and responsibilities for the project team and user staff.

6.5. Projected Costs

Identify and define an estimate of the cost. The cost estimates should be firm for the Solution Definition phase activities and forecasts for the total project. This information will be used by user management to authorize continuance of the project. Detailed cost exhibits should support this summary section. It should

be tied to the strategy outlined in Section 6.3 and the delivery schedules of Section 6.7 for the first project stage (for multi-stage projects).

6.6. Expected Benefits

Document the benefits of the chosen solution and the business objectives it supports. This section contains summary descriptions that are supported by appropriate working papers.

6.7. Delivery Schedules

Consists of summary work breakdown structures and key milestones. The route map guidelines contained in the route mapping descriptions provide models of nine basic project routes. The summary schedules are based upon the supporting estimates of work effort, assigned staff, and beginning and ending dates. Supporting details must be in the project management deliverables in accordance with the organization's quality assurance standards.

APPENDICES

Appendix A. Document History

Table 2. Document Information:

Original Author	<name>	
Creation	Created on: <date>	
Filename/Location		
Document Status	Final	
Revision #	Revision Date	Revised By

Appendix B: IT Project Documentation Sign-off

TO:

FROM:

SUBJECT: **TITLE OF DOCUMENT**

DATE: **TODAY'S DATE**

Approval signature is required for the following document: (copy attached)

DOCUMENT INFORMATION:	
Title:	
Version:	
Date:	
Author:	

Please approve by close of business on XX/XX/XXXX and forward to *{IT Project Manager of Project}; {telephone number}*. Approval is required before additional development can proceed. Delay of approval may impact the project plan.

Once approval is received, the document will be forwarded to development for cost and time estimates. These estimates will be communicated to the Business Project Manager and/or project specific business partners when complete.

As estimates are refined and programming analysis commences, the document may require enhancement and/or modification. The IT Project Team will notify IT & respective business partners regarding any changes that impact the approved specification and/or costs.

APPROVALS	
Approved by:	Date:
Approved by:	Date:
Approved by:	Date: