CDC Unified Process Checklist

BUSINESS NEEDS STATEMENT

Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to Business Needs Statement have been addressed.

Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Has the Business Needs Statement Practices Guide been reviewed?
	Has a business needs statement been documented in a format presentable to the reviewing governance committee?
	Has a Business Owner/Manager identified the business need?
	Has the Capital Planning and Investment Control (CPIC) office been contacted?
	Has the proposed investment/project been compared with existing Enterprise Architecture (EA)?
	Has the Business Need been described in sufficient detail to justify a decision whether or not the organization should move forward with the development of a full business case?
	Have the benefits of the proposed project been clearly identified and documented?
	Have Rough Order of Magnitude (ROM) estimates been documented?
	Have potential risks and issues been identified, documented, and analyzed?
	Has the information contained within this checklist been completed and verified?