Department Title

Division Title

Project Title

Process Assessment Report

Last Saved: December 29, 1997

Table of Contents

Executive Summary.....Error! Bookmark not defined.

Project Sponsor and Organization .....Error! Bookmark not defined.

Proposed or Affected System .....Error! Bookmark not defined.

Reason for Request.....Error! Bookmark not defined.

Affected Business Processes .....Error! Bookmark not defined.

Purpose of Change.....Error! Bookmark not defined.

Affected "Customers" .....Error! Bookmark not defined.

Possible Technical Solution .....Error! Bookmark not defined.

Affected Applications.....Error! Bookmark not defined.

Sponsor Commitment **2**

Analysis

The analysis will outline the method followed for reviewing the Change Management Report(s) in the brainstorming session(s).

Identification

This section will identify the element in the SDLC where the error in each Change Management Report was introduced. A table summarizing the total for each element should be included.

Common Themes

This section will contain common themes identified in the analysis and any relationships established.

Recommendations

The recommendations will outline potential modifications to the SDLC that will help avoid alterations in the future and thus reduce the cost of system development. This section must outline the recommended change, how the recommended change will improve the SDLC and the analysis that lead you to the conclusion.

Sponsor Commitment

We have completely reviewed this request,
We agree that it is necessary and worthwhile
and we are ready to commit the necessary resources
to the successful completion of the project.

Signature	Date	Representing
		Division User Representative
		Division Sponsor