Department Title

Division Title

Project Title

Business Requirements and Conceptual Design Report

Last Saved: December 29, 1997

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Revision History

			Signatures	
Revision	**Date**	**Description Of Change**	**Author**	**Approval**
0		Original Issue		

Executive Summary

The executive summary will include an overview of the intermediate documents developed in this phase including: a) a description of the current business process (es), b) a statement of business requirements, c) process redesign recommendations, d) an overview of high-level application functions, and e) description of a high-level data model.

Project Background

The project background will include a restatement of the initial request and a summary of the current business process.

Process Description

An overview description of the current process and proposed process redesign changes, including anticipated organizational impacts.

Business Requirements

This section will identify the business requirements, the system inputs, outputs, and their integration requirements. This section should be in outline format.

Revised Cost/Benefit Analysis

A revision of the initial cost/benefit estimates in the Feasibility phase.

Listing of Proposed Application Functions

This section lists application functions necessary to satisfy the business requirements and implement the redesigned business process. . Reference the business requirements from section 4 by identifying the outline number.

High-level Data Model

This section includes the data model diagram and a brief description of the data flow in the redesigned business process.

Department and Client Commitment

The signature section of this document will be signed by the ITS Director and the project sponsor. A statement should precede the signatures identifying that the ITS Director and the and project sponsor accept the Business Requirements and Conceptual Design Report.

	REQUIREMENTS DEFINITION AND CONCEPTUAL DESIGN QUALITY ASSURANCE CHECKLIST
	Are the project's objectives and goals verifiable, defined, and stated?
	Is this project strategically aligned with departmental/divisional missions, goals, and objectives?
	Have or will business or program practices and procedures be re-engineered before or as part of the implementation of the system or technology?
	Has departmental senior management approved this project?
	Have standards, conventions and documentation requirements been developed for major activities (for example: requirements analysis, program specifications, coding, etc.)?
	Will formal procedures and processes (such as JAD, etc.) be employed to ensure adequate participation by business and program personnel?
	Has a formal quality plan identifying quality goals and defect prevention activities been developed?
	Have checkpoints for formal independent quality assurance reviews been identified?
	Have the scopes and focuses of each quality assurance review been determined?
	Is the department's internal quality assurance function involved in the project?
	Are all business and technical requirements testable?

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

Signature	**Date**	**Representing**
		Division User Representative
		Division Sponsor
		DENR Division of Information Technology Services
		DENR Sponsor