

Appendix B.5 - Summary template

SUMMARY SHEET (1 of 5)																				
QUESTIONS	ANSWER	NDEL	LATE	BUDG	USER	FUNC	ERR	EFF	FAIL	SUPP	ENH	Category				Urgency				
1 Strategic Issues 1.1 Do the system objectives fit into the company's overall business strategy? 1.2 Do the system objectives fit into the company's department strategy?												A	M	U	N	3	2	1	0	
2 Business Issues 2.1 When is the system required; how was the date determined? 2.2 What would be the result of late delivery? 2.3 What would be the result of limited functionality? 2.4 What is the financial case for the system? 2.5 What is the stability of the business area? 2.6 How clearly are the project objectives defined?																				
3 Project Size and Scope 3.1 What is the extent of the effort required in man days? 3.2 What is the length of the project in elapsed time? 3.3 How many sites will the system be implemented in? 3.4 Are the tasks in the project plan interdependent?																				

SUMMARY SHEET (2 of 5)																			
QUESTIONS	ANSWER	NDEL	LATE	BUDG	USER	FUNC	ERR	EFF	FAIL	SUPP	ENH	Category				Urgency			
4 Organisation 4.1 Does the experience of the project Manager cover similar sized projects 4.2 Does the experience of the project Manager cover the business application? 4.3 What are the skills and experience of the project team? 4.4 Where will the project team be located? 4.5 What is the size of the project team? 4.6 What is the make-up of the project team? 4.7 Will the project be run using a life-cycle? 4.8 How well do the project team understand the chosen methodology?												A	M	U	N	3	2	1	0
5 Users 5.1 How many separate user functions are involved? 5.2 What is the commitment of the user management? 5.3 Where will the appropriate members of the project team be located? 5.4 How much previous department exposure have the users had? 5.5 How much change will there be to the user's operation or organisation?																			

SUMMARY SHEET (3 of 5)																			
QUESTIONS	ANSWER	NDEL	LATE	BUDG	USER	FUNC	ERR	EFF	FAIL	SUPP	ENH	Category				Urgency			
6 Planning Issues 6.1 What is the current state of the project plans? 6.2 What is the availability of appropriate department resources? 6.3 What is the availability of appropriate user resources? 6.4 What is the availability of appropriate external resources? 6.5 Is completion of this project dependent on the completion of other projects?												A	M	U	N	3	2	1	0
7 Technical Development Issues 7.1 How have the technical options been evaluated? 7.2 What is the knowledge of the proposed hardware/software environment? 7.3 Does the experience of the project Manager cover a similar technical application? 7.4 Is the application new? 7.5 What is the complexity of the system? 7.6 Is the system based upon a package or bespoke?																			

SUMMARY SHEET (4 of 5)																				
QUESTIONS	ANSWER	NDEL	LATE	BUDG	USER	FUNC	ERR	EFF	FAIL	SUPP	ENH	Category				Urgency				
8 Pre-Implementation Issues 8.1 Who is responsible for defining System testing? 8.2 Who is responsible for defining Acceptance testing? 8.3 Has Environmental testing been considered?												A	M	U	N	3	2	1	0	
9 Implementation Issues 9.1 On what basis is the implementation planned? 9.2 Is the proposed hardware/software environment in use already? 9.3 How many existing of proposed systems interface directly with this system? 9.4 Will the system require a data communications network? 9.5 What access will the appropriate members of the project team have? 9.6 Will users and department staff be available for training?																				

SUMMARY SHEET (5 of 5)																			
QUESTIONS	ANSWER	NDEL	LATE	BUDG	USER	FUNC	ERR	EFF	FAIL	SUPP	ENH	Category				Urgency			
10 Operations and support 10.1 Will the system be operated by the user or department staff? 10.2 What are the availability of operations and support resources? 10.3 How often will the system be run? 10.4 How critical are the deadlines? 10.5 What could be the effect of system failure? 10.6 Is the system network dependent? 10.7 How easy will the system be to maintain?												A	M	U	N	3	2	1	0
11 Evolution 11.1 Does the existing system have a good and documented structure? 11.2 How well do the project team understand the functionality of the existing system and the application domain? 11.3 How well do the project team understand the structure of the existing system? 11.4 How well do the project team understand the technical environment of the existing system? 11.5 Is there a defined strategy for the long-term evolution of the system? 11.6 How critical is the data migration and the transition from the existing to the new system?																			

Appendix B.6 - Recommendation Template

RECOMMENDATIONS WORKSHEET													
Category	Urgency	Factor	RISKS AFFECTED										RECOMMENDATIONS
			NDEL	LATE	BUDG	USER	FUNC	ERR	EFF	FAIL	SUPP	ENH	