Business Analysis Recommendations Template

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# Context

*Please remember this document template is just a suggestion; every business and organisation will have different documentation standards and expectations of their business analysts, so only use the templates that will help you drive value in your role. There are no formal “standards” across the Business Analyst profession, and this is merely a starting point to help you get started. We recommend, suggest and implore you to edit, modify, delete, add, substitute and otherwise re-work this to provide value. The commentary/advice highlighted in italic blue like so is designed to help you fill out the documentation, and SHOULD BE DELETED BEFORE DISTRIBUTION INTERNALLY!*

This document is used to capture and store recommendations from analysis, relating to a particular project.

It requires input from stakeholders involved with the system, end users, subject matter experts, and internal stakeholders who may be impacted by the change.

*We create and share this content to help give back to the community, and give aspiring Business Analysts the guidance we wish we had when we started out.*

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**Contributions & authored by:**

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# Document Control

## Summary of Document Changes

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Reason** |
|  |  |  |  |
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## Quality Assurance

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| --- | --- | --- |
| **Version** | **Date** | **Reviewer** |
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## Document Approver

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| --- | --- | --- |
| **Name** | **Date** | **Signature** |
|  |  |  |

# Introduction

## Purpose

<Document the purpose of this document

Example: The purpose of this document is to detail the business requirements>

## Background

<Brief description on the initial stimuli of the project and how the organization intends to achieve its goals and make the desired transition and by what means>

## Definitions

<List any terms the audience may not understand, including specific terms, abbreviations and acronyms>

|  |  |
| --- | --- |
| **Terms, abbreviations and acronyms** | **Meaning** |
|  |  |
|  |  |
|  |  |

## Referenced Documents

|  |  |
| --- | --- |
| **Document Number / Location / Links** | **Reference Description/Name** |
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# Business Scope and Objectives

## In Scope

<Include the scope of the project providing a 'high-level’ understanding of what the Department / Agency is and aspires to become>

## Out of Scope

<List what is excluded from the project scope>

## Objectives

<Identify the overall projects objectives. This will help in providing the context in which the project is intends to be undertaken>

# As-Is Business Process Flows

<Document the “As-is” business process flows here. Suggestions could include the following:

* *Including a business process model which could provide a graphical representation of the flow of work*
* *Depicting the usage and interaction between the various components – people, hardware and software>*

# Observations

<Document the any common trends or anecdotal evidence worth highlighting. This should be the largest section, including results from

interviews, workshops, observations, desktop research, statistical analysis, etc.>

# Recommendations

<Document the any recommendations or opportunities you have identified. You may prefer to separate these into subheadings if some are

mandatory/urgent and others optional.>

# Assumptions, Issues and Constraints

## Assumptions

<Outline any critical assumptions related to the business requirements. This may include that one individual represents/speaks for a collective.>

## Issues

<Outline any issues related to the business requirements. This may include stakeholders dropping out>

## Constraints

<Outline any constraints related to the business requirements. This may include time limits>

# Appendices

## Appendix 1

<Include any additional annexures which might be useful for example Process maps>