

# Preview

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## Vision and Scope Document

for

**<Project>**

Version 1.0 approved

Prepared by <author>

<organization>

<date created>

eLearning versions of several popular Process Impact training seminars are available at [www.processimpact.com/elearning.shtml](http://www.processimpact.com/elearning.shtml), including "In Search of Excellent Requirements," "Exploring User Requirements with Use Cases," and "Writing High-Quality Requirements." Single-user and corporate-wide site licenses are both available.

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# Revision History

Name	Date	Reason For Changes	Version

# **1. Business Requirements**

*<The business requirements provide the foundation and reference for all detailed requirements development. You may gather business requirements from the customer or development organization's senior management, an executive sponsor, a project visionary, product management, the marketing department, or other individuals who have a clear sense of why the project is being undertaken and the ultimate value it will provide, both to the business and to customers.>*

## **1.1. Background**

*<This section summarizes the rationale for the new product. Provide a general description of the history or situation that leads to the recognition that this product should be built.>*

## **1.2. Business Opportunity**

*<Describe the market opportunity that exists or the business problem that is being solved. Describe the market in which a commercial product will be competing or the environment in which an information system will be used. This may include a brief comparative evaluation of existing products and potential solutions, indicating why the proposed product is attractive. Identify the problems that cannot currently be solved without the product, and how the product fits in with market trends or corporate strategic directions.>*

## **1.3. Business Objectives and Success Criteria**

*<Describe the important business objectives of the product in a way that is quantitative and measurable. The value provided to customers is described in section 1.4, so this section should focus on the value provided to the business. This could include estimates of revenue or cost savings, return on investment analysis, or target release dates. Determine how success will be defined and measured on this project, and describe the factors that are likely to have the greatest impact on achieving that success. Include things within the direct control of the organization, as well as external factors. Establish measurable criteria to assess whether the business objectives have been met.>*

## **1.4. Customer or Market Needs**

*<Describe the needs of typical customers or market segments, including needs that are not yet met by the marketplace or by existing systems. You may wish to describe problems customers currently encounter that the new product will (or will not) address and how the product would be used by customers. Identify the customer hardware and software environment in which the product must operate. Define at a high level any known critical interface or performance requirements. Avoid including any design or implementation details. Present the requirements in a numbered list so that more detailed user or functional requirements can be traced to them.>*

## **1.5. Business Risks**

*<Summarize the major business risks associated with developing this product, such as marketplace competition, timing issues, user acceptance, implementation issues, or possible negative impacts on the business. Estimate the severity of the risks and identify any risk mitigation actions that could be taken.>*