IT Project Business Plan Checklist for DES
December 2011

To aid full disclosure of all project elements and a better, timelier product, please use this tool in conjunction with completing the Business Plan Template. In the Required column, R means it is required for all projects and O means it is optional for smaller, less complex projects.

#	Description	Required?
Section: 1 - Overview		
1	Summary description of project	R
2	Scope/extent of project	R
3	Justification for project – why needed (business drivers such as new law or reporting requirement, update antiquated system that doesn't meet needs etc.)	R
4	Risks affecting success of project	O
5	Project constraints (rules, reporting requirements, timeframe, key factors affecting schedule and budget, etc.)	O
6	Alternate solutions considered (using off the shelf software, another database, spreadsheets, etc.)	R
Section 2 - Stakeholders		
7	Table of key personnel, their role, and place for approval signature. Include project sponsor, project manager, business analyst/point person, IT staff, DES program staff, DES DOIT liaison.	R
8	Other team member description – internal and external customers, fresh eyes, etc.	O
9	Project commitment – right people involved, resources will be available, business plan is a contract, a 50/50 partnership	O
Section 3 – Timeline and Budget		
10	Project timeline – Excel or Word table that shows project broken down into pieces with time estimates for each piece. See IT Project Timeline Guidance document.	R
11	Estimated costs – include hardware, software, vendor, DoIT and DES staff time and any other anticipated expenses. Include assumptions used to generate value(s)	O
12	Duration-complexity considerations (see last page of this document for more detail)	O
Section 4 – Business Process		
13	Current process – described in text or graphic format	R
14	Future process – described in text or graphic format including reasons for change from current process	R
Section 5 – User Interface and Products		
15	Screen mockups (show columns and their labels, buttons, navigation to other forms etc.)	R
16	Outputs – descriptions of any queries, reports, letters, invoices, emails etc. to be generated by application	R
17	Inputs – How data/documents will get into the system such as hand entry by staff, web entry by stakeholders, batch uploads via spreadsheets or from other databases or pieces of equipment etc.	R
18	Critical functions – Define the requirements that are absolutely essential to the business of the people that will be using the system. One tool for helping to identify the critical functions is the Use Case Reference document available on the DoIT agency intranet at http://www.nh.gov/doit/intranet/toolbox/standards/index.php.	O
19	User roles – description of types of roles/privileges needed by various users such as read-only, write access to entire application or only certain parts of it etc.	R

Section 6 – Back end (system) details		
20	Database table and column descriptions – includes type of data element, length, pick list values (if applicable), whether required etc.	R
21	Connections/interfaces with other applications	O
Section 7 – Technical Details/Special features needed		
Please circle Y if part of the project or N if not. If part of the project, be sure to describe in business plan.		
22	Desktop hardware/software needs – anything additional/special needed for project?	Y N
23	Infrastructure needs (such as servers, switches etc.)	Y N
24	Telecommunications	Y N
25	Mobile devices	Y N
26	Credit card processing	Y N
27	Security concerns	Y N
28	Special backup or data recovery needs	Y N
29	Data conversion - enhancing/importing current data into new application	Y N
30	Data flow via the Exchange Network – node to node flow	Y N
31	Web/Onestop presence	Y N
32	GIS interface	Y N
33	Electronic signature/pin and password	Y N
34	Document management – document types, retention policies, access needs	Y N
Section 8 – Testing, training, and rollout		**Required?**
35	Test scenarios for each screen focused on critical functions, user roles, system integration, security	R
36	Testing schedule including testing team members and roles	R
37	Training schedule including staff and any external customers to be trained, who will do the training and how (class setting, webinar etc.)	R
38	User manual/documentation	R
39	Technical documentation – entity relationship diagram	R
40	Rollout plan and schedule – whether soft or hard rollout, internal or external customers, and how the rollout will be communicated to affected stakeholders	R

Duration-complexity considerations (from Section 3, Timeline and Budget above)

Description: Use the following criteria to help assess the technical complexity of the project, with the reliability of the time estimate going down as the complexity goes up:

- Low Complexity – Using existing or known technology, no or limited and simple interfaces with other systems, the business process is straightforward and clearly defined, the requirements are well defined at the beginning, DoIT staff assigned have applicable experience/skills
- Moderate Complexity – Involves some new technology, multiple and/or more complex interfaces with other systems, the business process is more complicated and/or not well documented, some outstanding issues regarding the requirements, DoIT staff assigned will be doing some things for the first time
- High Complexity – Relies heavily on new technology, multiple complex interfaces with other systems, the business process is complex and either poorly or not documented, numerous outstanding issues regarding the requirements, DoIT staff assigned will be doing several things for the first time