Cooper Software Limited

MiView™ visual reporting software makes it easy
to manage complex business information

<Project Name>

Business Information Review

ISSUE	DATE	DESCRIPTION	BY	CS Approved	<Customer> Approved
0.0.1		Initial Version			
RECENT ISSUE HISTORY				APPROVALS	

Contents

1. Business Requirements

This Business Information Review (BIR) document describes the proposed work to ……

[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.]

BO-1: Meet the regulatory requirements ……

BO-2: Efficiency Gain 1 – Accessing the system will be performed in less than …….

BO-3: Efficiency Gain 2 – Accessing any document record will take less than …..

BO-4: Efficiency Gain 3 – Accessing any report will take less than …..

BO-5: Efficiency Gain 3 – Wider access throughout the organisation will …….

SC-1: Within 3 months of release, daily usage will increase from TBD users, from TBD departments, to TBD from TBD, hence indicating the wider benefits of an on-line system.

SC-2: Within 3 months of release, help desk calls will be reduced from an average of TBD per month to TBD per month.

SC-3: After a period of a year, the availability of reports for progress of ????, will facilitate the identification of procedural changes in identified bottleneck areas. Subsequently the timescales for ???? will be reduced.

SC-4: A reduction in time spent managing ???, by 15%.

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.]

CN-1 Customers require…..

CN-2 Customers can't obtain….

MN-1 There is no tool available in the Market for ….

MN-2 The Total Available Market (TAM) for a tool or service of this type is £xxx.

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.]

RI-1: The complexities of the existing data and files is such that data migration could take forever…..

RI-2: Files are in excess of 200Mb and Web Interface transfers could take…..

RI-3: Legislation is currently changing …..

RI-4: The cost of licences for …….

2. Vision of the Solution

[This section establishes a long-term vision for the system to be built to address the business objectives. This vision will provide the context for making decisions throughout the course of the product development life cycle. The vision should not include detailed functional requirements or project planning information.]

2.1 Vision Statement

[Write a concise vision statement that summarizes the purpose and intent of the new product and describes what the world will be like when it includes the product. The vision statement should reflect a balanced view that will satisfy the needs of diverse customers as well as those of the developing organization. It may be somewhat idealistic, but it should be grounded in the realities of existing or anticipated customer markets, enterprise architectures, organizational strategic directions, and cost and resource limitations.]

System X will provide significant benefits over current processes and systems. Improvements in speed, access, security, cost, efficiency…..

2.2 Major Features

[Include a numbered list of the major features of the new product, emphasizing those features that distinguish it from previous or competing products. Specific user requirements and functional requirements may be traced back to these features.]

FE-1: Storage and use of Document Templates – one common set of templates for use within the system and auto-populated with data from the existing records.

FE-2: Document Releasing & Versioning – System X will interface to a conventional Document Management System facilitating check-in, review, approval and check-out features.

FE-3: A summary view of documents per Project will summarise their release status.

FE-4: Wider, Secured Access – All users will have their own ‘roles’ and permissions to generate, review, approve and view documents.

FE-5: System Reports – an online suite of reports providing the required summaries of Projects/Modifications.

FE-6: Search Facility – A flexible set of click and select options to define where to search for a set of typed-in key words.

2.3 Assumptions and Dependencies

[Record any assumptions that were made when conceiving the project and writing this vision and scope document. Note any major dependencies the project must rely upon for success, such as specific technologies, third-party vendors, development partners, or other business relationships.]

AS-1: All users will be able to read PDF files.

AS-2: All existing data will be migrated to System X.

AS-3: Licence costs per users will not exceed……

DE-1: Remote Intranet access, from outside the UK will be possible…….

DE-2: The relevant Customer’s Staff will be available for system definition, data migration and system testing.

3. Scope & Limitations

[The project scope defines the concept and range of the proposed solution. It's also important to define what will not be included in the product. Clarifying the scope and limitations helps to establish realistic expectations of the many stakeholders. It also provides a reference frame against which proposed features and requirements changes can be evaluated. Proposed requirements that are out of scope for the envisioned product must be rejected, unless they are so beneficial that the scope should be enlarged to accommodate them (with accompanying changes in budget, schedule, and/or resources).]

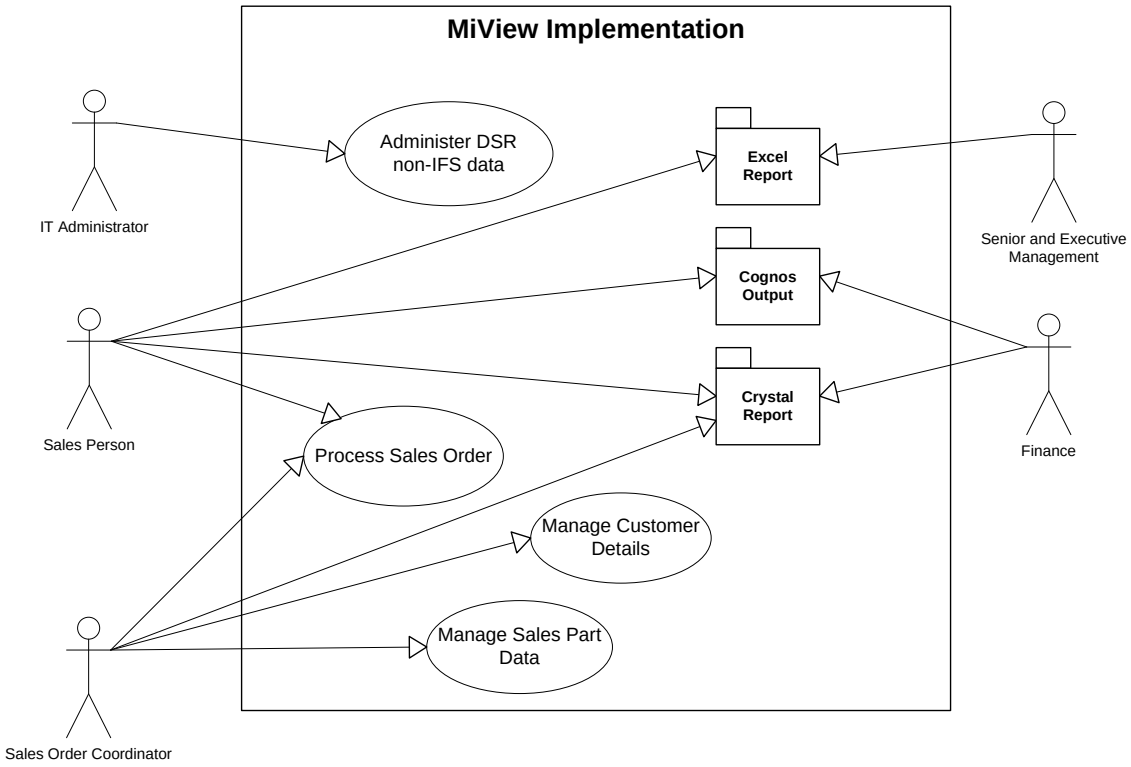

Figure 1: MiView Use Cases

3.1 Scope of Initial and Subsequent Releases

[Describe the intended major features that will be included in the initial release of the product. Consider the benefits the product is intended to bring to the various customer communities, and generally describe the product features and quality characteristics that will enable it to provide those benefits. Avoid the temptation to include every possible feature that any potential customer category might conceivably want some day. Focus on those features and product characteristics that will provide the most value, at the most acceptable development cost, to the broadest community.

If a staged evolution of the product is envisioned over time, indicate which major features will be deferred to later releases.]

Feature	Release 1	Release 2	Release 3
FE-1	Document Templates		
FE-2	Document Releasing & Versioning		
FE-3	A summary view of documents per Project/Modification		
FE-4	Wider yet Secure Access		

FE-5	System Reports		
FE-6	Search Facility		
LI-1	Next Phase	AAAAAA	
LI-2	Subsequent Phase		BBBBB

Table 1: Major Features of System X

3.2 Limitations and Exclusions

[Identify any product features or characteristics that a stakeholder might anticipate, but which are not planned to be included in the new product]

To make the management and delivery of this project achievable within the customer's expected timeframe it is necessary to clearly define what is included and what is omitted from the solution to be delivered. The sections above define what is included. The list below defines what will NOT be included in this first release of the solution.

LI-1: This feature is too complex for inclusion in the first release.

LI-2: This feature can't be implemented in the first release because it depends on the implementation of a new system under development.

LI-3: This will never happen because it is simply …….

4. Business Context

[This section summarizes some of the business issues around the project, including profiles of major customer categories, assumptions that went into the project concept, and the management priorities for the project]

4.1 Stakeholder Profiles

[Stakeholders are individuals, groups, or organizations that are actively involved in a project, are affected by its outcome, or can influence its outcome. The stakeholder profiles identify the customers for this product and other stakeholders, and states their major interests in the product. Characterize business-level customers, target market segments, and different user classes, to reduce the likelihood of unexpected requirements surfacing later that cannot be accommodated because of schedule or scope constraints. For each stakeholder category, the profile includes the major value or benefits they will receive from the product, their likely attitudes toward the product, major features and characteristics of interest, and any known constraints that must be accommodated. Examples of stakeholder value include:

- *improved productivity*
- *reduced rework*
- *cost savings*
- *streamlined business processes*
- *automation of previously manual tasks*
- *ability to perform entirely new tasks or functions*
- *conformance to current standards or regulations*
- *improved usability or reduced frustration level compared to current applications]*

Stakeholder	Major Value	Attitude	Major Interests	Constraints
Corporate & IT Management	ISO Compliance	Committed to identified business benefits	Sustaining and improving Operations Dept performance	Work has to be partitioned into deliverable portions.
Commercial Department				
Production				
Purchasing				
Finance				
IT				
Training	Etc	Etc	Etc	Etc

Table 2: Stakeholder Profiles

4.2 Project Priorities

[Describe the priorities among the project's requirements, schedule, and budget. The table below may be helpful in identifying the parameters around the project's key drivers (top priority objectives), constraints to work within, and dimensions that can be balanced against each other to achieve the drivers within the known constraints. For more information, see chapter 2 of creating a Software Engineering Culture by Karl E. Wiegers (Dorset House, 1996). Examples]

Dimension	Driver	Constraint	Degree of Freedom
Schedule	ISO Certification by TBD	Availability of Operations personnel to support definition, test setup and data migration, testing and release.	Must be implemented before mid 2008, in advance of IFS7 implementation.
Features		200Mb file viewing may be limited	May need to convert reports to a set of fixed views.
Quality	System must be robust and secure		
Staff	Cooper Software Project Manager (half-time) after completion of Specification Phase + Developer (full time during development and testing)	As mentioned for 'schedule'.	
Cost		Work to be broken down into manageable and chargeable sections.	

Table 3: Project priorities

4.3 Operating Environment

[Describe the environment in which the system will be used and define the major availability, reliability, performance, and integrity requirements. This information will significantly influence the definition of the system's architecture. Consider questions such as:

- *Are the users widely distributed geographically or located close to each other? How many time zones are they in?*
- *When do the users in various locations need to access the system?*
- *Where is the data generated and used? How far apart are these locations? Does the data from multiple locations need to be combined?*
- *Are specific maximum response times known for accessing data that might be stored remotely?*
- *Can the users tolerate service interruptions or is continuous access to the system critical for the operation of their business?*
- *What access security controls and data protection requirements are needed?]*

System X will require the following components as illustrated in Figure 2: Browser, Servers and Storage:

- An IIS 6 web server to host the Intranet interface running on a Windows 2003 operating system.
- The users will only use Microsoft Internet Explorer 6 to access the system.
- A Microsoft SQL Server database to hold all the part related data and system metadata.
- IFS Document Management to hold document data, facilitate document issue control with check-in, review, approval and release functionality as well as a secure document storage.
- A worldwide Intranet access for all potential users with suitable access and download speeds.
- Availability will be 24/7/365.
- Access times are defined in the Business Benefits, section 1.2.

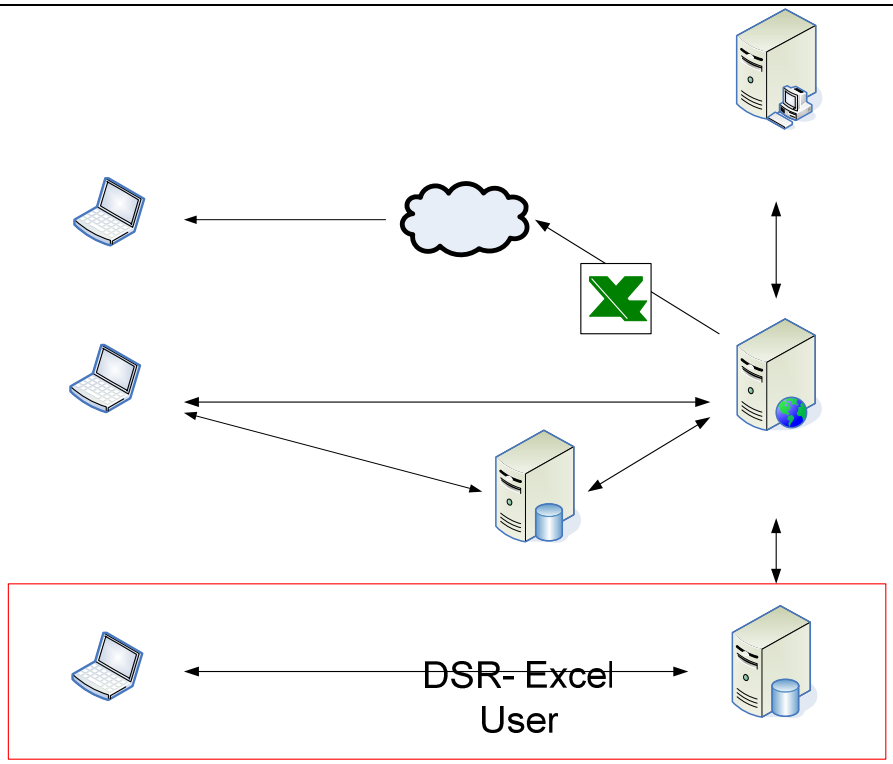

Figure 2: Browser, Servers and Storage

SMTP

DSR- IFS
User

IFS D

out with project scope

DSR- Cognos
User

5. Work and Delivery Schedule

This section outlines the delivery schedule that will be followed.

5.1 Delivery Team

The following stakeholders have been nominated:

Ref	Name and Responsibility	Company
FC	**Frank Cooper**, project signatory.	CS
??	**??**, customer sponsor and project manager.	[*Cust Name*]
GC	**Gary Clark**, project development manager and liaison point.	CS
MR	**Martin Robertson**, software developer responsible for creation of the FE-1.	CS
BS	**Brian Storrar**, senior software developer responsible for the physical MiView installation	CS
CL	**Colin Lyndsay**, software developer responsible for the development FE-2, FE3.	CS
IB	**Iain Brown**, software tester responsible for the testing of all deliverables related to this installation	CS
??	**??**, responsible for coordinating FE-1 and user acceptance testing.	[*Cust Name*]
??	**??**, responsible for coordinating FE-2 and user acceptance testing.	[*Cust Name*]
??	**??**, responsible for coordinating FE-3 user acceptance testing.	[*Cust Name*]
??	**??**, Responsible for IT liaison and resolving operation IT issues	[*Cust Name*]

Table 4: Project Stakeholders

5.2 Work Schedule and Deliverables

The following work schedule will be followed and deliverables generated:

Ref No	Item	Actionee	Complete By
1	Documentation Pack signed off: Business Information Review & Requirements Specification.	??	[*DD/MM/YYYY*]
2	FE-1	??	[*DD/MM/YYYY*]
	Acceptance Testing	??	[*DD/MM/YYYY*]
	Implementation	??	[*DD/MM/YYYY*]
3	FE-2	??	[*DD/MM/YYYY*]
	Acceptance Testing	??	[*DD/MM/YYYY*]
	Implementation	??	[*DD/MM/YYYY*]
4	Iteration 1 Sign off	??	[*DD/MM/YYYY*]
5	FE-3	??	[*DD/MM/YYYY*]
	Acceptance Testing	??	[*DD/MM/YYYY*]
	Implementation	??	[*DD/MM/YYYY*]
6	Iteration 2 Sign off	??	[*DD/MM/YYYY*]

Table 5: Work Schedule

5.3 Items Required

The following items need to be provided by [*Customer Name*] to support the MiView development:

Ref No	Deliverables	Item

Table 6: Required Items

6. Definition of Terms

This section provides a definition of terms, which are used in this and related documentation.

6.1 Supporting Materials

The following supporting materials are relevant to, and should be read in conjunction with this document.

Ref No	Item	Author	Date
1			
2			
3			

Table 7: Supporting Materials

6.2 Definitions and Acronyms

A subset of the following Definitions and Acronyms is used in this document.

Acronym	Definition
PDF	(Adobe's) Portable Document Format
API	Application Programming Interface
DMS	Document Management System
FTP	File Transfer Protocol
HTTP	Hyper Text Transfer Protocol
ERP	Enterprise Resource Planning
IFS	Industrial and Financial Solution
ODBC	Open Database Connectivity – used to link databases to applications
VPN	Virtual Private Network

Table 8: Definitions & Acronyms