

Company Name

Project Name

Initial Study Report

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Amendment History

Version	Author	Date	Description of changes
1/00	P Crompton	DD-Mon-YYYY	First issue

1. INTRODUCTION

This section should contain a management summary of the study and its major findings.

1.1 Background

Places the study in a business/project-wide context.

1.2 Aims of the Document

The aim of the document is to provide an initial study of the business area and to give one or more recommendations for the system solutions. A resource estimate should also be provided for the next stage.

1.3 Sources of Information

Details of all personnel consulted in carrying out the study, and all documents used, together with dates and issue numbers as appropriate.

1.4 Scope of study

The terms of reference or boundaries for the study. Any potential overlaps with other studies or developments in progress should be noted.

1.5 Constraints and Assumptions

All relevant constraints and assumptions. Some of these may be carried forward to the analysis stage.

2. BUSINESS REQUIREMENTS

2.1 Functions

Significant business objectives and requirements which are within the scope in terms of logical functions.

2.2 Data

Details of any new or amended business information.

2.2.1 Significant volumes and frequencies

Current projections for the amount of data to be collected and the frequency of transactions.

2.2.2 Data ownership

Issues relating to the ownership of data. Including origination of data and responsibility for amendment.

2.3 Dependencies

Any logical dependencies with other developments should be detailed here.

3. PROPOSED SOLUTION

This gives an outline of the proposed system solutions to the above requirements, and where there are options it recommends one.

3.1 Options

One or more options for physical implementation

3.2 Implications for the current system

A brief description of the effects of the above proposals upon the current system or procedures.

3.3 Recommendations

Where options for physical implementation exist this section indicates the recommended solution and gives reasons for the recommendation.

3.4 Transition

An outline of any important transition issues. This might include data conversion, Working practice changes etc.

4. ISSUES

All issues identified so far.

5. PLAN AND ESTIMATES

An overview of the required effort for each of the options listed in section 3.1.

APPENDICES

Attach all of the minutes of meeting to this section and any other documents that aid understanding.

End of document