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| Preliminary/Final Business Process Analysis (BPA)  Project name |



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TMR OnQ Template Version 3.0 (06/09/2017)

Project Proposal

Options Analysis

Business Case

Project

Plan

Handover Report

Completion Report

Component Assignment Brief

Business Process Analysis

Business Requirements Specification

Project Summary

|  |  |
| --- | --- |
| 1. Region/Unit |  |
| 1. Location |  |
| 1. Program |  |
| 1. Project Number |  |
| 1. Project Description |  |

Document Control

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| --- | --- |
| 1. Prepared by: | 1. Name |
| 1. Title: | 1. Job title |
| 1. Branch: | 1. Branch |
| 1. Division | 1. Division |
| 1. Location: | 1. Floor, street, city |
| 1. Version no: | 1. 0.1 |
| 1. Version date: | 1. dd mm yyyy |
| 1. Status: | 1. Initial Draft/Consultation Draft/Approved Document/Minor Revision/Major Revision |
| 1. DMS ref. no: | 1. DMS reference number |
| 1. File/Doc no: | 1. File number/document number |

Version history

|  |  |  |  |
| --- | --- | --- | --- |
| **Version no.** | **Date** | **Changed by** | **Nature of amendment** |
| 1. **0.1** |  |  | 1. **Initial draft.** |
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Endorsement and Approval

Project Customer

I approve the business process analysis in this document.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

The following officers have **endorsed** this document

Project Sponsor

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

Project Manager (= Component Project Customer)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

Component Project Sponsor

I accept the business process analysis in this document.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |
| 1. **Comments** | | | |
|  | | | |

The following officers have **endorsed** this document

Component Program Manager

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

Component Project Manager:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

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| Read this guidance text box before proceeding.   1. This template is completed initially in the concept phase and then updated in the development phase. 2. In the second instance, start with this template from the website, as it may contain updates. Then bring material from the initial template, bold italicising that text. Insert any new material is in normal typeface, enabling a reviewer/approver to readily see what has changed from the last approved document. This can be particularly useful when there is a long time lapse between templates, and avoids unnecessary searching by the reviewer/approver. As this material is being brought forward, check that all the material mentioned in the guidance has been covered, then delete the corresponding guidance box.   Most sections contain guidance shown in yellow boxes and a content area denoted by a placeholder symbol Type here. Other sections contain draft text that needs to be reviewed and selected/amended/deleted as necessary.  When the template is complete and the guidance boxes removed, update the table of contents by  right-clicking and selecting ‘Update Field’, then ‘Update entire table’.  Once approved, this document should be managed in accordance with the Department of Transport and Main Roads Recordkeeping Policy.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

Executive summary

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| Extract the key points of this document. The executive summary should not say anything that has not been included in the body of the template. So it is usually best to write this section last i.e. after the rest of the template has been completed.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. Purpose of this document

The purpose of this document is to determine the ‘as is’ and ‘to be’ business processes.\

1. Definitions

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| 1. In the table below, define any term the audience may not understand, including specific terms, abbreviations and acronyms.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

| Terms, abbreviations and acronyms | Meaning |
| --- | --- |
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1. Governance
2. The key governance information from the most recent business template has been extracted below.
   1. Key Roles

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| 1. Bring forward from the most recent business template.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. The key project management roles are:

|  |  |
| --- | --- |
| 1. Project Customer | 1. [Name], [Position] (decision maker ‘owning’ the new asset) |
| 1. Project Sponsor | 1. [Name], [Position] (head of the delivery group) |
| 1. Concept Manager | 1. [Name], [Position] |
| 1. Program Manager | 1. [Name], [Position] |
| 1. Project Manager | 1. [Name], [Position] |
| 1. Advisory Group | 1. (optional) |
| 1. Component Project Sponsor | 1. [Name], [Position] |
| 1. Component Program Manager | 1. [Name], [Position] |
| 1. Component Project manager | 1. [Name], [Position] |

* 1. Business and program benefits of the overall/controlling project

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| 1. Bring forward from the most recent business template.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Project management method

The component interaction flow from the OnQ website will be used, indicating the flow of Business Process Analysis (BPA) and Business Requirements Specifications (BRS) templates between the controlling and component projects.

1. Project definition
   1. Location

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| 1. Bring forward from the most recent business template.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Background

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| 1. Bring forward from the most recent business template.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Current situation

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| 1. Bring forward from the most recent business template.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Objectives

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| 1. Bring forward from the most recent business template.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

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   1. Proposed project

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| 1. Bring forward from the most recent business template.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

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   1. Project performance measurement/success criteria/KPIs

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| 1. Bring forward from the most recent business template or component assignment brief.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Product performance measurement/success criteria/KPIs

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| 1. Bring forward from the most recent business template or component assignment brief.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. Project scope
   1. In scope

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| --- |
| 1. Bring forward from the most recent business template. 2. Also bring forward for the component project from the component assignment brief.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Out of scope

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| --- |
| 1. Bring forward from the most recent business template. 2. Also bring forward for the component project from the component assignment brief.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Constraints

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| --- |
| 1. Bring forward from the most recent business template. 2. Also bring forward for the component project from the component assignment brief.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

Type here

* 1. Assumptions

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| --- |
| 1. Bring forward from the most recent business template. 2. Also bring forward for the component project from the component assignment brief.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Related projects/proposals/planning studies

|  |
| --- |
| 1. Bring forward from the most recent business template or the component assignment brief.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Urgency/desired completion date

|  |
| --- |
| 1. Bring forward from the most recent business template or the component assignment brief.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. Stakeholder impacts

|  |
| --- |
| 1. Bring forward from the most recent business template or the component assignment brief the stakeholders relevant to this component.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. **Internal**

| Stakeholder | Impact/Interest in the project |
| --- | --- |
|  |  |
|  |  |
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1. **External**

| Stakeholder | Impact/Interest in the project |
| --- | --- |
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1. Business processes

|  |
| --- |
| 1. In this section, document all of the existing business processes that this project will affect. Identify the areas that are impacted by these changes. Also, list any new processes required to support this project and indicate the areas affected. This information may best be presented in tabular form similar to that shown below.   To delete this guidance text box right-mouse click within this box, select Delete Rows. |

1. Type here

| Item no. | Business process | Impact area | Reference |
| --- | --- | --- | --- |
|  |  |  |  |
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| 1. Item number – a sequential numbering series suitable to the project. 2. Impact areas – the business areas upon which the impact of change will take place (for example, Customer Service Centres and Call Centres). 3. Reference – record points of reference such as sections of legislation, regulations, minutes, briefing notes, internal policy or other documentation relevant to the particular business process and rules.   To delete this guidance text box right-mouse click within this box, select Delete Rows. |

1. Process maps

|  |
| --- |
| 1. The following process maps show the business processes affected by the project. 2. These maps will be at a high level for the preliminary BPA document but refined to a detail level in the final BPA document since the selected option is then known and the level of detailed information will be further advanced.   To delete this guidance text box right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Current business process (as is)

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| 1. Show the process map for the current business process (as is).   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Required business process (to be)

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| 1. Show the process map for the desired business process (to be).   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. Annexures

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| Annexures may include but not be limited to the following:  Process maps  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here

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| When the template is complete and the guidance boxes removed, update the table of contents by  right-clicking and selecting ‘Update Field’, then ‘Update entire table’.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |