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Foundations Summary Template

<< Project Name >>

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# **Purpose of this document**

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| --- | --- |
|  | * To summarise the Business Case for the project, including: * the business vision associated with the successful outcome of the project * outline quantified benefits to be delivered * a justifiable budget for the project. * critical success factors for the project * known assumptions, dependencies and constraints associated with the project * To describe in outline one or more solutions most likely to meet the business drivers and project objectives * To describe the management and governance approach   Note: This document is intended as an executive summary of a number of the products listed below, as they exist at the end of the Foundations phase. Under some circumstances, particularly for smaller projects or in organisations comfortable with very light documentation, the products marked with a \* may not be created as separate documents and this summary may be all that is needed. The products listed are expected to evolve from an outline at the end of Feasibility to reflect Foundation level detail. Similarly this summary product is likely to an evolution of the Feasibility Assessment where created previously   * Business Case\* * Prioritised Requirements List * Solution Architecture Definition\* * Development Approach Definition\* * Management Approach Definition\* * Delivery Plan |

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|  | **Project Role** | **Name** | **Signature & Date** |
| **Produced by:** | Project Manager |  |  |
| **Approved by:** | Business Sponsor |  |  |

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| **Revision History** | | | | |
| Name | Ver | Reason for change | Status | Date |
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# Outline Business Case

## The Business Vision

Describe the primary objective of the project. (Where it exists, copy this section of the Feasibility Assessment, validate it and correct where necessary and explain any changes)

## Key Assumptions, Risks and Dependencies

State any assumptions risks or dependencies that are likely to influence the decision on whether/when to proceed to Evolutionary Development. Create a risk log for these and more detailed risks that will need managing if the project proceeds. (Where it exists, check that items from this section of the Feasibility Assessment have been addressed. If not include them here along with any new items that may have emerged during Foundations)

## Project Costs

Provide an estimate of cost for the project based on implementing the chosen solution in accordance with the Delivery Plan summarised later.

## Business Benefits

Provide a statement of the business benefits to be gained through achieving the vision. If possible, quantify this benefit for comparison with the project costs in order to justify the project.

## Cost / Benefit Analysis

Use this section to provide a justification for the project based on predicted costs and benefits. Either provide a reference/link to the Business Case or summarise it here. Consider copying the cost benefits analysis of the Business Case here if that document was created)

# Outline Solution

## Proposed Solution Outline.

Describe the proposed solution, using annotated diagrams wherever possible, including business processes affected. Ensure that sufficient information is provided to justify the decision to proceed. (Where it exists, copy this section of the Feasibility Assessment, validate it and correct where necessary and explain any changes)

## Proposed Architecture (Hardware and Software)

For projects involving systems and other technical elements describe them, by use of a simple diagram,   
  
E.g. for I.T. systems in terms of technical platforms, network connections etc.

By annotation of the diagram describe the technical architecture at a very high level:-

Either provide a reference / link to the Solution Architecture Definition, or summarise it here. (Where it exists, consider copying this section of the Feasibility Assessment, validate it and correct where necessary and explain any changes)

## Technical Constraints (including maintainability objectives)

Where it has been created, evolve this section from the Feasibility Assessment to identify any technical constraints or considerations such as disaster recovery, security, performance, capacity etc.

Identify constraints related to ongoing support of the system. Consider feasibility of the support required in terms of logistics and cost. Either may affect the feasibility of the project.

# Management Approach

Describe the proposed approach to the project, including any major tailoring of the AgilePM lifecycle. Focus on Incremental delivery, iterative development and collaboration.

## Project Organisation

Describe the structure of the project and solution development teams, and any key people required to fill these roles. Remember that availability of suitable people to fill key roles is essential to the success of the project and should be agreed at this point

## Project Controls and Governance

Explain how the project will demonstrate control, including progress reporting, risk management and reviews. (Where it exists, consider copying this section of the Feasibility Assessment, validate it and expand on it if necessary)

## Delivery Plan

Provide a summary of the Delivery Plan, showing a schedule of Increments **and timeboxes**, with goals for each Increment, **and ideally each timebox**. Provide evidence as to the achievability of this plan through reference to the Prioritised Requirements List.