

Item	Glenn's Template Entry	Glenn's Thought Process
Business Objective(s)	Automate the current document permissions process that is a combined auto/manual process providing full transparency and flagging compliance risks. Meet current audit/compliance requirements, including audit trail and reporting.	He remembered that this information existed in the high-level requirements.
Objective of/or Problem to be Solved by this Activity	Roles & Permissions Matrix: 1) Solve the discrepancies identified; <i>and</i> 2) Affirm the existing roles and authorities documented. The ultimate outcome would be to attain business sign-off, or at least be close to it.	Glenn jotted a few notes as he thought through these questions and then articulated it. It may be modified later. The point is to get initial thoughts started and formulate into something meaningful, yet simple, just enough. • What is the scope of this effort? • What are the boundaries of control, change, solution or need? • Is there a problem statement? Problem statements often have three elements: 1) the problem itself, stated clearly and with enough contextual detail to establish why it is important; 2) the method of solving the problem, often stated as a claim or a working thesis; 3) the purpose, statement of objective and scope of the document the writer is preparing. • How will we know we have met or solved it?
Business Analysis Approach	<ul style="list-style-type: none"> • Validate list of Use Case scenarios - identify missing and/or changes. • Review highlighted possible discrepancies noted by BA. • Capture next steps and agree on assignments if not clarified. • BA update documentation and confirm results, identifying any configuration risks. • Need a handshake between Scientist and Audit stakeholders. 	By this point, he had already begun to think about his approach. <ul style="list-style-type: none"> • What tasks need to be done? • Are there any dependencies? • What outputs will be needed?
Stakeholders	Domain Subject Matter Expert	Who are the primary stakeholders? Who else may be impacted by this activity?
Existing Business Analysis Information	Roles & Permissions Matrix: <ul style="list-style-type: none"> • RACI matrix; • Current state process flows; • Future state process; • Use Case scenarios 	Glenn identified five artifacts he wanted to review as part of his research.
Link to or Location of BA Information/Artifact	<i>Intentionally left blank for this example</i>	
Potential Value	<ul style="list-style-type: none"> • Audit/Compliance; • Ease of Use; • Fully automated solution with audit trail (calculate cost of current process, including time to complete, error and audit risk); • Consider a Value Stream Map to capture Value adding and Non-value adding time. 	He thought about the challenges of the manual process currently in place and the associated risks. <ul style="list-style-type: none"> • What is qualitative, quantitative? • Is there anything intangible? • Are there metrics? • Is there a Value Stream Map?
Risk or Blocker	Potential complexity	Glenn had already jumped ahead and added this when he was filling out the Business Analysis Approach . There may be others, but this was his biggest concern at the moment.
Assumptions	Existing business analysis information artifacts are easily accessible.	Finding out that it will take a few days to get relevant data or information has been a setback previously and could impact planning and scheduling.
Elicitation Technique(s)	Group: <ul style="list-style-type: none"> • Validation - current state process flow (consider 5 Why's), RACI matrix, Roles & Permissions Matrix • Storyboarding - future state Individual: <ul style="list-style-type: none"> • Observation - Dr. Lee 	Glenn had a 2-hour meeting scheduled due to the high priority status of this requirement. He'll use a facilitated validation technique , having Dr. Lee talk through the steps in his process to the group. Glenn will be crosschecking the RACI and Roles & Permissions Matrix as he goes.
Status	Resolution activity scheduled	Glenn has a customized set of Statuses that he finds helpful in his personal organization process.
Comments/To Do's	Future state process hasn't been clearly defined	