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| INSTRUCTIONS: Review the three Confirm Need Checklists provided below. Identify the pros and cons of each and determine which would be more appropriate for your work environment and/or circumstances. |

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| Checklist 1 |

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| **Pro** | **Con** |
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| Checklist 2 |

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| **Pro** | **Con** |
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| Checklist 3 |

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| **Pro** | **Con** |
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| Most appropriate for my work environment and why: |

Checklist 1

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| |  | | --- | | **General Considerations** | | • Who is the Project Sponsor(s)?  • Who are the intended users (ex: end users, managers, customers and staff)?  • How and where will the users access the system?  • Are there specific security requirements / considerations (ex: limits on who should access the data, information that should only be accessed by a certain individual or group)?  • Are there special usability considerations?  • Are there specific reporting requirements / considerations?  • Are there specific performance requirements / considerations (ex: peak processing cycles)? | | **Feasibility** | | • Is there a life expectancy for the product or service?  • Which technology is being considered and why?  • Is technology the best / appropriate solution or would business process reengineering be more appropriate? | | **Dependencies** | | • Do other initiatives need to be completed before this effort can provide value?  • Is this effort predicated on a yet to be determined product or service offering that may not materialize?  • Is this a long term or short-term solution?  • Will data sources be under development? | | **Constraints** | | • Will this effort need additional funding beyond what is available at this time?  • Will this effort require expertise or knowledge not readily available in the organisation?  • Does the proposed solution integrate with the organisation’s platforms of choice?  • Will this solution fit into our existing infrastructure?  • Are there entities within the organisation that do not support this initiative? | | **Risks** | | • What are the potential risks of moving forward with this effort?  • What are the risks of not moving forward with this effort?  • Are there contractual agreements that must be considered with this solution?  • Are there methods available to mitigate any identified risks? | |

Checklist 2

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| 1. Does the project align with organizational strategies (Y/N?) 2. Is there organisational support or acceptance of the project idea (Y/N?) 3. Is the level of project risk acceptable to the organisation (Y/N?) 4. Has an appropriate financial review been performed on this project - Return on Investments (ROI) or Net Present Value (NPV) (Y/N?) 5. Will this project’s Deliverables produce Earned Value for the organisation (specify key project performance indicators) (Y/N?) 6. Does this project provide strategic enablement (or key project dependency) (Y/N?) |

Checklist 3

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| **Criteria** | **Scores** |
| Project Success Potential | **High**: (=>80% probability of success*)*  **Medium**: (60% to 80% probability of success)  **Low**: (=< 60% probability of success*)* |
| ROI (Return on Investment) | **High**: >100% **Medium**: 65% - 100% **Low**: 0<65% |
| NPV (Net Present Value) | **High**: > $1 million **Medium**: $250,000 - $1 million **Low**: < $250,000 |
| Future Cost Avoidance | **High**: > $1 million **Medium**: $250,000 - $1 million **Low**: < $250,000 |
| Payback Period | **High**: <1 year **Medium**: 1 - 3 years **Low**: > 3 years |
| High Dependency | **High**: >=3 projects dependant on full or partial completion of this project  **Medium**: 1 or 2 projects dependant on full or partial completion of this project  **Low**: 0 projects dependant on full or partial completion of this project |
| Increase Efficiency / Opportunity for Standardization / Improve Security | **High**, **Medium**, **Low**:  Degree to which project supports an operational efficiency strategy |
| Improve Customer Service | **High:** > 70%, **Medium:** 50-69%, **Low**: < 50%  Opportunity to improve quality or response time associated with product or service |
| Obsolescence | **High**: (Currently out of support, No work-around, frequent failures or downtime)  **Medium**: (Facing de-support < 1 year, Temporary business work around)  **Low**: (Technology still considered current and / or supported, failures and downtime are rare) |
| Sunk Cost | **High:** >£5000, **Medium:** £3000-4999, **Low**: <£3000  A cost has already been incurred which cannot be recovered |
| High Visibility Project | **High**, **Medium**, **Low**:  Chance the project will get positive and/or negative media and/or political attention |
| Funding or Spending Stipulations and Constraints | **High**: (Must meet time and spending requirement within 6 months) **Medium**: (Must meet time and spending requirements within 12 months) **Low**: (Must meet time and spending requirements > 12 months) |
| Regulation (National and International) / Security Risks | **High**: (Currently out of compliance with regulation )/ Security Risk with significant repercussions  **Medium**: (Non-Compliance situation < = 1 year) / Security Risk with minimal repercussions  **Low**: (Non-compliance situation > 1 year) / no security risk |
| Useful Life of Product / Service | **Long**: (> 7 years) **Medium**: (2-7 years) **Short**: (< 2 years) |