DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENTERPRISE PERFORMANCE LIFE CYCLE FRAMEWORK

<OPDIV Logo>

CHECKLIST
BUSINESS NEEDS STATEMENT

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Has the Business Needs Statement Practices Guide been reviewed?
	Has the completed Business Needs Statement been reviewed by subject matter experts and project stakeholder?
	Has a Business Owner/Manager identified or approved the business need?
	Has a preliminary Enterprise Architecture (EA) review been conducted?
	Has the Enterprise Architecture (EA) team provided input with regard to ensuring that the proposed project is aligned with the target architecture and EA segment transformation efforts?
	Has the Business Need been described in sufficient detail to justify a decision whether or not the organization should move forward with the development of a full business case?
	Have the benefits of the proposed project been clearly identified and documented?
	Have Rough Order of Magnitude (ROM) estimates been documented for items such as schedule, cots, people, equipment, etc?
	Have potential risks and issues been identified, documented, and analyzed?
	Has the information contained within this checklist been completed and verified?
	Has security determined if the Business Needs Statement contains any potential security concerns?
	Has it been determined if the Business Needs Statement ensures that adequate financial resources are available?
	Has it been verified that the initial scope of the project will adequately address the requirements specified in the Business Needs Statement?

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