InfoSphere™
software

IBM InfoSphere Professional Services
Requirements Definition and Project Planning Services Offering

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HIGHLIGHTS

- *Solidify project parameters by capturing and validating critical success factors and project requirements*

- *Correlate business needs to specific technical requirements*

- *Reduce the impact of potential project risk by employing customized mitigation strategies*

- *Enable rapid project pace through detailed project execution plans and change management, acceptance and communications procedures*

- *Leverage IBM standard practices and methodologies*

Requirements definition and project Planning

The Requirements Definition and Project Planning workshop guides clients through the critical planning processes necessary for successful project implementation. Based on our Integrated Methodology for InfoSphere, the workshop provides a repeatable set of processes that can be applied to the planning efforts of future initiatives.

Developing a project blueprint

The initial efforts of the workshop result in the creation of the project blueprint, which solidifies project parameters by identifying and authenticating critical drivers and project requirements, defining scope, documenting both current and conceptual end states, performing a technical review, detailing necessary hardware and software specifications and outlining a communications plan. The project blueprint comprises several items:

- Background statement
  Captures project requirements and expectations once they have been analyzed and validated
- Project request statement
  Focuses on the business considerations of the project and serves as input to the scope definition document, which correlates business needs to technical requirements
- Scope definition document
  Provides technical requirements that are driven by the business objectives and defines and documents the complete scope of the engagement
- High-level architecture document
  Contains a high-level snapshot of the current data integration flow and acts as the basis for notating project assumptions and risk based on knowledge of the current state and the desired end state; includes a data flow diagram of the conceptual end state
- Technical approach
  Provides an action plan that covers areas such as data, hardware, software, integration, network, assumptions and risks

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Project planning

The project planning portion of the workshop focuses on preparation activities that support and guide the overall project execution. During this process, IBM analyzes client project readiness and creates a detailed project planning document that encompasses:

• Project plan
  Identifies and monitors the tasks and resources needed for the project and includes clear definitions of goals and objectives, roles and resources and required skill sets
• Acceptance procedures
  Establishes the process for producing, reviewing and approving project deliverables and milestones
• Change procedures
  Details the criteria and steps required to capture, review, escalate and accept or reject changes that may arise during the project
• Communications approach
  Provides a strategy to communicate project updates to key stakeholders on areas such as status, risk analysis and recommendations.

IBM InfoSphere Professional Services

IBM offers a broad set of services offerings designed to maximize success with the InfoSphere product suite through standard practices developed across numerous successful deployments. Intended to establish a foundation of product knowledge and

guidelines, these strategic workshops and offerings are customized to the customer's existing environments, standards, and methodologies.

IBM's objective is to provide the most cost effective and expedient means of achieving project goals through the utilization of the IBM InfoSphere product suite, repeatable processes, and consistent deliverables. To achieve these goals and ensure the continued success of our initiatives, IBM leverages standard methodologies, proven consulting expertise and experience refined throughout hundreds of successful client engagements.

For more information regarding this or any other InfoSphere Services offerings, please visit us at http://www-01.ibm.com/software/data/ips/services/professional-info-platform.html

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