# **SUMMARY AND OPTIONS**

## **{Project Name}**

Author: {Name}

Prepared for: {Name and Department}

Status: {Draft / Final}

## **Purpose of this document**

{Explain the purpose of this document and why people should read it}

## **Project outline**

{Explain the project outline in 3 paragraphs}

## **Description of business requirements**

{Explain the business / system / functional requirements}

## **Key business drivers**

{Explain why this piece of work has been commissioned and benefits}

## **Risks**

|  |  |
| --- | --- |
| **Risk** | **Mitigation** |
| {Summary of risk} | {Summary of how the risk will be mitigated} |
|  |  |
|  |  |
|  |  |

## **Assumptions**

{What assumptions have been made and why}

## **Dependences**

{What is this project dependent upon to succeed}

## **Summary of options**

### Solution name

|  |  |
| --- | --- |
| **Pros** | **Cons** |
|  |  |
| Pro | Con |
|  |  |

Risks

Assumptions

Notes and issues

Dependences

Training

Cost: £

Implementation timescales

Contact details

### Solution name

|  |  |
| --- | --- |
| **Pros** | **Cons** |
| Pro | Con |
|  |  |

Risks

Assumptions

Notes and issues

Dependences

Training

Cost: £

Implementation timescales

Contact details

## **Comparison**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement** | **Solution name** | **Solution name** | **Solution name** | **Solution name** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Recommendation**

{Final recommendation}

## **User stories**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **As a…** | **I want to…** | **So that…** | **Priority** | **Comments / Implementation** |
| Customer | be able to book an appointment online | I can self-serve | Must / Should / Could / Won’t Have |  |
|  |  |  |  |  |