Requirements definition and project planning: Creating a framework for successful project implementation

- **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 IBM® Iterations® 2 Methodology, 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*

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.*
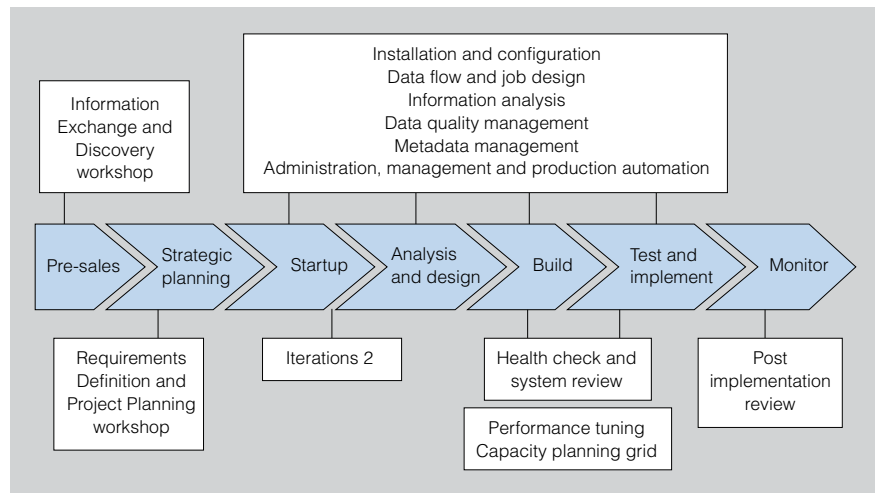

Figure 1. Services offerings within the software development life cycle

IBM Information Integration Solutions

IBM offers a broad set of service offerings designed to maximize success with IBM Information Integration Solutions through standard practices developed across numerous successful deployments. Intended to establish a foundation of product knowledge and guidelines, these strategic workshops are customized to the customer's existing environments, standards and methodologies.

Throughout the project life cycle, IBM offers a comprehensive set of service offerings using Information Integration Solutions, as seen in Figure 1.
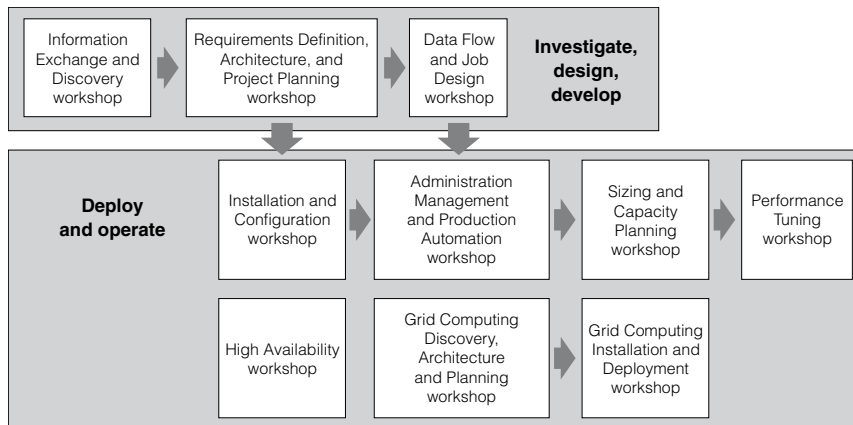
Information Exchange and Discovery workshop	Requirements Definition, Architecture, and Project Planning workshop	Data Flow and Job Design workshop	**Investigate, design, develop**

Deploy and operate	Installation and Configuration workshop	Administration Management and Production Automation workshop	Sizing and Capacity Planning workshop	Performance Tuning workshop
	High Availability workshop	Grid Computing Discovery, Architecture and Planning workshop	Grid Computing Installation and Deployment workshop	

Figure 2. Services workshops for the WebSphere DataStage parallel framework

Figure 2 illustrates the various Information Integration Solutions workshops around the parallel framework of IBM WebSphere® DataStage® (formerly WebSphere DataStage Enterprise Edition) software.

The objective of IBM Information Integration Solutions is to provide the most cost-effective and expedient means of achieving project goals through using the IBM Information Server software platform, repeatable processes and consistent deliverables. To achieve these goals and help ensure continued success, IBM employs standard methodologies, proven consulting expertise and experience refined throughout hundreds of successful client data integration workshops.

For more information

For more information about Requirements Definition and Project Planning or other IBM Information Integration Solutions offerings, please contact your IBM marketing representative or visit **ibm.com**/ software/data/integration

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