Information Requirements

 Study

OLA Consolidated Report Format with Summary and Conclusion

2013

Contents

[1. Summary 4](#_Toc369293013)

[2. Expected SOLUTION and its Benefits 5](#_Toc369293014)

[2.1 Introduction 5](#_Toc369293015)

[2.2 The organizations situation and initial conditions 5](#_Toc369293016)

[2.2.1 Tasks 5](#_Toc369293017)

[2.2.2 Current Business Solutions 5](#_Toc369293018)

[2.3 The IRS method used 5](#_Toc369293019)

[2.3.1 IRS 5](#_Toc369293020)

[2.3.2 Interviews 6](#_Toc369293021)

[2.3.3 Consolidation of the interview reports 7](#_Toc369293022)

[2.4 Other source material 7](#_Toc369293023)

[3. Functional areA information needs 8](#_Toc369293024)

[3.1 Executive level 8](#_Toc369293025)

[3.1.1 The business objectives 8](#_Toc369293026)

[3.1.2 Need of improved information 8](#_Toc369293027)

[3.1.3 Potential improvement of the foundation for decision-making 8](#_Toc369293028)

[3.1.4 Expected benefits from improvements 8](#_Toc369293029)

[3.2 Department 1 8](#_Toc369293030)

[3.2.1 Products 8](#_Toc369293031)

[3.2.2 Objective 8](#_Toc369293032)

[3.2.3 The results and the result quality (client needs satisfied) of the departments activity 8](#_Toc369293033)

[3.2.4 Suggested procedure improvements and their benefits 8](#_Toc369293034)

[3.3 Department 2 8](#_Toc369293035)

[3.3.1 Products 8](#_Toc369293036)

[3.3.2 Objective 8](#_Toc369293037)

[3.3.3 The results and the result quality (client needs satisfied) of the departments activity 8](#_Toc369293038)

[3.3.4 Suggested procedure improvements and their benefits 8](#_Toc369293039)

[3.4 Department nn 8](#_Toc369293040)

[4. SOLUTION requirements 9](#_Toc369293041)

[4.1 General system requirements 9](#_Toc369293042)

[4.2 information system Modules 9](#_Toc369293043)

[4.3 Module 1 9](#_Toc369293044)

[4.3.1 Business Case 1 9](#_Toc369293045)

[4.3.2 Business Case 2 9](#_Toc369293046)

[4.3.3 Business Case nn 9](#_Toc369293047)

[4.4 Module 2 9](#_Toc369293048)

[4.4.1 Business Case 1 9](#_Toc369293049)

[4.4.2 Business Case 2 9](#_Toc369293050)

[4.4.3 Business Case nn 9](#_Toc369293051)

[4.5 Module NN 9](#_Toc369293052)

[4.5.1 Business Case 1 9](#_Toc369293053)

[4.5.2 Business Case 2 9](#_Toc369293054)

[4.5.3 Business Case nn 9](#_Toc369293055)

[5. Conclusion and recommendations 10](#_Toc369293056)

[5.1 Cost/benefit analysis 10](#_Toc369293057)

[5.1.1 Calculation of benefits without autocorrelation 10](#_Toc369293058)

[5.1.2 Estimation of solution implementation costs 10](#_Toc369293059)

[5.2 Recommended Information systems and their Priority 10](#_Toc369293060)

[5.3 suggested implementation project 10](#_Toc369293061)

[5.3.1 Important phases and milestones 10](#_Toc369293062)

[Attachment 1 Critical success factors 11](#_Toc369293063)

[Attachment 2 Object lifecycle matrices (CRUD) 12](#_Toc369293064)

[Attachment 3 Object Descriptions 13](#_Toc369293065)

[Attachment 4 Input-output tables 14](#_Toc369293066)

[Attachment 5 Vocabulary 15](#_Toc369293067)

[Attachment 6 Key figures 16](#_Toc369293068)

[1. Department 1 16](#_Toc369293069)

[2. Department 1 16](#_Toc369293070)

[3. Department n 16](#_Toc369293071)

[Attachment 7 ERD user guide 17](#_Toc369293072)

[Figure 1 Echelon structure with FHOSP 13](#_Toc357179230)

[Figure 2 ERD with Action and Structure Objects 16](#_Toc357179231)

# Summary

# Expected SOLUTION and its Benefits

## Introduction

## The organizations situation and initial conditions

### Tasks

### Current Business Solutions

## The IRS method used

The method used to prepare this requirements specification is IRS.

### IRS

IRS comprises the following activities:

* Establishment of Study scenario
* Definition of sections (virtual organization that encompass all DHS tasks)
* Selection of participants (Facilitator, Workgroup, Reference Group, Section interview participants, …)
* IRS Introduction to participants.
* Interviews with section participants.
* Documentation of task based sectional information requirements
* Review and approval of section IRS reports
* Management level Interviews and IRS management report writing, review, and approval
* Consolidation workshop with IRS Workgroup and IRS Reference group to write this report
* IRS result sign off by sponsor.

The IRS has been done on 3 organizational levels.

1. **Sections**
2. **Departmental managers**
3. **Executive Managers**

### Interviews

Each interview has the following participants:

* Interviewers (project manager and facilitator)
* A person from the IRS reference group
* Selected persons from section or management level.

We have established sectional reports with the following content:

* Tasks, products, and objective
* Why the tasks are performed in the context of DHS
* Information used
* Information not available that could improve section performance
* Information exchange with others
* Possible improvements of current systems and procedures
* Improvements of current systems and procedures from integration of systems
* Potential benefits from improved systems, procedures, and integration
* Suggested solutions (not required).

We have established departmental reports:

* Department responsibility and tasks
	+ Who are the primary “clients”?
	+ Who are the primary “vendors”?
* The results and the result quality (client needs satisfied) of the departments activity
* Expected and required quality of the departments products
* Need of improved information
* Potential improvement of decision foundation
* Expected benefits from improvements.

We have established one executive level report

* The business objectives of DHS
* Need of improved information
* Potential improvement of the foundation for decision-making
* Expected benefits from improvements.

### Consolidation of the interview reports

The conclusions in the interview reports are coordinated on a workshop with the IRS Workgroup and the IRS Reference group.

This report is the result of the IRS interviews and the IRS consolidation workshop.

## Other source material

# Functional areA information needs

IRS has been conducted within the following organization structure:



## Executive level

### The business objectives

### Need of improved information

### Potential improvement of the foundation for decision-making

### Expected benefits from improvements

## Department 1

### Products

### Objective

### The results and the result quality (client needs satisfied) of the departments activity

### Suggested procedure improvements and their benefits

## Department 2

### Products

### Objective

### The results and the result quality (client needs satisfied) of the departments activity

### Suggested procedure improvements and their benefits

…

## Department nn

# SOLUTION requirements

This consolidated IRS report does not only describe the requirements to an IT based solution, it also describes the requirements for better business workflows (use cases).

## General system requirements

## information system Modules

For each module, selected parts of the overall information model will be presented to illustrate the objects used in the module.

## Module 1

Pertinent information model in Entity Relationship (ER) Diagram.

### Business Case 1

Dataflow Diagrams (DFD) as needed

Workflow documentation as needed

### Business Case 2

…

### Business Case nn

## Module 2

Pertinent information model in ER Diagram.

### Business Case 1

### Business Case 2

…

### Business Case nn

…

## Module NN

Pertinent information model in ER Diagram.

### Business Case 1

### Business Case 2

…

### Business Case nn

# Conclusion and recommendations

## Cost/benefit analysis

### Calculation of benefits without autocorrelation

|  |  |
| --- | --- |
| **Benefits** | **Value €/year** |
| Maintenance of current systems | 40,000 |
| … | 150,000 |
| … | 150,000 |
| … | 40,000 |
| **Total €/year** | **5000,000** |

### Estimation of solution implementation costs

|  |  |
| --- | --- |
| **Investment** | **€** |
| Purchase of COTS | 800,000 |
| Implementation of workflows and reports | 1000,000 |
| Implementation of requirements in COTS | 300,000 |
| … | 150,000 |
| … | 150,000 |
| **Total** | **3250,000** |

|  |  |
| --- | --- |
| **Annual costs** | **€** |
| … | … |
| **Total** | **1000,000** |

## Recommended Information systems and their Priority

## suggested implementation project

### Important phases and milestones

##### Critical success factors

##### Object lifecycle matrices (CRUD)

##### Object Descriptions

##### Input-output tables

Here is shown the total interchange of information between business functions and between business functions and external organizations as this was documented in the sectional reports; incl. the information maintained in each section’s functions.

**Table over information to and from Business Functions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **T0****FROM** | **FUNC1** | **FUNC2** | **FUNC3** | **…FUNCn** |
| **FUNC1** |  |  |  |  |
| **FUNC2** |  |  |  |  |
| **FUNC3** |  |  |  |  |
| **…FUNCn** |  |  |  |  |

##### Vocabulary

|  |  |  |
| --- | --- | --- |
| **Acronym****Concept** | **Definition** | **Example** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| … | … | … |

##### Key figures

###### Department 1

###### Department 1

…

###### Department n

##### ERD user guide