

Comprehensive Business Analysis and Solution Implementation

Assessing Operational Gaps, Defining Requirements,
Evaluating Solutions, and Planning Successful Deployment

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Business Analysis Report — Executive Cover



Business Analysis Deliverable

Business analysis deliverable covering gap analysis, requirements, and feasibility findings



Project or System Focus

Project or system focus statement with the primary operational outcomes targeted



Report Ownership

Lead Business Analyst name and report date for ownership and auditability

Problem Statement & Business Scope



Core Operational Gap Description

including what is failing, who is impacted, and where value is lost



Business Drivers and Success Metrics

such as cost reduction, cycle-time improvement, compliance, and customer experience



Project Boundaries

covering in-scope processes, stakeholders, systems, and explicit exclusions

Current State vs. Future State — GAP Analysis

Dimension	Current State	Future State
Process efficiency	Manual steps and rework loops	Standardized workflow with automation
Data quality	Inconsistent definitions across teams	Single source of truth with governance

Requirements Gathering Breakdown



Functional Requirements

Functional requirements grouped by user journeys, process steps, and system interactions



Non-Functional Requirements

Non-functional requirements covering performance, security, availability, and usability expectations



Traceability Plan

Traceability plan linking requirements to gaps, business drivers, and acceptance criteria

Business Process Model – Improved Workflow



Process Flow Diagram

Translating future-state workflow into clear swim-lane ownership and handoffs



Controls and Exception Paths

Identifying where validations, approvals, and escalations occur



Integration Points

Showing upstream and downstream systems required for end-to-end execution

Solution Evaluation — Options Matrix

Criteria	Option A	Option B	Option C
Requirements fit	Strong alignment	Partial alignment	Good alignment
Implementation risk	Moderate risk	Higher risk	Lower risk

Cost-Benefit Analysis & ROI



Projected Savings

\$X M

Projected savings including labor reduction, rework elimination, and improved throughput value capture



Implementation Cost

\$Y M

Implementation cost estimate covering build, integration, training, and change management



Payback Period

Z

months
Payback period calculation tying financial outcome to deployment timing assumptions

Implementation Roadmap & Recommendations



Phase 1: Discovery and Design Finalization

Requirements sign-off and process validation workshops



Phase 2: Build and Pilot

Integration testing, security validation, and user acceptance testing



Phase 3: Rollout and Adoption

Training, operational readiness, and performance monitoring



Phase 4: Optimization and Governance

Establishing KPIs, continuous improvement cadence, and support model