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Draft/Final

SOLUTION HIGH LEVEL PROPOSAL

[Project]

|  |  |
| --- | --- |
| Author | me@angelhernandezm.com |
| Version Number | 0.1 |
| Creation Date | 01/01/2017 |
| Last Revision Date | 01/01/2017 |
| Related to |  |

Document Purpose:

A *Solution High Level Proposal* Document assists the project team to determine appropriate scopes based on architectural (transition) options for larger projects with only high-level Business Requirements.

Version Release History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Issue Date** | **Author** | **Change Description** | **Sections Affected** |
|  |  |  |  |  |
|  |  |  |  |  |

Audience

The high-level sections of this document must be read and understood by the business owner, sponsor and SMEs, as well as the business and IT project managers.

The whole document must be read and understood by all technical parties involved in the delivery of the project outcomes or those likely to be affected by its outcomes, eg. Project Managers & Solution Delivery Manager, Technical Architects, Application Support Teams.

Key Stakeholders

|  |  |  |
| --- | --- | --- |
| **Name** | **Title or Role** | **Business unit** |
|  |  |  |
|  |  |  |

Approval Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Title or Role** | **Name (please print)** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |

Distribution List

|  |  |
| --- | --- |
| **Name** | **Business Unit** |
|  |  |
|  |  |

Table of Contents

[1 Executive Summary 5](#_Toc372895822)

[2 Context & Drivers 6](#_Toc372895823)

[2.1 Enterprise Context 6](#_Toc372895824)

[2.2 Business Problems 6](#_Toc372895825)

[2.3 Business Drivers 6](#_Toc372895826)

[2.4 Architecture Drivers 6](#_Toc372895827)

[2.5 Impacted Areas 6](#_Toc372895828)

[3 Proposed Project Scoping 7](#_Toc372895829)

[3.1 Project/program Principles 7](#_Toc372895830)

[3.2 Assumptions 7](#_Toc372895831)

[3.3 Architecture Decisions 7](#_Toc372895832)

[3.4 High Level Business Requirements & Scoping 7](#_Toc372895833)

[3.5 Solution Assessment 8](#_Toc372895834)

[4 Proposed Architecture 9](#_Toc372895835)

[4.1 Target State 9](#_Toc372895836)

[4.1.1 High Level Solution 9](#_Toc372895837)

[4.1.2 Solution Description 9](#_Toc372895838)

[4.1.3 Potential Technology Requirements & gaps 9](#_Toc372895839)

[4.2 Transition xx 10](#_Toc372895840)

[4.2.1 High Level Solution 10](#_Toc372895841)

[4.2.2 Solution Description 10](#_Toc372895842)

[4.2.3 Potential Technology Requirements & gaps 10](#_Toc372895843)

[5 Appendices 11](#_Toc372895844)

[5.1 References 11](#_Toc372895845)

[5.2 Glossary (Acronyms & Terminology) 11](#_Toc372895846)

[5.3 Recommendations for Architecture Decisions 11](#_Toc372895847)

[5.3.1 ADXX – [Name} 11](#_Toc372895848)

# Executive Summary

[Intended Audience: Project Owner, Project Sponsor, CIO]

One-page max summary of solution context (problem & solution itself), with any quick reference to assumptions, decisions and risks.

# Context & Drivers

## Enterprise Context

What do we have now at the Company in relation to this project?

## Business Problems

Why do we have this project / program of work?

## Business Drivers

What does the business want to gain by fixing the problem?

## Architecture Drivers

What can Architecture take as an opportunity to build / fix by designing the solution?

## Impacted Areas

List and details impact

|  |  |
| --- | --- |
| **Area** | **Impacts** |
|  |  |

# Proposed Project Scoping

## Project/program Principles

List Principles FOR THIS PROJECT that will assist in making decisions. Do not state any existing Architecture principles.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Name** | **Statement** | **Rationale** | **Implications** |
|  |  |  |  |  |
|  |  |  |  |  |

## Assumptions

State assumptions that will impact any solution design

|  |  |
| --- | --- |
| **Assumption** | **Comments & Impacts** |
|  |  |
|  |  |

## Architecture Decisions

List Architecture Decisions based on the recommendations listed in the appendices including the Decision Log ID.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AD** | **Log ID** | **Decision** | **Rationale** | **Implications** | **Contributors** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## High Level Business Requirements & Scoping

List High Level BRs and determine their transition scope (if planning to separate implementation into multiple transitions)

|  |  |  |
| --- | --- | --- |
| **ID** | **Business Requirement** | **Scope / transition** |
|  |  |  |
|  |  |  |

State solution items that are or not in scope and the impact on the solution design

|  |  |  |
| --- | --- | --- |
| **Transition** | **IN Scope Item** | **Comments & Impacts** |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **OUT of Scope** | **Comments & Impacts** |
|  |  |
|  |  |

## Solution Assessment

List and details assessment items of different types.

NOTE: DO NOT include project risks (with PM)

Assessment Types: **R**: (Technical) Risk **L**: Limitation **G**: Business Objective Gap

**D**: (Project) Dependency **C**: (Non) Compliance

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Item** | **Type** | **Implication** | **Recommended Mitigation** |
|  |  |  |  |
|  |  |  |  |

# Proposed Architecture

## Target State

### High Level Solution

Include Conceptual Application and/or Technical Architecture or Logical Component Diagram here.

### Solution Description

Describe at a high level the solution components and integration points

|  |  |  |
| --- | --- | --- |
| **Component** | **Description** | **Technology** |
|  |  |  |
|  |  |  |
| Integration | Description | Technology |
|  |  |  |
|  |  |  |

### Potential Technology Requirements & gaps

list potential infrastructure components’ requirements for each environment and indicate whether they will require changes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Environment 1: xx** | | **Environment 2: xx** | | **Environment 3: xx** | |
|  | Requirements | Changes? | Requirements | Changes? | Requirements | Changes? |
| **Technology Component: xx** | | | | | | |
| Software |  |  |  |  |  |  |
| Hardware |  |  |  |  |  |  |
| **Technology Component: xx** | | | | | | |
| Software |  |  |  |  |  |  |
| Hardware |  |  |  |  |  |  |

## Transition xx

Only document if need view of different transitions, otherwise just delete section.

### High Level Solution

Include Conceptual Application and/or Technical Architecture or Logical Component Diagram here.

### Solution Description

Describe at a high level the solution components and integration points

|  |  |  |
| --- | --- | --- |
| **Component** | **Description** | **Technology** |
|  |  |  |
|  |  |  |
| Integration | Description | Technology |
|  |  |  |
|  |  |  |

### Potential Technology Requirements & gaps

list potential infrastructure components’ requirements for each environment and indicate whether they will require changes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Environment 1: xx** | | **Environment 2: xx** | | **Environment 3: xx** | |
|  | Requirements | Changes? | Requirements | Changes? | Requirements | Changes? |
| **Technology Component: xx** | | | | | | |
| Software |  |  |  |  |  |  |
| Hardware |  |  |  |  |  |  |
| **Technology Component: xx** | | | | | | |
| Software |  |  |  |  |  |  |
| Hardware |  |  |  |  |  |  |

# Appendices

## References

|  |  |  |
| --- | --- | --- |
| **Title** | **Author** | **Document Location** |
|  |  |  |
|  |  |  |

## Glossary (Acronyms & Terminology)

|  |  |
| --- | --- |
| **Term** | **Description** |
|  |  |
|  |  |

## Recommendations for Architecture Decisions

### ADXX – [Name}

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Problem Description** | | **Options** | | | **Evaluation Criteria** | | | | |
|  | | ID | Description | | ID | Criteria | | Description | |
| 1 |  | | 1 |  | |  | |
| 2 |  | | 2 |  | |  | |
| **Option 1 – []** | | | | | | | | | |
| Assumptions | | Criteria | | | Evaluation Response | | | | |
|  | | 1 – [] | | |  | | | | |
| 2 – [] | | |  | | | | |
| **Option 2 – []** | | | | | | | | | |
| Assumptions | | Criteria | | | Evaluation Response | | | | |
|  | | 1 – [] | | |  | | | | |
| 2 – [] | | |  | | | | |
| **RECOMMENDATION** | | | | | | | | | |
| Recommendation | Justification | | | Project Implications | | | Enterprise Implications | | Decision ID |
|  |  | | |  | | |  | |  |