

Scope and Readiness Review

DATASHEET

The development and production of a Scope and Readiness Report enables an organisation to incorporate Content Development into their overall Project plan, including timescales, as well as the cost and availability of internal and external resources.

This investment in planning reduces the risk of unexpected and excessive demands on critical resources such as IT specialists, subject matter experts and business process owners.

The Report, presented at the conclusion of this Review, not only details each element of the project with a summary of readiness, it also includes critical timescales. The cost and availability of infrastructure as well as internal and external resources are also reviewed and reported.

The time required for Larmer Brown to research, review and produce the Scope and Readiness Report is dependent upon the size and complexity of the Project and the level of detail required, in terms of readiness and risk analysis. For instance, small Projects can be reviewed in one day whereas a larger project can take several weeks to review and report. Depending on the Client's requirements this service can also incorporate a Technical Audit.

Prior to embarking on the development of a Scope and Readiness Report, Larmer Brown will meet with Client representatives to review the strategic and operational objectives of their Project. The Report includes factors that could affect the development of Content, both in terms of time and budget.

The Scope and Readiness Report includes:

- number and complexity of processes
- project phases - outputs
- client resources - roles and responsibilities
- infrastructure requirements
- environment considerations
- application scope
- existing documentation
- deployment phase(s)
- application modules
- deliverables
- budgetary considerations



About Larmer Brown

Larmer Brown's primary business objective is to help organisations realise the desired business benefit of their software applications, through successful User Adoption Programmes. Using a variety of renowned content development tools, we have been providing business transformation, documentation and training services since 1994.

Larmer Brown is an Oracle Gold Partner and a Microsoft Gold Partner. We are also a Reseller and Services Partner for Kaplan, Engage! and CA UK Limited.