# 0. Administration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task Name: | **<Task Name>** | Date: |  | Version: |  |
| Manager: |  | Department:. |  |
| Customer/Client: |  |

# 1. Goals

|  |  |
| --- | --- |
| 1.1 Application Expert/main user: |  |
| **O/P** | 1.2 Objectives & Problems | **Priority** | **Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| # | 1.6.1 Cost/Benefit; Saving | **Quality/Financial estimate** | Remarks |
|  |  |  |  |
|  |  |  |  |
| # | **1.6.2 Risk Analysis** | **Severity & level of risk** | **Remarks/ Implications** |
|  |  |  |  |
|  |  |  |  |

# 2. Application

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| --- |
| 2.0 General concept, Solution, Main Functions, General Remarks |
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|  |
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|  |
| 2.2.1 Users: |  |
| 2.2.2 Interfacing systems: |  |

# 3. Technology

|  |
| --- |
| 3.0 General architecture, type of technology required/existing, general remarks |
|  |
|  |
|  |

# 4. Implementation

|  |  |  |  |
| --- | --- | --- | --- |
| 4.1.2 Task Team: |  | 4.2.2 Delivery Date: |  |
| 4.7 Procedure Changes: |  |

# 5. Cost

| Maintenance total ($): |  | Remarks: |  |
| --- | --- | --- | --- |
| **Item** | **Estimated cost** | **Estimated timetable** | **Set-up cost breakdown** | **Estimated cost** | **Estimated timetable** |
| Overall system development |  |  |  |  |  |
| Technology changes |  |  |  |  |  |
| Hardware procurement |  |  |  |  |  |
| Software procurement |  |  |  |  |  |
| Conversions |  |  |  |  |  |
| Training & deployment |  |  |  |  |  |
|  |  |  | Total cost |  |  |