Position Paper Template

# Executive Summary

A top-level summary of the position. Let the user learn the position and the key elements without the need to read the whole document. Its best to save this section for the end.

# Problem/Opportunity Statement

What is the main issue you are faced with or think you can solve? Whether it is in the form of a problem or opportunity let the reader know what the need for the position is. It is good to map this back to business capabilities and processes if possible.

# Scope

What is in scope and out scope. This is a critical component to make sure you stay focused on what you can impact with the position and what is out of your area of concern. Too many times a position can be thwarted by tackling too much.

## In Scope

## Out of Scope

# Business Drivers

What are the key areas driving this position?  Can we reduce scrap?  Improve quality? Will the user experience be altered?

## Cost

## Value

## Quality

## User Impact

# Technology Assessment

How is the technology defined? Catalog the technical domains that are impacted by this position. The domain areas are listed below for reference. Define the conceptual architecture that defines this scope of this assessment.

* Enterprise Architecture
* Business Architecture
* Information & Data Architecture
* Application Architecture
* Technical Architecture
* Service Architecture
* Integration Architecture
* Security Architecture

# Industry analysis

What is the current state of technology defined above in this space both inside the organization and outside? Are you behind the times? Does the position propose bleeding edge technologies? Can we identify the leading vendors or technologies that we can evaluate to support the position?

Sometimes a position may be to wait until the technology matures.

## Current state

## Emerging trends

# Financial Impact

What will happen cost wise if we address the state position vs not doing it?

## Cost to implement

## Cost to avoid

# Business Value/Risk Analysis

What are the risks or business values we need to take into consideration? Is this a regulatory need? IS it a competitive advantage? How do we mitigate the defined risks we discover?

## Business Values

## Defined Risks

## Risk Mitigation

# Position

Based on everything above what is the recommended position being proposed?

## Summary

## Recommendations