



**<Project Name>
Target-Organization Assessment**

Version <1.0>

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<Project Name>	Version: <1.0>
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Revision History

Date	Version	Description	Author
<dd/mmm/yy>	<x.x>	<details>	<name>

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<Project Name>	Version: <1.0>
Target-Organization Assessment	Date: <dd/mmm/yy>
<document identifier>	

Table of Contents

1.	Introduction	4
1.1	Purpose	4
1.2	Scope	4
1.3	Definitions, Acronyms and Abbreviations	4
1.4	References	4
1.5	Overview	4
2.	Business Context	4
3.	Business Idea and Strategy in the Project Context	4
4.	External Factors	4
4.1	Customers	4
4.2	Competitors	4
4.3	Other Stakeholders	4
5.	Internal Factors	5
5.1	Business Processes	5
5.2	Supporting Tools	5
5.3	Internal Organization	5
5.4	Competencies, Skills and Attitudes	5
5.5	Capacity for Change	5
6.	Benchmarking Results	5
7.	Performance of Existing Business	5
8.	Assessment Conclusion	5
8.1	Problems Areas	5
8.2	Applicable New Technologies	5

<Project Name>	Version: <1.0>
Target-Organization Assessment	Date: <dd/mmm/yy>
<document identifier>	

Target-Organization Assessment

1. Introduction

*[The introduction of the **Target-Organization Assessment** should provide an overview of the entire document. It should include the purpose, scope, definitions, acronyms, abbreviations, references, and overview of this **Target-Organization Assessment**.]*

1.1 Purpose

*[Specify the purpose of this **Target-Organization Assessment**.]*

1.2 Scope

*[A brief description of the scope of this **Target-Organization Assessment**; what Project(s) it is associated with, and anything else that is affected or influenced by this document.]*

1.3 Definitions, Acronyms and Abbreviations

*[This subsection should provide the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Target-Organization Assessment**. This information may be provided by reference to the project Business Glossary.]*

1.4 References

*[This subsection should provide a complete list of all documents referenced elsewhere in the **Target-Organization Assessment**. Each document should be identified by title, report number (if applicable), date, and publishing organization. Specify the sources from which the references can be obtained. This information may be provided by reference to an appendix or to another document.]*

1.5 Overview

*[This subsection should describe what the rest of the **Target-Organization Assessment** contains and explain how the document is organized.]*

2. Business Context

[A brief description of the business domain in which the organization work.]

3. Business Idea and Strategy in the Project Context

A description of how business idea and business strategy are related to the problem domains.

A description of how well existing processes are in line with the vision and the strategy of the business.

4. External Factors

4.1 Customers

[A listing of the customers and what they expect of the products. This should include a summary of investigations made to understand the customers' demands on the business.]

4.2 Competitors

[A listing of the competitors.]

4.3 Other Stakeholders

[A listing of other stakeholders, such as suppliers and partners.]

<Project Name>	Version: <1.0>
Target-Organization Assessment	Date: <dd/mmm/yy>
<document identifier>	

5. Internal Factors

5.1 Business Processes

[A brief description of the current business processes.]

5.2 Supporting Tools

[A brief description of today's tool support.]

5.3 Internal Organization

[A brief description of the internal organization, what roles and teams they have today.]

5.4 Competencies, Skills and Attitudes

[An inventory of the competencies, skills, and attitudes of the individuals in the organization.]

5.5 Capacity for Change

[A brief description of the "capacity for change".]

6. Benchmarking Results

A summary of results arrived at in benchmarking studies.

7. Performance of Existing Business

A summary of measurements made on the existing business, process by process.

8. Assessment Conclusion

[List the major problem areas and opportunity areas.]

8.1 Problems Areas

A summary of the analysis of the activities of the exiting business processes.

8.2 Applicable New Technologies

A summary of available state-of-the-art solutions, that are applicable in the business.