**Required Capabilities**

[AGENCY NAME]

[PROJECT NAME]

[Publish Date]

**Table of Contents**

[Using this Template 1](#_Toc427581166)

[Revisions 2](#_Toc427581167)

[Introduction 3](#_Toc427581168)

[Current Capability Analysis 3](#_Toc427581169)

[Assessment of New Capability Requirements 3](#_Toc427581170)

[Assumptions 3](#_Toc427581171)

[Acceptance 4](#_Toc427581172)

# Using this Template

This template contains “suggested language” and assumes that the author of this document will make appropriate additions, deletions, and changes for their specific project needs.

To create a document from this template:

* Replace [bracketed text] on the cover page, in the header, and throughout the document with your project and agency information by filling in the [bracketed text] area in the document text. Filling in the information once, will propagate that field throughout the document.
* Complete the entire template making all necessary adjustments
* Each section contains abbreviated instructions (**Green Font**) and an example using (**Black Font**).
* Delete this “Using This Template” page.
* Update the Table of Contents by clicking on the “References” tab, selecting “Update Table”, then “Update Entire Table” and click “Ok”.
* Save.

To provide any suggested improvements or corrections, please email TBSM.info@tn.gov

# Revisions

| Revision | Description of Change | Author | Effective Date |
| --- | --- | --- | --- |
| v1 | Initial document upload to TBSM intranet site | BSD Team | 09/28/12 |
|  |  |  |  |
|  |  |  |  |

# Introduction

The Required Capabilities Document is created as part of the Assess Capability Gaps process in the BABOK® methodology. The goal in this process is to evaluate the current capabilities of an organization with regard to people, processes, existing structure and technology, as well as, establish capabilities that are needed to meet future business needs

There are several inputs to this process that should be developed prior to the creation of this document:

* Business Need: Identify gaps between the current capabilities and future needs.
* Enterprise Architecture: Defines the current capabilities of the organization including people, processes, organizational structure, and technology.
* Solution Performance Assessment: Identifies limitations and problems with the existing solution.

# Current Capability Analysis

The current capability analysis reviews all areas of the current business process. Gather as much information on the enterprise architecture for the area under review. Models and other descriptive information will be created to describe how the business operates and how the current technology is supporting business objectives.

# Assessment of New Capability Requirements

Develop models and descriptive information that describes the future vision and future state of the organization. In this process, compare the current and future vision to identify gaps in the organization’s capability that are needed to support the business’ vision, strategy, goals and objectives.

Examples of capabilities to be examined are:

* Business processes
* Software application features
* End user tasks that must be performed
* Responses the solution must make to events that occur
* Products and/or services the organization delivers
* Goals that users must accomplish with the new solution

# Assumptions

Clearly document the assumptions used in the formation of the capabilities and communicate to the stakeholders. Documentation of assumptions will help to provide a format for a discussion of appropriate decisions if the assumptions turn out to be false.

# Acceptance

(This section should be modified for best application to specific projects. Include all project team members that should have some level of authority regarding document review and approval.)

Approved by:

 Date:

<Approvers Name>

[PROJECT NAME] Executive Sponsor

 Date:

<Approvers Name>

[PROJECT NAME] Business Sponsor

 Date:

<Approvers Name>

[PROJECT NAME] Project Director/Manager

 Date:

<Approvers Name>

[PROJECT NAME] Stakeholder