**Organizational Process Assets**

AGENCY NAME

PROJECT NAME

[Publish Date]

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# 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.

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* 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.
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* 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](mailto: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 purpose of gathering organizational process assets from the enterprise is to ensure that current standards in use are continued throughout any new initiatives and any governance standards used are continued into the development of a new solution.

# Description

Organizational process assets include the elements of existing business analysis approaches in use by the organization. Organizational process assets that may be useful in defining the business analysis approach include methodologies for process change or software development, tools or techniques that are in use or understood by stakeholders, corporate governance standards (such as COBIT™, Sarbanes-Oxley, and Basel II), and templates for deliverables. In addition to these general standards, the organization may have guidelines in place for tailoring the process to fit a specific initiative. The following table is a checklist to use to gather the information at the beginning of a project to ensure current standards are followed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Asset Type** | **Description** | **Still In Use** | **Location** |
| Process Change Methodology |  |  |  |
| Software Development Methodology |  |  |  |
| Software Development Tools |  |  |  |
| BA Technique | (those known to be understood) |  |  |
| BA Technique |  |  |  |
| Corporate Governance |  |  |  |
| Template |  |  |  |
| Template |  |  |  |
| Template |  |  |  |
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# 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