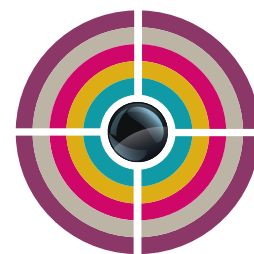


PROJECT DEFINITION



As a client of IT-projects you know the importance of adequate project preparation. Therefore questions as ‘why do I start this project, how does it work and what are my objectives?’ are crucial. After consulting with your stakeholders about the business case you decide to proceed. But can you be sure that with this preparation the project will be a success?

Complicated?

The business case is your handle for steering the project. Sounds easy. But a business case is not always a simple guide to project success. The moment you realize that your business results increasingly depend on IT, it already becomes more complex. You not only direct the IT, but the IT decisions also increasingly impact your business. It is already rather complicated to define your requirements in such a way that IT can develop and deliver a suitable solution. When the IT directly impacts your business it becomes even more complicated and the consequences larger. Luckily you do not have to do this all by yourself. ViQiT has extensive experience with processes at the interface of Business and IT. We are second to none in finding the right answers. We do not take anything at face value but listen carefully and

continue to ask questions until we have found the root cause of the problem. We look for alignment between stakeholders, suppliers and users. Together with you we ensure that, as the client, you know what you can expect when the project starts.

How do we assist with Project definition?

Project definition by ViQiT comprises all services needed for a successful start-up of the project. During the preparation of your project we support you in defining the assignment and the ensuing requirements (*ref. figure 1*). We also help you with obtaining the consensus and advice from stakeholders and project participants. The independent position of ViQiT is a considerable advantage for you during the selection of suppliers and contract negotiations.

“We have been making use of the experienced consultants of ViQiT for an extended period, to provide business analyses of our products. We found ViQiT to be a high quality and flexible partner and appreciate the short communication lines.”

► **Lonneke de Wit**
Team leader Business
Analysts User Experience,
Bol.com

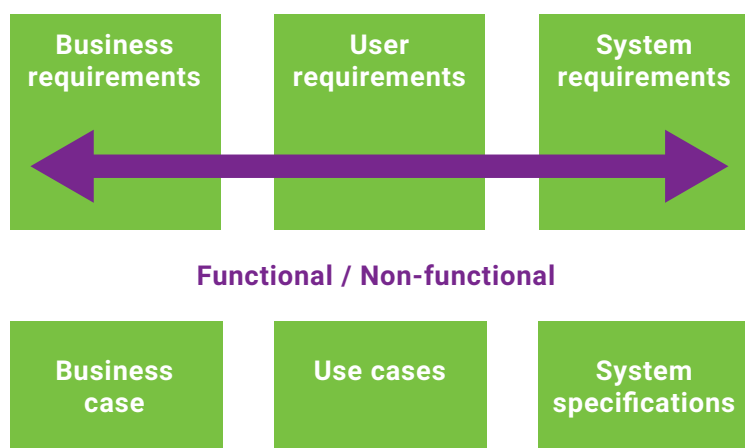


Figure 1:
Types of requirements

Business- and Information analysis

Experienced business analysts with a sound understanding of the market, will help you transform your business goals into IT solutions. The right approach provides you with a clear view on what you require. When a broad outline of the IT solution is defined, the time has come to deepen your understanding. Our information analysts translate this outline into a functional and a process design. They clarify and manage the requirements through correct requirements engineering, the preparation of functional designs, process designs and disciplined requirements management.

Information management

Once the project is running, the information manager of ViQiT assists you in keeping an overview of the various dependencies, from both the business as well as the IT point of view. Do proposed changes and fixes still contribute to the original goals? Are the various projects still in line with each other? Questions to which ViQiT can give you the answer. This array of changes, projects and fixes must be managed. The main goal of information management is to assure that your IT really contributes to the objectives of your organization. Portfolio management is a part of information management, aimed at the management of the various projects and corresponding means. ViQiT supports and optimizes the information management processes. We do not copy standard solutions, we reflect on the topic to define the solution best suited to your situation.

Product Owner

If you work Agile, the ViQiT product owners will act as your representative. They participate in your scrum teams and ensure prioritizing, liaison with stakeholders and acceptance. Our product owners take care of defining and managing your product backlog and establishing the 'definition of done'. They define the business, functional and non-functional requirements. They also integrate the backlog items in your total solution packages and manage stakeholder interests during the course of the product roadmap.

We can imagine that you would like to know more about ViQiT's services regarding Project definition. Do not hesitate to contact us, we will be happy to discuss this with you!

The services ViQiT provides:



Consultancy

We advise about the various elements of Project definition. We organize processes and carry out quick scans and audits to verify if your process proceeds as planned.



Staffing

ViQiT performs work and activities regarding Project definition based on a time and material calculation. We fulfill roles of product owner, information analyst, information manager or portfolio manager.



Sourcing

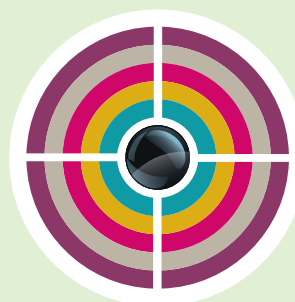
You outsource your Project definition activities to ViQiT on a fixed price basis. This may include e.g the preparation of a requirements document for a tender procedure.



Training and coaching

ViQiT trains your colleagues and coaches them during execution of activities. We offer standard training as well as tailor made modules based on your specific requirements.

What we do in IT:



Client



Project definition



Application Lifecycle



Governance



Improvement management



Quality management

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