

Agenor Professional Services provides the following service to fully define a new project, greatly increasing the prospect of a new project being delivered successfully.

- Facilitate Pre-Project Definition Workshops
  - Define objectives of the proposed project
  - Define scope of proposed project (including out-of-scope items)
  - Define approach of proposed project, including project phases
  - Define deliverables of proposed project
  
- Facilitate Pre-Project Technical Design Workshops
  - Define high-level design objectives of the proposed solution
  - Identify and agree any technical design constraints
  - Define the range of potential high-level design options
  - Produce a high level design document to articulate the above items
  
- Options Analysis
  - Where appropriate, conduct detailed technical analysis of current system/service
  - For each proposed high-level design options, produce:
    - a high level estimate of all associated costs
    - a draft project schedule
    - a checklist with weighted scoring against the objectives of the project
  - Produce an Options Analysis report with a recommendation for the preferred option
  - Syndicate the Options Analysis report to all stakeholders to secure agreement of the option to be adopted in the proposed project
  - Construct a Business Case based on the proposed project
  
- Project Definition Outputs
  - Project Terms of Reference
  - Detailed deliverables list (i.e. Product Definitions)
  - High Level Estimates (Internal Manpower, External Service Providers, Capital Expenditure)
  - Project Schedule
  - Initial list of risks, issues and dependencies