



7 Steps to Successful Options Appraisal

- ① Set the scene
- ② Agree key stakeholders
- ③ Define the analysis
- ④ Agree the options
- ⑤ Evaluation the options
- ⑥ Capture stakeholder views
- ⑦ Make a recommendation

Method
Document



Executive Summary ⑦



Introduction ①

~ Overview ~ Background ~ Document Aims ~ References
~ Nomenclature



Vision - What are we trying to achieve ①



Key Stakeholders ②



Assumptions and Constraints ③

~ Boundary ~ Assumptions ~ Constraints



Evaluation Criteria ③

~ Deliverability ~ Sustainability ~ Affordability ~ Quality



Options Overview ④



Options Evaluation ⑤

~ Objective Assessment ~ Subjective Assessment ~
Risks ~ Other Considerations



Views ⑥

~ Views (Objective and Subjective)



Recommendation ⑦

“About the author”

With over 20 years in the IT industry, Stefan Britain is currently a Senior Manager and lean development proponent at a leading UK defence company. Stefan holds certifications in PRINCE2, ITIL, TOGAF and ISEB-ISTQB.

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