

Introduction Document: Solution Case Study

1. Overview

This document provides an introduction to the solution implemented for addressing the identified business case. It outlines the background, objectives, and context for the case study, providing stakeholders with essential information before delving into detailed analysis and results.

2. Background

Briefly describe the circumstances or challenges that prompted the need for a solution. Include relevant organizational, market, or operational context to set the stage for understanding the case.

3. Problem Statement

Clearly define the specific problem or opportunity that the solution addresses. Summarize the key pain points and their impact on the organization.

4. Objectives

- List the primary objectives for the solution implementation.
- Include both short-term and long-term goals as applicable.
- Emphasize measurable outcomes where possible.

5. Scope

Define the boundaries of the case study solution, including the departments, processes, or systems involved. Note any key exclusions or assumptions.

6. Stakeholders

- Project Sponsor: Name, Role
- Project Team: Key Members
- End Users / Beneficiaries
- Other Relevant Stakeholders

7. Solution Summary

Provide a brief high-level summary of the solution being implemented, including technologies, methodologies, or approaches adopted.

Important Notes

- The introduction document should be concise and limited to essential context and background.
- Use clear language to ensure accessibility to a broad audience.
- This document serves as the foundation for detailed case study sections (Implementation, Results, Analysis, etc.).
- Periodically review and update the introduction for ongoing solution or project enhancements.

