**Guidance: Selecting a *Business Analysis Plan* Template**

The Enterprise Project Management Office (EPMO) requires a *Business Analysis Plan* to be written whenever one or more Business Analysts are assigned to a project. The *Business Analysis Plan* identifies the strategy and scope of analysis to be conducted during a project.

The EPMO has two *Business Analysis Plan* templates for potential use: a long-form *Business Analysis Plan*, and a *Business Analysis Plan* *A3*. Both template versions provide sections for project context, background on analysis work already completed, scope of analysis work to be completed, and analysis methodology to be used by the Business Analyst or business analysis team. The purpose of this document is to help Business Analysts decide which template is the most appropriate for a project.

**In all situations, there should only be one *Business Analysis Plan* for a project. The *Business Analysis Plan* is a *project* document – not an individual work plan – and pertains to all analysis work and assigned BAs.** The *Business Analysis Plan* should be written by the Lead Business Analyst assigned to the project.

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| **Which *Business Analysis Plan* Template Should I Use?** | |
| **AGILE A3 TEMPLATE** | **LONG FORM TEMPLATE** |
| Projects under the $500,000 SOW threshold | Projects expected to last several years |
| Projects using an Agile methodology | Projects using the Waterfall methodology |
| Large projects where business requirements are already well documented | Projects were there is a large team of analysts collaborating on business analysis tasks |
| Projects where the roles and responsibilities of team member are well established (i.e. SCRUM team) |  |
| Non-project initiatives or early exploration-phase work where BA assistance is resourced through a service request outside the context of a large project |  |

Both *Business Analysis Plan* templates can be found on the ADS-EPMO Hub site.