

Pilot Report Format

In the upper right hand corner of the first page or cover sheet:

Subject function Code

Project Name

Report Date

Pilot Report Name

Prepared by: Name

1. Background:
 - a. Planned purpose/objective and scope of the pilot.
 - b. Sponsor approval of the pilot results.
 - c. Actual scope of the pilot, i.e., what were the differences between the planned scope and actual scope.
2. Value:
 - a. Actual cost incurred to conduct the pilot activities. Address any variance from the planned cost.
 - b. Analysis benefits anticipated verses benefits realized.
 - c. Lessons learned.
 - d. Impacts to the proposed IT project return-on-investment analysis.
3. Deliverability:
 - a. Identify the actual resources required to complete the pilot activities.
 - b. Impacts to the IT project alternatives.
 - c. Feasibility of the business change or re-engineering processes.
 - d. Feasibility of the automation of the business change or re-engineered processes.
 - e. Description and analysis of pilot performance goals. Explain why the pilot was successful or why it failed to meet the business need.
 - f. Identify any external constraints related to conducting the pilot.
4. Issues and Recommendations:
 - a. What are the impacts to the business?
 - b. What direction should future IT investment follow?
 - c. Should BLM make this change? Is this the business direction BLM wants to pursue?
 - d. Can BLM make this change? Can employees and customers use the re-engineered business process?
 - e. Can BLM afford to make this change? How much will the final IT investment cost?