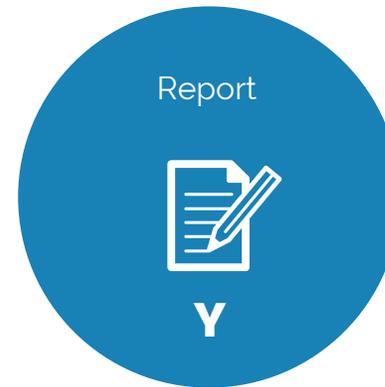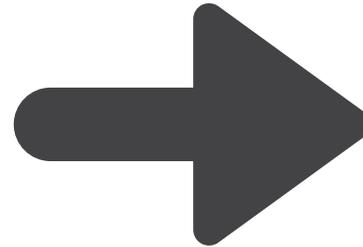# itgroove
BTA Overview

Example
- 4 hours of approved interviews & Analysis
- 2 hours to prepare the report
- In total, the BTA is 6 hours

Interviews & Analysis

X

Report

Includes:
- Summary
- Top 10 List
- Prioritized Matrix of Work/Risk Items
- All Notes (OneNote)

Y

Budget **Y** hours: 1/2 of **X** time will typically be needed to produce the final report and recommendations

Budget **X** hours: Define priority (ex: certain departments, CFO)