**{CAPABILITY}**

**{SPECIFIC RELEASE if applicable}**

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| --- | --- |
| Project Manager: |  |
| Business Sponsor: |  |
| Capability: |  |
| Planned Go-Live: |  |

|  |  |
| --- | --- |
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| Version No. | Date | Changes | Author |
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| Approved By | | | |
| Version No. | Date | Name | Role |
|  |  |  | Business Lead |
|  |  |  | BI SME Lead |

**How to complete this document:**

This document should be revised for Gate 1 and completed for the entire release.

At Gate 1, the document provided should be agreed and signed-off where appropriate.

Further guidance is given where appropriate in the document itself.

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1. Background
   1. Background
   2. Objectives
   3. Benefits & Priority

[Specify the business benefit and priority these requirements. If possible, try to materialise the benefits from the project. ]

1. Scope
   1. In Scope & Out-of Scope

[For Capability, define the high level Scope (in & out) that will reflect the entire Capability across its releases. This must be updated for each Release to reflect the specifics. For Gate1, detail must be accurate, complete and signed-off]

|  |  |  |
| --- | --- | --- |
|  | In Scope | Out-of Scope |
| Geography |  |  |
| Reporting Solution |  |  |
| Information Subject Area |  |  |
| Source Systems |  |  |
| Master Data |  |  |
| Replatform (which current systems?) |  |  |
| Other |  |  |

* 1. Assumptions

|  |  |  |
| --- | --- | --- |
| Assumption | Impact of NOT realised | Owner |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Constraints

|  |  |  |
| --- | --- | --- |
| Constraint | Impact if NOT constrained | Owner |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Dependencies

|  |  |  |
| --- | --- | --- |
| Dependency | Impact if dependency is delayed/cancelled | Owner |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. Impact on Other Areas

[Consider specific impacts on the organisation, e.g. Organisational structure change, required training, creation of new teams State]

| Area | Impact headlines |
| --- | --- |
|  |  |
|  |  |

1. Process & Information Flow
   1. Process and Information Flow

[For Capability give a brief description for each below, unless a diagram can easily explain the entire Capability. For Release please provide detailed diagrams and descriptions to as accurately as possible reflect each of the flows.

What is expected here?

* A business flow is expected here with major business roles, their actions and their interactions.
* The data flow that is created during this business flow. Plse, use logical and conceptual terms here.

What is NOT expected here?

* An overview on databases, physical tables and files
* Insight into the security on the information flow]
  + 1. To-Be Business Process Flow

[Describe/draw the to-be business process flow]

1. Data Requirements Definition

[This section is relevant only for those datasets that will be sourced new into the EDW as part Connect. If some of the releases of the Capability meet this requirement, this section should be completed. There is no need to repeat information for those datasets that already exist in the EDW prior to this Capability or Release. Give details of additional front end requirements in section 5 for these existing datasets if applicable.

This section should be completed with reference to the “How to complete this document” section at the beginning of the document~~.~~]

* 1. Measures

[Measures may be grouped; if appropriate, provide information on these groupings. Likewise, it might be that some measures are summarised in a higher-level measures – plse provide such information.

In the description of the measures, plse include a logical indication on the data source. ]

|  |  |  |  |
| --- | --- | --- | --- |
| Measure | Description | How many years of data must be held live? | Reason for Retention Requirement?  (e.g. Legal, Mandatory, other) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. Dimensions

[State which dimensions are required by the user]

|  |  |  |  |
| --- | --- | --- | --- |
| Dimension | Description | Do we have *as-is* reporting requirement? Or is *as-was* reporting required as well? | Reason for *as-was* reporting?  (e.g. Legal, Mandatory, other) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[State at Capability if there will be master data requirements and give a high level overview. At Release, detail as relevant the specific requirements. State also whether master data needs to be globally or regionally aligned.

The dimension information needs to be supported by

* Information on hierarchies,
* The lowest level for which information is required (global customer, SDU etc.),
* Whether local codes are used or globally aligned codes ]

* 1. Data Transformation/Validation Rules

[Specify if there are any transformations or validations required, e.g.: Aggregations, mappings (e.g. regional to global codes, currency conversions), calculations, consolidation, allocation rules, validation. State any filtering processes that need to be employed.

*Data quality rules will be devised in the detailed functional Requirements document Moreover,indicate the timing of the calculations: are the business rules applied only at month end closing? Or do we have to apply the business rules each time when data are loaded?]*

* 1. Data Migration

[Will data need to be migrated from an existing system? If yes, specify the requirement.]

1. Reporting & Front-end

[Enterprise is defined as reports that IT will design and publish based on the user requirements. Self-served is where users design and publish their own reports for their own consumption; thus sufficient information is needed for IT to design the data model to enable this.

Detail if the data will be sourced from the EDW and its contributors or from local source systems which will for example dictate local/unique hierarchies]

* 1. Reporting/Analysis Requirements
     1. Structured Reports

[Detail the reporting and analysis requirements if any by type:

* standard (static) reports - fixed hierarchies & measures
* standard (static) reports with drill up/down - fixed hierarchies & measures but ability to drill up/down through the hierarchies
* KPI/Dashboards
* create reports – user selects from available hierarchies and measures
* simple search (e.g. query to return a list)
* ad-hoc access to all data (e.g. download data extracts & perform own analysis)
* which devices are used to access the reports (laptop, smart phone?)

Use text to expand on and give detail beyond the table. Attach sample reports showing layout of columns, rows and parameter selection.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Report Type** | **No. of Reports** | **Measures and Dimensions used** | **Expected No. of Users** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* + 1. Self-Serve Requirements/Templates

[List the requirements of the application to provide self server reporting and analysis and any associated templates that are required as starting points. Attach sample reports showing layout of columns, rows and parameter selection.]

* 1. Scheduling and Other Systems
     1. Report Scheduling

[State if there are any report scheduling requirements at a high level for Capability and Release Mobilisation. Specifics should be listed with the Gate 1]

* + 1. Other Systems

[Are the reports required to be sent to other downstream systems? Highlight the specific reports/datasets at Gate 1. List the methods of transport and frequency]

* 1. Language Requirements

[Specify what languages should be supported]

* 1. Look & Feel /Usability Requirements

[Define any specific requirements around look and feel or usability]

* 1. Presentation Requirements

[Specify any dashboard requirements. Consider presentation, navigation, structure, layout etc. Enough detail should be provided at Capability to understand if there is a requirement beyond what Connect is offering. Further detail should be provided at Release so the Front End Team can establish a solution.]

* 1. Unstructured Data

[Is there a requirement for Unstructured data such as Documents, Commentary, local data entry etc.?]

* 1. Other Functional Requirements

[Detail other functional requirements as necessary.]