# Document Overview

* Report Name -
* Request ID -
* Date -
* Version -
* Requested By -
* Report Owner -
* Business Department –

# Business Requirements

* Business Objective – (Describe the Purpose of the report)
* Key Metrics – (List of KPIs that the report will provide)
* Target Audience – (Please specify which team this report should be delivered )
* Data Consumption Needs – (Please mention how users consume the data for example Detailed Analysis, Export features)

# Data Sources

* Source Systems – (Please list all the sources which are going to be used in the report)
* Data Availability/Refresh Frequency – ( Please mention whether it is a real-time data, daily updates or historical data)
* Data Connectivity – ( How the data will be accessed eg Directquery, import mode)
* Data Transformation Requirements

# Report Design & Layout

* Visualisations to be used –
* User interactivity – (Drill down, Drill through features etc)
* Report Pages – (Please list out the report pages)
* Design Guidelines – (Branding guidelines , accessibility consideration)
* Type of Report (ex-paginated)

# Data Security & Permissions

* Role Based Access – (Please specify user roles & permissions)
* Row Level Security –

# Performance Considerations

* Data Volumes Estimate – (Please specify an estimate of data volume)
* Data Refresh schedule
* Optimisation Requirements –

# Report Deployment & Distribution

* Deployment Location –
* Sharing & Distribution Method –

# Acceptance Criteria

* Functional Requirements
* Non Functional Requirements

# Timeline and Milestones

* Milestones – (please specify data connection setup, UAT)
* Timeline
* Dependencies – (Data Source access approval etc)

# Risks & Mitigation

* Risk – ( Please mention if there are any risks that could affect)
* Mitigation Plan – ( Please mention how the risks will be mitigated)

# Review & Approval

* Approval from Stakeholders – ( Please specify who should approve the HLD)
* Sign-Off date –

# Appendix

1. Glossary
2. References