Document Information

**Document History:**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Author(s) | Comments/Changes | Revision Date |
| 1.0 | Archana Singh | DRAFT | 12/11/2017 |

# Project Request (PR)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date Requested:** | | 12/12/2017 | | | | |
| **Name of Project:** | | Capturing AML Risk Ratings in a report | | | | |
| **Line of Service:** | | Compliance | | | | |
| **Requested By (Internal):** | | **Name:** | **Archana Singh** | | **Phone:** |  |
| **Desired Start:** |  | | | | | |
| **Desired End:** | **MM/DD /YYYY** | | |  | | |
| **HP-PPM ID:** |  | | | | | |
| **Firm wide Priority:** |  | | | | | |

## List of Stakeholders

< Provide a list of Project Stakeholders to identify those who need to be aware of the BFSD, changes to the BFSD, and in some cases, provide sign-off.>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Role** | **Scope**  **Approval**  **Required** | **Scope**  **Approved** | **BFSD**  **Sign-off**  **Required** | **BFSD**  **Sign-off** |
|  | Sponsor | Yes |  | Yes |  |
|  | Business Owner | Yes |  | Yes |  |
|  | Business Owner | No |  | No |  |
|  | SME | No |  | No |  |
|  | SME | No |  | No |  |
| ***Project Team*** |  |  |  |  |  |
|  | Business Analyst | No |  | No |  |

# Project Overview

## Background and Purpose

This PR addresses the need to retain the values that went into the calculation of AML Risk Rating and also capture the current and previous rating in a report.

At the time an account is opened, certain questions about the account and its parties are answered in order to systemically calculate AML Risk Rating to assign to the account. Today the rating is being maintained in Account services but not the values. The values are also not being captured on any report.

## Current BNY Mellon Capabilities

In the current process the values that define the AML Risk Ratings are not being stored making it very difficult to ascertain why a rating change happened.

## Business Drivers and Expected Benefits

* Need an audit trail of values with ratings for audit purposes
* Need to capture values based on recalculation due to value change resulting in the change ratings.

## Customer Impact

N/A

## Scope

### In Scope

* Capture all values that go into calculating the AML risk rating
* Retain the previous values (How many past values?)

### Out of Scope

* Will not address rules.

## Risk Factors

### Assumptions

* Risk rating calculation may change over time
* Risk ratings assigned to field responses may change over time
* These requirements are for bank custody only and for accounts where BNYM Capacity = custodian
* Responses to Risk rating questions may change and require updating over the life of the account

### Constraints

* Must be delivered by Q1 2018 (Time boxed due to the sensitive nature of the change)
* Risk Ratings are System generated and do not allow user to update or override this field

### Dependencies

Account services team to pass the values selected that calculates AML Risk Rating

#### Impacted Services

## Future State Process Model

### Future State High Level Process Flow

## Requirements

Need an audit trail of values to build a report for Bank Custody that pulls data from the fields that are used to calculate AML Risk Rating.

1. System should capture all values sent to AML Risk Rating Calculator with the risk ratings on a report
2. When the Calculated Risk Rating changes, create a report listing accounts that had a change in its risk ranking with the before and after values.
3. Valid values for risk ratings are:
   1. Low
   2. Medium
   3. High
   4. Ultra-high
4. The report should reflect the following data:

|  |  |
| --- | --- |
| **Field Name** | **Values** |
| Account Number |  |
| IBD |  |
| Office |  |
| Date Opened |  |
| Short Name |  |
| Registration type |  |
| Account Status  Offshore Entity |  |
| Current Value |
| Nature of Business  Nature of Business | Previous Value |
| Current Value |
| Is this a high profile individual or entity | Previous Value |
| Current Value |
| Country where the wealth is or was created | Previous Value |
| Current Value |
| Country of Incorporation | Previous Value |
| Current Value |
| High Number of Anticipated Transactions | Previous Value |
| Current Value |
| Politically Exposed Person | Previous Value |
| Current Value |
| Country Of Citizenship | Previous Value |
| Current Value |
| Country of Residence | Previous Value |
| Current Value |
| Country of Formation | Previous Value |
| Current Value |
| Does the customer’s Articles of Incorporation or similar documents allow for the issuance of bearer share? | Previous Value |
| Current Value |
| Old Calculated AML Risk Rating | Previous Value |
| Current Value |
| New Calculated AML Risk Rating | Previous Value |
| Current Value |
| Old Approved AML Risk Rating | Previous Value |
| Current Value |
| New Approved AML Risk Rating | Previous Value |
| Current Value |

1. The report must be made available in Report Center
   1. It will be a daily report
   2. This report will be an internal report and can only be accessed by PAS or Pershing Associates.
   3. The retention period should be set to “Never Expires”
   4. Report should be sorted by IBD, RR, Account Number

## Use Cases

<Use cases describe collaboration between our system (system that is the subject of this requirement), other systems and users intended to achieve an observable result of value. A project should have at least one use case. Use cases will facilitate refining the project scope, determining the boundaries, understanding among project participants, developing test plans.

The high level use case will be required for the ARB presentation, be sure to include it here.>

<In addition to the actual use cases, it may be beneficial to create a use case context diagram.>

EXAMPLE



EXAMPLE

## Use Case 1

**Name:** Cash Withdrawal from an ATM

**Source:** Retirement products processing

**Rationale (use case description):** This is required because……

**Actors:**

1. Customer

2. Account System

3. Customer Database

**Pre-conditions:**

ATM is on-line and ready, displaying welcome message

The Network is on-line

The customer has a Bankcard

**Post-conditions:**

Session terminated

ATM displays welcome message

<Post conditions must be true regardless of the outcome, e.g. even if an error occurred and the customer did not get cash. Be explicit about the trigger>

**Frequency of Use:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Who** | **Action** |
| 1 | Customer | The use case begins when the customer inserts a bankcard |
| 2 | ATM | Reads customer number from card; asks customer to enter PIN |
| 3 | Customer | Enters PIN |
| 4 | ATM | Sends validation request, including customer number, to Customer Database System |
| 5 | Customer DB system | Looks up customer number and sends status and list of customer accounts to ATM |
| 6 | ATM | Displays list of languages |
| 7 | Customer | Selects language |
| 8 | ATM | Proceeds in selected languages  Displays transaction list:  Check balance  Withdraw cash  Make deposit  Transfer between accounts |
| 9 | Customer | Selects transaction type |
| 10 | ATM | Lists the customer accounts and asks which account to withdraw money from |
| 11 | Customer | Selects and account |
| 12 | ATM | Asks for the amount to withdraw |
| 13 | Customer | Enters the amount desired |
| 14 | ATM | Sends a request to the account system including account number and amount requested |
| 15 | Account System | Looks up the balance of the account requested  Places a withdrawal pending hold on the account  Sends message including: current balance, the balance after withdrawal to the ATM  (Alternative Flow A2) |
| 16 | ATM | Displays the account number, current balance and balance after withdrawal  Asks customer for confirmation |
| 17 | Customer | Confirms transaction |
| 18 | ATM | Disposes cash and displays take cash message |
| 19 | Customer | Takes cash |
| 20 | ATM | Sends withdrawal messages, including account number, amount and transaction number |
| 21 | Account System | Completes withdrawal transaction and sends confirmation to ATM |
| 22 | ATM | Displays confirmation message and new balance  Asks the customer to select a new transaction or end |
| 23 | Customer | Selects end |
| 24 | ATM | Asks if the customer wants a receipt |
| 25 | Customer | Enters Yes |
| 26 | ATM | Prints receipt |
| 27 | Customer | Takes receipt |
| 28 | ATM | Terminates session  Displays goodbye message for 20 seconds  Displays welcome message  The Use case ends |

**Alternate Flows (Exceptions)**

A1. Abort Transaction

At any time, the customer can press exit and terminate the session.

The use case ends

A2. Invalid Amount

At step 15, if the amount requested is greater than the amount available.

|  |  |  |
| --- | --- | --- |
| 1 | Account System | Send message to ATM, including current available balance and invalid amount code. |
| 2 | ATM | Display invalid amount message, including account type, account number, amount available and amount requested.  Ask customer to select another transaction type or exist |
| 3 | Customer | Customer makes selection |
| 4 | ATM | If customer selects another transaction, resume at Step 8, other terminate transaction |

## Usability Requirements

<This section is the responsibility of the UX team. Usability requirements must be completed as part of the requirements phase. Usability requirements are typically created as a separate document. Insert the Usability requirements document in this section.

The BA should submit a request to the UX team at the start of the requirements phase, requesting UX resources by filling out the following template and sending it to “Pershing UX Projects Requests”. Contact the UX team only if the project involves new screens or changes to existing screens.

In addition, identify any portal changes. Changes for .net and .com need to be done for both as both portals need to be kept in sync. Identify if the portal changes include NXI as well.

|  |  |
| --- | --- |
| What UX team needs to start working on a project? | |
| 1. Enterprise Priority - Provide Enterprise Priority Number: |  |
| 2. Application(s) and platform(s) (e.g., NetX360.net, NetX360.com, NetX360 Mobile, NXI, NXI mobile, Managed Investments Portal, ReS, Account Services, COB, Albridge, Eanalytics etc.): |  |
| 3. PPM #: |  |
| 4. Project Name: |  |
| 5. BVA or the first draft Requirement (Attachment, Links): |  |
| 6. Planned Release Timeline (Q1, Q2, Q3 or Q4): |  |
| 7. Project Plan (Optional): |  |
| 8. Milestones: |  |
| 9. Stakeholders: |  |

>

## Requirements Priority List

<Create a list of high level or requirements groups and prioritize for delivery.

|  |  |  |
| --- | --- | --- |
| **Requirement Reference Number** | **Requirement Description** | **Priority #**  **(1-Must Have,**  **2- Nice to Have)** |
|  |  |  |
|  |  |  |

## Order of Magnitude Cost Estimation

<Using the Requirements Priority, estimate the effort for delivery. Provide a high order magnitude estimate of the total cost of the project based upon the requirements, envisioned conceptual solution and assumptions about the project that the team has made, including re-usable assets. This is an “order of magnitude” estimate only. The Order of Magnitude template can be found on either the BA WIKI or the Architecture WIKI

Include Business SME, PMs and all other Stakeholders in the estimate. >

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement Reference Number** | **Requirement Description** | **Priority #**  **(1-Must Have,**  **2- Nice to Have)** | **Line of Service** | **High Order Magnitude Estimate**  **(Hours)** |
| **Management** | | | | |
| BA | | | |  |
| PM | | | |  |
| Other | | | |  |
| **Management SUBTOTAL** | | | |  |
| **Design** | | | | |
|  |  |  | LOS 1 |  |
|  |  |  | LOS 2 |  |
|  |  |  | LOS 3 |  |
|  |  |  | LOS 4 |  |
| **Design SUBTOTAL** | | | |  |
| **Construction** | | | | |
|  |  |  | LOS 1 |  |
|  |  |  | LOS 2 |  |
|  |  |  | LOS 3 |  |
|  |  |  | LOS 4 |  |
| **Construction SUBTOTAL** | | | |  |
| **Testing** | | | | |
| QA | | | |  |
| UAT | | | |  |
| XAT | | | |  |
| **Testing SUBTOTAL** | | | |  |
| **Implementation** | | | | |
| LOS 1 | | | |  |
| LOS 2 | | | |  |
| LOS 3 | | | |  |
| LOS 4 | | | |  |
| **Implementation SUBTOTAL** | | | |  |
|  | | | | |
| **Order of Magnitude TOTAL** | | | |  |

**Retention Requirements for this document are stated in the following BNY Mellon Policy.**

The scope of this policy covers records documenting the development of new functionality and architecture for BNY Mellon's computer systems and applications including application project work plans, change management, requirements documents, UAT results, and scope documents. It does not include source code. (See ISY120 for Source Code.)

**ISY100** ACT+6

**Retention Requirement: Retain for the life of the computer system plus 6 years.** The 6 year period begins when the system has been superseded or is no longer in use.

**Examples Include:**

* PPM Requests and Work Plans
* Requirements Documents
* User Interface Requirements
* Project Change records
* Data Models
* Process Models
* Design Documents
* Programming Design Specifications
* Risk Plans
* User Acceptance Test Plans
* User Acceptance Testing Results