



Ministry/Agency Name

Project Name
Project #: [###]

Analysis Design and Architecture Document

Prepared by: Author's Name
Prepared for: [Company Name]
Date Submitted: [Date]

Project Sponsor: Project Sponsor's Name
Client Acceptor: [if different than Sponsor]
Project Manager: [Project Manager's Name]

Document Number: 6450-20/[Project Number]/ADA
Security Classification: Low
Version: 1.1

Last Updated: July 19, 2005
Creation Date: [Date]

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1. Introduction

Insert content here.

1.1. Purpose

Insert content here.

1.2. Assumptions

Insert content here.

2. Functional Design

Insert content here.

3. Data Design

Insert content here.

3.1. Data Details

Insert content here.

3.2. Data Security

PIA reference site:

Insert content here.

4. System Design

Insert content here.

4.1. Hardware/Software Foundation Insert content here.

5. User Interface Design (Screens)

Insert content here.

6. Implementation Plan

Insert content here.

6.1. Test Plan

Insert content here.

6.2. Audit/Logging

Insert content here.

6.3. Concurrent Use Estimate

Insert content here.

7. Source Code Management

7.1. Delivery

Insert content here.

7.2. Configuration Management Approach

Insert content here.

7.3. Deployment

Insert content here.

8. Operations Support

Non-Emergency Services Email:

8.1. Roles and Responsibilities

Role	Responsibility	Contact Number and Email	Service Level
Operations	Middle Tier	Help Desk (Initial Contact) helpest@gov.bc.ca 250-386-9500	9-5
Operations	Data Tier	Help Desk (Initial Contact) helpest@gov.bc.ca 250-386-9500	9-5
Operations	Web Tier	Help Desk (Initial Contact) helpest@gov.bc.ca 250-386-9500	9-5
Application support	Business Support	applicationSupportContact@.email.ca <phone number>	9-5

8.2. Application Startup and Shutdown Requirements

Insert content here.

8.3. Operational Dependencies

Insert content here.

9. APMS Update

APMS updates are the responsibility of Ministry resources unless otherwise specified.

APMS update required? ☐ Yes ☐ No

APMS updated/to be updated on (date):

Comments:

Revision Log

Date	Version	Change Reference	Author	Reviewed by
[yyyy-mm-dd]	0.1			

Appendices

Approval

This document has been approved as the official Analysis Design and Architecture (ADA) Document for the Project Name project.

Following approval of this document, changes will be governed by the project's change management process, including impact analysis, appropriate reviews and approvals, under the general control of the Master Project Plan and according to Project Support Office policy.

Prepared by	Signature	Date
Author's Name [Title] [Organization]	_____	_____

Accepted by	Signature	Date
[Client Acceptor's Name] [Title] [Organization]	_____	_____

Approved by	Signature	Date
[Client Approver's Name] [Title] [Organization]	_____	_____
[Client Approver's Name] [Title] [Organization]	_____	_____
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