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| **NiSource** |
| **Columbia Pipeline Group (CPG)** |
| **Business Requirements Document (BRD)**  **Project: ProTool Enhancements** |

**Business Unit(s): CPG Engineering & Construction**

Document Version: 1.1

**Contents**

1. Business Requirements 3

1.1. Business & Functional Specification 3

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# Business Requirements

## Business & Functional Specification

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| *UID* | *Requirements* |
| BR-1.01 | The CPG Engineering and Construction organization desires a standard method for tracking and updating forecast information for projects in a disconnected state. |
| BR-1.02 | It is the preference of the organization to leverage Microsoft Excel as part of the standard method so as to minimize required training. |
| BR-1.03 | The standard method shall be available for download from the Project Estimates by Month page within the ProTool application. |
| BR-1.04 | The standard method shall contain a summary and detailed tracking sheet (one for each time period) within a single workbook. |
|  | Summary Sheet |
| BR-1.05 | The standard method shall provide a mechanism to retrieve project, audit, approved budget, and current forecast information from the ProTool application. |
| BR-1.06 | The project information shall include the company, project number, project name, and project description. Additional information in the summary sheet shall include audit information identifying the last time the forecast was updated, by whom, and the method used (Not Needed) as well as the forecast entry type (either summary or detail). |
| BR-1.07 | To retrieve the project, audit, approved budget, and current forecast information initially the user shall select a button labeled Export Forecast. The user shall be prompt to provide the company code, project number, and estimate year. |
| BR-1.08 | Only those with USER or ADMIN access to the ProTool application shall be allowed to retrieve the project and forecast information. |
| BR-1.09 | One and only one project shall be returned. One and only one estimate year shall be returned. |
| BR-1.10 | If the estimate year entered does not have a budget or forecast, the system shall display a message indicating the estimate year entered does not have an associated budget or forecast. The system shall allow the user to update the Estimate Year information without having to enter in the company code and project number again. |
| BR-1.11 | If the company code, project number correlation does not have a project, the system shall display an error message indicating that the company code, project number combination does not exist in the ProTool database, please try again. |
| BR-1.12 | While the project information contained within the summary sheet shall (NOT) be editable, the audit forecast entry type, and forecast information shall be read-only. |
| BR-1.13 | Whenever the Export Forecast button is selected, the system shall provide an on-demand mechanism to pull the latest estimate from ProTool. |
| BR-1.14 | (Reword to specify user prompted only once for key values). If no spreadsheet in the workbook has been submitted (to ProTool) the user shall be prompted whether they would like to enter a new project or estimate year, if yes, the application shall prompt them to enter a new company code, project number, and estimate year. If no, the application shall pull the information from ProTool. |
| BR-1.15 | The system shall only pull the project, audit, forecast, etc. information from ProTool for those projects in an ACTIVE status. If a project is not in an Active status, an error message shall be displayed indicating the projects current status and informing the user that only Active projects can be pulled. |
| BR-1.16 | The project, audit, forecast, etc. information retrieval shall only be performed when online (connected to NiSource Intranet). The user shall receive a message box indicating they are not currently connected to the NiSource Intranet if unable to retrieve information. |
| BR-1.17 | The project, audit, forecast, etc. information retrieval shall be done on a real-time basis, meaning the no batch transactions (for later processing) will be used. While there may be some inherent delays, the retrieval process should not take an excessive amount of time. |
| BR-1.18 | Detailed Tracking Sheet |
| BR-1.19 | The standard tracking method shall include a detailed tracking sheet in the workbook. |
| BR-1.20 | The detailed tracking sheet shall pull the project, entry type, budget, and forecast information from the summary sheet each time it is copied. |
| BR-1.21 | The project information shall be editable on the detailed tracking spreadsheet; the entry type shall be read-only. |
| BR-1.22 | All past months and budget shall be locked within the detailed tracking sheet; all future months shall be editable |
| BR-1.23 | The editable nature of the current month shall be determined based on the User and Admin lock dates (in the LockingDatebyMonth), the role of the person editing the worksheet, and the timing of the copy new sheet and/or Export Forecast functions. ( more information on this requirement later) |
| BR-1.24 | The detailed tracking sheet shall pull in the forecast information from the summary sheet a) each time the detailed tracking sheet is copied and b) upon initial load of the project/forecast information |
| BR-1.25 | Upon successful submission of the forecast into ProTool, the application shall update the summary spreadsheet with the recent successful submission. |
| BR-1.26 | The detailed tracking sheet shall contain the static Project Cost Groups, Approved Budget for each Project Cost Group, along with columns for each month to enter a forecast amount. |
| BR-1.27 | If the entry type is identified as Summary, the application shall not display the detailed project cost groups. If the entry type is identified as Detail, the application shall display both (NOT BOTH—ony one or the other type) the summary as well as the detailed Project Cost Groups. |
| BR-1.28 | (Does not apply—see 1.27) If the entry type is identified as Detail, the summary project costs groups shall be read-only and greyed out (no entry will be allowed in those months and no sum totals shall be displayed). The application shall total all rows between Detailed project costs groups. Users who attempt to enter an amount in the detailed row will disable the sum feature. An error message shall be displayed indicating that the user is about to turn off the sum feature (only amounts entered directly into the Detailed project cost group rows will be submitted). |
| BR-1.29 | (Does not apply—see 1.27)If Summary, the application shall total all rows between summary project costs groups. Users who attempt to enter an amount in the summary row will disable the sum feature. An error message shall be displayed indicating that the user is about to turn off the summation feature (only amounts entered directly into the summary project cost group rows will be submitted). |
| BR-1.30 | Editable forecast rows/columns shall be indicated with a background color of orange. |
| BR-1.31 | The user shall have the ability to insert any number of rows below the project costs group rows. |
| BR-1.32 | The detailed tracking sheet shall contain a row at the bottom of the worksheet totaling each month |
| BR-1.33 | The detailed tracking sheet shall contain a column with the approved budget (broken down by project cost group) along with another column detailing the present estimate for the year (which will be sum of all months for that particular project cost group) |
| BR-1.34 | The detailed tracking sheet shall provide the ability to copy the existing sheet into a new sheet. |
| BR-1.35 | When selecting the Copy to New Sheet button, if the detailed tracking sheet has not been submitted, the user shall receive a message confirming that they would like to copy to a new sheet without submitting the forecast |
| BR-1.36 | After a user has selected the Copy to New Sheet button on a spreadsheet the button shall be disabled (always copies from very last tab). |
| BR-1.37 | Upon selection of the Copy to New Sheet button, the system shall first refresh the forecast information in the summary spreadsheet, then copy all columns and rows into a new spreadsheet overriding the forecast with the latest version from the summary sheet. |
| BR-1.38 | If the current date of the current month is greater than the lock date, the current month shall be locked on the summary and new detailed sheet. |
| BR-1.39 | The system shall also copy all header information. |
| BR-1.40 | Each tab shall represent the historical forecast submissions |
| BR-1.41 | The detailed tracking sheet shall provide the ability to submit a forecast directly to ProTool using a button contained on the detailed spreadsheet. |
| BR-1.42 | Upon selection of the Submit Forecsat button, the user shall be authenticated (using Windows Integrated Security) against the ProTool application to determine their role. Only those with a USER or ADMIN role shall be able to submit a forecast. |
| BR-1.43 | Upon submission the application shall validate that the project is in an Active state. Forecasts can only be updated for projects in an Active state. For those projects not in an Active state, an error message shall be displayed indicating the status. The process shall stop and the user shall be returned to the spreadsheet |
| BR-1.44 | Upon submission, if the user has the USER role, the application shall validate that current date is not in between the USER and ADMIN lock dates found in the LockDatebyMonth table in ProTool. Only ADMINs may submit between the lock dates for the current month. An error message shall be displayed, if the user is unable to submit. |
| BR-1.45 | Upon submission, if the user has the ADMIN role, the application shall validate that current date is less than the ADMIN lock date of the current month. If the date is greater than the ADMIN lock date the system shall refer to requirement BR-1.45. If the current date is less than the ADMIN lock date, the user shall be able to submit the current month (along with all future months). |
| BR-1.46 | (Prompt NOT Needed because Workbook locks current month upon opening and user can’t modify the month) Upon submission, if the current month is past the lock date, the user shall be prompt: “The current month is past the lock date would you like to update the forecast for all future months in ProTool? Please note the current month forecast will not be updated.” If the user selects Yes, the forecast will be submitted for all future months; all past months shall remain as is (they will not be updated). The current month on the summary sheet will be locked when pulling back the new forecast information. |
| BR-1.47 | Only dollar amounts that are summarized within each Project Cost Group row (either summary or detailed) shall be submitted to ProTool. Any other detail rows or content added by analysts that are outside the focus of the Project Cost Groups shall not get submitted. |
| BR-1.48 | Negative amounts shall be allowed. |
| BR-1.49 | The system shall support only whole dollar amount (no cents); up to 999,999,999 |
| BR-1.50 | The forecast submission shall only be performed when online (connected to NiSource Intranet). The user shall receive a message box indicating they are not currently connected to the NiSource Intranet if unable to submit information. |
| BR-1.51 | The forecast submission shall be done on a real-time basis, meaning the no batch transactions (for later processing) will be used. While there may be some inherent delays, the submission process should not take an excessive amount of time. |
| BR-1.52 | Following a successful submission, the system shall protect the submitted spreadsheet so that users cannot make any content changes after submitted. |
| BR-1.53 | Following a successful submission, the system shall update the Submitted On and Submitted By fields to reflect the time date stamp in which the receipt was submitted as well as the user who submitted the spreadsheet. |
| BR-1.54 | Following a successful submission, the system shall disable the Submit Forecast button |
| BR-1.55 | Following a successful submission, the system shall log an auditable event in ProTool indicating the forecast was updated via Excel import. |
|  | General |
| BR-1.56 | Users shall have the ability to edit columns outside the table area |