Note: This Spec should not be used for RIEF, EDI & WF

|  |  |
| --- | --- |
| Customer: | <10001> |
| RICEF/Issue Number | 4511222> |
| Module(s): | <45122 2 |
| Specification Name: | <12 23> |
| Brief Description: | <1000123> |
| Related RICEF(s): |  |
| Created By: | <1000015> |
| Document Date: | <1000014> |
| Target Completion Date: |  |
| Priority Level (Low, Medium, High): |  |
| Reusable Object(Yes/No): |  |

Contact Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Company / Role** | **Email** | **Phone #** |
| **Client Owner**  **(BPO)** | <1000021> | F<BPOROLE>H | F<BPOEMAIL>H | F<BPOPHONE>H |
| **Functional Owner (Consultant)** | F<FLNAME>H | F<FLROLE>H | F<FLEMAIL>H | F<FLPHONE>H |
| **Technical Owner (Consultant)** | F<TLNAME>H | F<TLROLE>H | F<TLEMAIL>H | F<TLPHONE>H |
| **Developer** | F<DEVNAME>H | F<DEVROLE>H | F<DEVEMAIL>H | F<DEVPHONE>H |

Change History:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Revised By** | **Section Changed** | **Description of Change** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Functional/Technical Estimate Information:

(Represents the functional/technical effort for analysis, development and unit testing)

|  |  |  |
| --- | --- | --- |
|  | **Functional Effort** | **Technical Effort** |
| **Estimate hours** |  |  |
| **Actual hours** |  |  |

## **Instructions:**

## **CRP/BLUEPRINT PHASE:**

## [**Section 1**](#_To_be_completed) **Voice of the Customer (VOC) – All fields in light blue are required for the high-level specification. This section is completed by the Client Owner (BPO).**

## [**Section 2**](#_To_be_completed_6) **Response of the Consultant (ROC) – All fields in black are required for the RICEF justification. This section is completed by the Functional Owner (Consultant).**

## **SOLUTION PERSONALIZATION/REALIZATION PHASE:**

## [**Section 3**](#_To_be_completed_1) **Functional Design – All fields in dark blue are required for a complete functional specification. This section is completed by the Functional Owner (Consultant).**

## **☑ Functional Design Sign-off Required.**

## [**Section 4**](#_To_be_completed_2) **Technical Design – All fields in orange are required for a complete technical specification. This section is completed by the Technical Owner (Tech Lead located onsite unless specified).**

## **☑ Technical Design Sign-off Required.**

## [**Section 5**](#_To_be_completed_3) **Technical Documentation – All fields in red are required for complete technical documentation, including documented unit test results. This section is completed by the Developer.**

## [**Section 6**](#_To_be_completed_4) **Functional Testing Results – All fields in purple are required for complete documentation of functional testing. This section is completed by the Functional Owner (Consultant).**

## [**Section 7**](#_To_be_completed_5) **User Acceptance Testing Results – All fields in green are required for complete documentation of user acceptance testing. This section is completed by the Client Owner (BPO).**

## **☑ User Acceptance Testing Sign-off Required.**

## **☑ Exceptions copied to the project Issues List.**

## **☑ Transports released and migrated to QA.**

### **Approvals / Sign-off**

### **Functional Design (section 3)**

|  |  |  |
| --- | --- | --- |
|  | **Electronic Signature** | **Date** |
| **Functional Owner (Consultant)** |  |  |
| **Client Owner (BPO)** |  |  |

### **Technical Design (section 4)**

|  |  |  |
| --- | --- | --- |
|  | **Electronic Signature** | **Date** |
| **Technical Owner (Technical Lead)** |  |  |

### **User Acceptance Testing Results\* (section 7)**

|  |  |  |
| --- | --- | --- |
|  | **Electronic Signature** | **Date** |
| **Client Owner (BPO)** |  |  |

(\*with exceptions noted below)

|  |  |  |
| --- | --- | --- |
| **Priority** | **Description of Exception** | **Issue # (optional)** |
|  |  |  |
|  |  |  |
|  |  |  |

## 

## **Final Acceptance Agreement**

|  |  |  |
| --- | --- | --- |
|  | **Electronic Signature** | **Date** |
| **Project Manager** |  |  |
| **Client Owner (BPO)** |  |  |

### **Section 1: Voice of the Customer (VOC)** *– 5 W’s and a H*

## To be completed by the Client Owner (BPO)

**WHAT: Functional Description: (Short description of the required report)**

**WHY: Business Benefit / Need: (Short description of the why the report is needed, impact if report is not implemented)**

**WHO: Who will be using this? (Who are the stakeholders? Which BPOs, departments, and users will benefit?)**

**WHERE: Which location will be using this? (Identify the organizational units: plants, sales organizations, etc. who will benefit. )**

**WHEN: When will this be used? (Daily, weekly, monthly, annually, etc.)**

**HOW: Input: (Functional description of the input)**

**HOW: Process: (Describe the process, what the program should do on functional level)**

**HOW: Output: (Functional description of the output)**

**Additional Comments: (Add any additional information necessary to assist in development as needed)**

**[Insert attachment here]**

## **Section 2: Response of the Consultant (ROC)**

## To be completed by the Functional Owner (Consultant)

**Alternatives Considered: (A listing of the various alternative approaches that were considered)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Description** | **Pros** | **Cons** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Agreed Upon Approach: (Which alternative was selected?)**

**Important Assumptions:**

**Additional Comments: (Add any additional information considered during the decision making process)**

**[Insert attachment here]**

## **Section 3: Functional Design**

To be completed by the Functional Owner (Consultant) Rework Yes/No

## 

**Reference SAP R/3 Transactions/Tables/Programs: (Include: all known transactions, tables and programs that are used, or reports containing similar data, screenshots are recommended)**

**[Insert attachment here]**

**Process: (Describe the process, what the program should do, if possible in form of a flowchart)**

**[Insert attachment here]**

**Special Functionality: (List any additional functionality required, such as drill-down/hotspots, links to other transactions, etc.)**

**Error Handling: (Owner Definition & Business Needs)**

**Frequency: (How often will the report be run?)**

**Data Volume:**

**Security Requirements: (Describe any security considerations requiring explicit authorization checks within code or special processing considerations)**

|  |  |  |
| --- | --- | --- |
|  | **No Specific Restrictions** |  |
|  | **Restriction Based on Certain Criteria (Ex: Restricted by Sales area?)** |  |
|  | **Other** |  |

**[Insert attachment here]**

**Data Sensitivity: (Plant/Level of restrictions, please explain)**

**Unit Testing:** (**Information the developer can use to unit test the application. This needs to include test scenarios, instructions, test data, and expected results)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Test Condition / Test Scenario** | **Steps Involved** | **Input Values (Test Data)** | **Expected Results** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**[Insert attachment here]**

**Additional Comments: (Add any additional information necessary to assist in development as needed)**

**[Insert attachment here]**

## **Rework Log: (The version shown above is the latest, this area may contain previous version(s) of the same section)**

## 

**[Insert attachment here]**

**Section 4: Technical Design**

## To be completed by the Technical Owner (Onsite Technical Lead) Rework

**Design Points: (Describe anything that will make the definition of the design more clear, including: Calculations and formulas, particular conditions where the program should behave differently, recommendations, etc. If applicable, include recommendations or concerns regarding performance.**)

**Program Logic: (Insert Visio/Pseudo code/Table or Diagram with definition of Project Flow)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step No.** | **System object accessed / Processing done** | **Parameters passed** | **Extracted Fields** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**[Insert attachment here]**

**Error Handling: (Owner Definition and Technical Components)**

**List of Components: (Provide Details for the development Objects)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial No.** | **Name** | **Type**  **(Functional Model Interface as Search Help, View Table, Object Class, Data Elements, DDIC Object, GUI status, BSP, RFC Wed Dynpro, etc)** | **Remarks/Descriptions** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Special Configuration Settings/Assumptions: (Describe any special or temporary pre-requisite configuration requirements)**

**Additional Comments: (Add any additional information necessary to assist in development as needed, e.g. performance concerns)**

**[Insert attachment here]**

## **Rework Log: (The version shown above is the latest, this area may contain previous version(s) of the same section)**

## 

**[Insert attachment here]**

## **Section 5: Technical Documentation**

## To be completed by the Developer Rework

**Report Information:**

|  |  |
| --- | --- |
| **Report Name:** |  |
| **Package:** |  |
| **Custom Function Modules Created:** |  |
| **Custom Dictionary Items Created:** |  |
| **Custom Transaction Codes:** |  |
| **Other Custom Objects:** |  |
| **Development Plan:** |  |
| **Transport Request(s):** |  |
| **Fiori (Catalog/Group/Tile):** |  |
| **Fiori (Role):** |  |
| **Gateway Transport (s):** |  |

**Actual Hours Spent: (Including technical documentation, development, and testing)**

**Offshore Estimate Breakdown: (Provided by offshore partner)**

**[Insert attachment here]**

**Offshore Approach Document: (Provided by offshore partner)**

**[Insert attachment here]**

**Unit Test Results: (Attach documents, screenshots)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Condition / Test Scenario** | **Expected Results** | **Actual Results** | **Tested By** | **Testing Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**[Insert attachment here]**

**Development Objects: (Attach the objects: programs, table definitions, search helps, etc and add screenshots if necessary)**

**[Insert attachment here]**

## **Rework Log: (The version shown above is the latest, this area may contain previous version(s) of the same section)**

## 

**[Insert attachment here]**

## **Section 6: Functional Test Results**

## To be completed by the Functional Owner (Consultant)

**Functional Testing: (Document test date, test results, and notes)**

(List the test date and results of functional testing. Please provide all test data and how the test was executed.)

|  |  |  |
| --- | --- | --- |
| **Date** | **Results** | **Notes** |
|  |  |  |
|  |  |  |

**[Insert attachment here]**

**Errors, Bugs, and Corrections: (Document the fixes that are required)**

(List the problems encountered and changes required. Provide this list to the developer for revisions.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Date** | **Description** | **Design Change or Bug Fix?** | **Proposed Fix** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**[Insert attachment here]**

## **Section 7: User Acceptance Test Results**

## To be completed by the Client Owner (BPO)

## [Functional Owner (Consultant) should communicate to development team]

**User Testing: (Document test date, test results & notes/attachments)** (List the date and results of user acceptance testing here. Any issue found at the end of user acceptance test should be listed here. If there are remaining issues left to be addressed at the end of user acceptance testing, a sign-off can be given with the expectation that remaining issues will be addressed before the start of integration testing.)

**[Insert attachment here]**