|  |  |
| --- | --- |
| Customer: | The Tile Shop |
| RICEF/Issue Number |  |
| Module(s): |  |
| Specification Name: |  |
| Brief Description: |  |
| Related RICEF(s): |  |
| Created By: |  |
| Document Date: |  |
| Target Completion Date: |  |
| Priority Level (Low, Medium, High): |  |
| Reusable Object(Yes/No): |  |

Contact Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Company / Role** | **Email** | **Phone #** |
| **Client Owner**  **(BPO)** |  | BPO |  |  |
| **Functional Owner (Consultant)** |  | Function Lead | @itelligencegroup.com |  |
| **Technical Owner (Consultant)** | Joe Simmons | TPM | joe.simmons@itelligencegroup.com |  |
| **Developer** |  | Developer | @itelligencegroup.com |  |

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).**

## **☑ Sections 1 & 2 comprise the High Level Functional Spec.**

## **They are required prior to leaving the CRP/Blueprint phase.**

## **☑ Functional Owner (consultant) and BPO Sign-off Required.**

## **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.)**

**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 – ex: Standard SAP Reports, BI reports, SAP Query, LSMW, Manual Process, etc.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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

**Functional Description: (Short summary of the requirement)**

**Business Benefits/Need: (Short Description of why the workflow is needed, impact if workflow is not implemented)**

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

**[Insert attachment here]**

**Assumptions: (Describe any assumption made)**

**Start Conditions: (What condition/business event triggers the workflow?)**

**Process Flow: (Functional Flow Diagram)**

**[Insert attachment here]**

**Organizational Structure: (Organization structure to be used)**

**[Insert attachment here]**

**Applications, Objects or Transactions Affected: (Transactions that are affected in the workflow process, Volume, Frequency Details)**

**New Tables required or SAP tables extended:**

**User Exit/ BADI Name:**

**Input: (Functional Description of the Input)**

**Input Fields: (What Transaction should the user use to trigger the workflow, if applicable?)**

|  |  |
| --- | --- |
| **Transaction Name** | **Transaction Description** |
|  |  |
|  |  |
|  |  |

**Output: (Functional Description of the output)**

**[Insert attachment here]**

**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]**

**Unit Testing:** (**Information the developer can use to unit test the application, including 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

**1. Development Objectives: (To be completed by tech lead)**

**Summary:**

|  |  |
| --- | --- |
| **Workflow ID:** |  |
| **Workflow Name:** |  |
| **Development Class/Package:** |  |
| **Workflow Location:** |  |
| **Development Type:**  **(Workflow, Other)** |  |
| **Frequency:** |  |
| **Trigger (Event, Batch, Method):** |  |
| **Volume:** |  |

**Requirements Summary:**

**Assumptions: (The assumptions made during development)**

**Applications, objects or Transactions Affected: (Transaction used, Business objects used)**

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

**Error Handling (Please include all the Error messages to be used in the development Object)**

| **Error Number** | **Error Condition** | **Error Message** | **Corrective Action** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

**2. Detailed Technical Specifications (To be completed by the developer)**

**Technical Flow Diagram:**

**[Insert attachment here]**

**Technical Flow Description:[This will include the technical flow description of the workflow process with: the number of steps created, business object to be used, any new subtypes created, new attributes added, step type, business object methods used. Each step will have the following information]**

|  |  |
| --- | --- |
| **Step n [n= number of the step in the process]** |  |
| **Step type: [ex: activity, fork, condition, loop. etc]** |  |
| **Business object: [business object used]** |  |
| **Attribute: [name of the business object attribute used if any]** |  |
| **Description: [explain how this step is implemented technically for ex : any select queries, tables, BAPi, Function modules, etc used]** |  |

**Object Details: [Business object used, any subtypes created, any new attributes methods, events created]**

**Task n [n = the number of the task in the workflow with the following information]**

|  |  |
| --- | --- |
| **Type: (background/email/form/etc.)** |  |
| **L****ink Object Method to Task:** |  |
| **Container Elements:** |  |
| **Binding:** |  |
| **Exits:** |  |
| **Deadline:** |  |
| **Terminating Events:** |  |

**Security and Authorization:**

**[List all Security / Authorization checks that should be included for the Workflow]**

**Processing and Operational Considerations:**

|  |  |
| --- | --- |
| **Dependencies: [Any dependencies for the workflow to run efficiently]** |  |
| **Restart /Recovery Procedures: [in case of workflow error]** |  |
| **Data Maintenance Requirements: [any Z tables created and data maintenance required for the workflow to run efficiently]** |  |

**External Programs: (used with the workflow to complete the Business Process)**

## 

## **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

**Workflow Development Information:**

|  |  |
| --- | --- |
| **Workflow Implementation** |  |
| **Package:** |  |
| **Other Objects:** |  |
| **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: (Add screenshots if necessary of the development objects – ex: programs, table definitions, search helps, etc.)**

**[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, & notes/attachments)**

**(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 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/attachment)**

**(List the date and results of user acceptance testing here. Any issue found at the end of user acceptance test should to 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]**