Development Specification Document

This document needs to be completed for any new development requests.

The document is electronic and can be completed without having to print.

Please complete by editing the below form:



Please ensure you complete all fields and provide any additional supporting evidence as further attachments within the ticket raised.

|  |  |
| --- | --- |
| Your Name: |  |
| Your Department: |  |
| Your HOD Name: |  |
| Today’s Date: |  |

|  |  |
| --- | --- |
| Request Type: | New Development New Report New Idea |

|  |  |
| --- | --- |
| Brand(s) | Ocean Florida Ocean California Winged Boots  Ocean Beds Ocean Flights Ocean Holidays  NA |
| Product Type(s) | Sales (SPP) Product (PS) Flight (FS)  Concierge (CG) Customer Service (CSB) Ticket (TS)  Travelling Web OF Website OC website  OH Website WB Website Top Dog  MMB Journey Admin Phone system  G2B Other |
| User Role(s)  Required | Management Agent Agent Supervisor  Contact Agent Contact Supervisor TD Load  Contractor Ocean Beds Destination  Agency Analyst Analyst Restricted  Admin  Contact Referrer  NA |
| Impact | Automation: 1 2 3 4 5 NA  Growth: 1 2 3 4 5 NA  Scalability: 1 2 3 4 5 NA  Annual Revenue: 1 2 3 4 5 NA  Total Impact: ……. / 20  Effort Rating: 1 2 3 4 5 NA |

|  |  |
| --- | --- |
| Project Name: |  |

|  |  |
| --- | --- |
| User story: | *Using bullet points please explain how you expect a user to interact with this development/task:* |
| Project goal: | *Using bullet points please tell us what you hope this project will achieve/solve:* |
| Project Specification requirements: | *Using bullet points please provide a detailed breakdown of the specific requirements for this development/task:* |
| Does the project require design work by a designer? | Yes No Not sure |
| System URL if known for reference: | *Please provide system URL if known:* |
| Does your request effect other departments? | Yes No  If yes, have you discussed the task with them ahead of completing your final specifications Yes No Not sure  If yes, specify below any departments you have collaborated with: |
| Any further information please add here: |  |

Please ensure you complete all fields and provide any additional supporting evidence as further attachments within the ticket raised.

Thanks

IT Team