# Data extracting guide

## Background information

Cognizant UK offers a wide range of digital transformation and IT services tailored to various industries. Here's a breakdown of what we provide:

* IT Consulting & Strategy: Helping businesses modernize their technology infrastructure and align IT with business goals.
* Application Development & Management: Building and maintaining custom software solutions.
* Systems Integration: Ensuring seamless connectivity between different platforms and technologies.
* Business Process Services: Streamlining operations through automation and process optimization.
* Digital Experience & Customer Engagement: Enhancing user experiences across digital channels.

## Client

The client table should include a unique client name (organisation), contact email, contact number, location and industry ID.

The industry ID will be referred the type of industry the Client is in.

List of example industries: Aerospace & Defense, Automotive, Banking, Communications, Media & Technology, Education, Healthcare, Information Services, Insurance, Manufacturing, Oil & Gas, Blue Economy, Capital Markets, Consumer Goods, Life Sciences

## Project

The project should include:

Project name, start date, end date, number of users, Project status, Budget and the delivery model.

Project status should always be set to “proposed”

The delivery model will be categorized into 1 of 3 options: On-prem, Cloud or Hybrid

## Project technologies

This should be a list of technology used in the project. Each technology should have a technology name a category and a status. The status will be either “Existing”, “Planned” or “To be replaced”.

## Requirement

Is a list of requirements. Each requirement should include a requirement type, a description, a priority level, Status, requirementcategoryID and an InteractionID

The requirement type can only be functional or non functional.

Status should always be set to “Confirmed” for every requirement

InteractionID do not have to be unique

### Different priority types

|  |  |
| --- | --- |
| **Priority Level** | **Meaning** |
| **Must Have** | Essential to project success. Without this, the project fails. |
| **Should Have** | Important, but not essential. Can be delivered if time and budget allow. |
| **Could Have** | Nice to have, lower impact. Deliver only if quick wins are possible. |
| **Won’t Have (Now)** | Agreed to be out of scope for the current phase. Possibly future backlog. |

### Requirement categories

Data & Reporting

E.g., dashboards, KPIs, analytics, real-time reports

Technology & System Integration

E.g., CRM/ERP implementation, legacy upgrades, API connectivity

Security & Compliance

E.g., GDPR, audit trails, access control, data protection

Process Automation

E.g., workflow automation, approvals, repetitive task handling

Inventory & Operations Management

E.g., inventory tracking, resource planning, order fulfillment

Financial & Budgeting

E.g., cost control, ROI tracking, budget management

Customer & Sales Enablement

E.g., CRM features, lead management, order tracking

User Access & Interface

E.g., role-based access, mobile interfaces, multilingual support

AI & Intelligent Automation

E.g., predictive analytics, chatbots, sentiment analysis

Strategic & Business Goals

E.g., market expansion, digital transformation, ESG tracking

### interaction ID

Each interactionID entry includes source type, timestamp, raw text and extracted summary.

source type specifies whether the content originated from an Email, Meeting Transcript, Chat, or Document.

Timestamp provides information about when the interaction took place.

## Constraints

Is a list of constraints. Each constraint should include a constraint type ID, a description, severity and an interaction ID.

The severity should be labelled as a High, Medium or Low.

The constraint will have a Constraint Type ID which with a constraint type

Examples of constraint type: Timeframe, Budget, Compliance, Tech Limitations, Risk, Resources