|  |  |
| --- | --- |
| **C:\Users\v-brm\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\2026E86O\ITLC Logo Design v3 - IT Green 01.png** | **ITLC Master Template: Version Tracking**  This is a control page to track the changes to this ITLC template; project teams should remove it when using this document. |

|  |
| --- |
| **This document supports ITLC 2.5, released September 2013** |
| ITLC documents are revised periodically to keep them relevant. If you did not open this file directly from the [ITLC Portal](http://itlc/), please check that the version number above matches that posted on the ITLC site to ensure you are using the correct document.  The change history for this document is contained in the table below. |

| Version No. | Date | Name | Description of Change |
| --- | --- | --- | --- |
| 2.3 | March, 2013 | [ITLCHelp](mailto:ITLCHelp@microsoft.com?subject=ITLC%20Template%20Help) | Added formal sign-off roles and instructions |
| 2.0 | May, 2012 | [ITLCHelp](mailto:ITLCHelp@microsoft.com?subject=ITLC%20Template%20Help) | ITLC V2.0 Template Update |
| 1.0 | February, 2011 | [ITLCHelp](http://sharepoint/sites/globalizeIT?subject=ITLC%20Template%20Help) | ITLC Documentation Standards |



Functional Specification

[Project Name]

|  |  |
| --- | --- |
| **Filename:** |  |
| **Last Save Date:** | Thursday, February 27, 2014 |
| **Author(s):** | First Last (alias) |
| **File Location:** | [\\server\folder](mailto:ITLCHelp@microsoft.com) |
| **Project Information Classification:** | HBI, MBI, LBI, PII, or HSPII [select information classification] |
| **Microsoft Confidential:** This document must be handled in accordance with its assigned information classification. Refer to *InfoSec #2.0 Information Classification & Handling Standard* for more information. | |

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Read the Guidance Text (*Arial blue italic font in brackets*) to understand the information that should be placed in each section of this template. Then delete the Guidance and replace the placeholder within <<Begin text here>> with your response. There may be additional Guidance in the Appendix of some documents, which should also be deleted once it has been used

# Introduction

**[**The Functional Specification Introduction may include an Executive Summary section, providing a strategic statement of the contents of the Functional Specification. It should identify which foundational documents (requirements, usage scenarios, designs, etc.) comprise the Functional Specification and provide a brief statement about the content of each. The Introduction may also include an overview of the project’s vision and scope. This should include a summary of the business opportunity, solution concept, and scope sections of the Vision/Scope document. May also include link to RACI. This information is for reader context only.]

<<Begin text here>>

## Business Context Diagram

[The Business Context Diagram provides the overall picture of the business; a detailed view of all activities outlined by the business processes. May be redundant if completed within the business requirements definition]

<<Begin text here>>

# Solution Overview

## Out of Scope

[The Out of Scope section identifies the requirements that will not be met by this project or release.This should include the identification of any requirement (business, user, system, operational, usage scenario) that cannot be met and an explanation of why it cannot be met. This section may also identify future solution releases that will satisfy these requirements.]

<<Begin text here>>

## Assumptions and Dependencies

[The Assumptions and Dependencies section lists and defines the project-oriented assumptions and dependencies (as opposed to feature dependencies or environmental dependencies) that have been identified through the process of developing the Functional Specification. An example of a dependency is this: a delivery may require advanced skills in various product technologies or business processes. In addition, ensure that any dependent, custom data dictionary objects have been identified and created. If not, the corresponding functional specification for these objects needs to be referenced.

List assumptions and dependencies separately.]

<<Begin text here>>

## Risks

<<Begin text here>>

## High Level Conceptual Design

[The High Level Conceptual Design section illustrates the functions and features associated with this solution at a high level using a picture of how the features, processes and systems fit together. Use this section to quickly describe the solution detailed in the design. The “HOW” to the Business Requirements “WHAT”.]

## Key Positive and Negative Impacts

*[Describe any changes to the key positive and negative impacts to the end user/customer/partner experience as originally documented in the BRD, including high level Mitigation Strategies for negative impacts.]*

# System Context/Overview

[This section of the functional spec describes what systems are affected by the solution and the interfaces/data flow between the systems. Use illustrations and limited text to describe the interfaces in this section.]

<<Begin text here>>

## System Context Diagram & Architecture

[Identify the Databases and Microsoft systems affected by the solution, and describe the architecture and system approach with this solution. Recommended to use a matrix to document

Extranet

Intranet

Web Services

Databases

Logical Architecture]

<<Begin text or matrix here>>

## Data Flow

[At a conceptual level outline the data interfaces between systems or between functions. Label any data mapping or mastering that occurs in the solution.]

### Interface Mapping

[Map all data conversion plans in the following table. Include source and destination information.]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Source Table | Source Field | Destination Table | Destination Field | Data Type | Conversion Rules | Generic Name |
|  |  |  |  |  |  |  |

### Data Accuracy Post-Conversion

[Detail steps to ensure data accuracy after data is converted. Check should validate data values as well as the conversion process. Verify accurate mapping and data readiness.

<<Begin text here>>

## Application Navigation

[If the solution involves changes to the front end, give an overview of the User Interface navigation. Please identify the Usability Engineer involved in the Application Design.]

<<Begin text here>>

## Supported Platforms

[This section should specify the operating systems, browsers that will be supported by the application. If the application is in scope for the Managed Solutions(MMS/SRP) environment, this should be included.]

<<Begin text here>>

# System Features

[This section is the heart of the Functional Specification and addresses HOW each of the requirements in scope for the project will be addressed by the system or process. The sections in are meant to be a guideline for describing the functions for consumption by the product managers and the technical teams. Program Managers should divide the functionality as appropriate and describe as appropriate. The only MANDATORY section is the Requirements Control piece that ties what requirements from the BRD are addressed by this feature. All requirements in scope for the project MUST be included in a “Requirements Control” within the functional specification.]

<<Begin text here>>

## Functional Area #1

[Within this section it’s important to capture the to-be process in detail. Include details on the duration of the process and identify any dependencies. Ensure you capture all scenarios including exception processing. When defining requirements for automation of a manual process or an upgrade to an existing system it may be helpful to define both the as-is and the to-be processes in this section.

Repeat this section for each Functional Area. An example of a Functional area might be the Order Entry function of the RIO application. The example text included below is from the Order Entry section of the RIO application documentation.]

[SAP - For RICEF object, provide a detailed description of the object. Provide details for custom development requirements (e.g., process flow diagram, detailed description of data manipulations, transactions required, screen flows) where appropriate.]

<<Begin text here>>

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

<<Begin text here>>

### Transaction Volumes

[Estimated transaction volumes are initially defined in the Vision and Scope document. An updated projection should be included here.]

[SAP - For a report object, provide an indication of the expected number of records that will need to be read and displayed using this report.]

[SAP - For a interface object, provide an indication of the expected number of records that need to be transferred using this interface.]

[SAP - For a conversion object, provide an indication of the expected volume of conversion data.]

[SAP - For a report object, provide an indication of the expected number of records that will need to be read and displayed using this report.]

[SAP - For a form object, provide an indication of the expected number of records that will need to be read and displayed using this report]

<<Begin text here>>

### As-Is Solution

[Describe the current state. This can be using a process diagram, system diagram, examples or text.]

### Performance Considerations

[Estimated performance requirements are estimated in the Business Requirements document. An updated projection for each functional area should be included here leveraging the same performance estimator leveraged in the BRD. This should also include considerations for workflows & batch programs related to this functional area]

For additional performance information please visit - <http://sharepoint/sites/MSITPerf/default.aspx>

<<Begin text here>>

### Business Scenario/Functional Process Flow

[Include as appropriate for this functional area:]

* Preconditions
* Use Case Text and Diagrams
* Process Flow Diagrams
* Process Narrative (Step-by-Step, Expected Results)
* Exception Conditions

*[SAP - For a report object, insert a flow diagram describing the report procedure including screen sequences, any drill down options and navigation through the report screens.]*

*[SAP - For a interface object, insert an interface flow diagram showing source and target systems with directions.]*

*[SAP - For a conversion object, insert a flow diagram describing the conversion procedure.]*

*[SAP - For a extension object, insert a flow diagram describing the extension procedure including screen sequences.]*

*[SAP - For a form object, insert a flow diagram describing the form output procedures (e.g., purchase order input using transaction ME21N; save Purchase Order automatically generates Purchase Order Form printout).]*

### Overview of Screens

*[Screens listed will be detailed in following section]*

* Screen List and Descriptions
* Screen Workflow
* Screen Performance Expectations (response times/user times)

### Screen Definition, Screen # 1

[Repeat this section as many times as needed, to cover all screens for this functional area listed above.]

|  |  |
| --- | --- |
| Title | The Title of This Screen |
| Navigation to Screen | The Main Menu – My…. |
| Navigation Bar Title | My Page…. |
| Security/Role of User(s) | Partner |

### Screen Overview

Include a description of what can be done on this screen and/or why a user would come to this screen.

<<Begin text here>>

### Screenshot/Mock-Up

Include a mock up to represent the contents of and general layout of the screen.

<<Insert here>>

### Screen Field Definitions

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Name | Field Type | Len | Format | Validation | Placement | Description |
| Field 1 | Text, Integer, List Box, Dropdown box, Text Area, Hyperlink | 50 | n/a | Valid Values are: Red, Yellow, Blue. | As Shown | Add rows to this table as needed. |
|  |  |  |  |  |  |  |

### Screen Fields CRUD Matrix (if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Field Name | Role 1 | Role 2 | Role 3 |
| Field 1 | CRUD | CR | CRU |
| Field 2 | Add rows to this table as needed. |  |  |

**Legend:** C = Create, R = Read, U = Update, D = Delete, X = No access

### Screen Controls Matrix (if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Control | Control Type | Action | Response | Enable/Disable Rules |
| Control Name | Page, Button, Check Box, Radio Button, Hyperlink | On Click, On Load | Describe Response | Define for each user type/role, indicating with E, D, or X as defined below |
| Save | Button | On Click | Describe Response | Admin = E  Data Viewer = D  Partner = X |
| More Info | Link | On Click | Describe Response | Admin = E  Data Viewer = D  Partner = X |

**Legend:** E = Enabled, D = Disabled, X = Not Visible

### Screen Specific Use Cases (if necessary)

Provide screen-specific use cases as necessary to communicate user interaction with system and system behavior.

<<Begin text here>>

### Screen Specific Business Rules/Performance Expectations (if necessary)

Provide screen-specific business rules/performance expectations (user times, system response times) as necessary to communicate user interaction with system and system behavior.

<<Begin text here>>

### Screen Definition, Screen # 2

Repeat section 4.1.5.1 and subsections for each additional screen

### Business Rules

List the business rules that apply to this function. Ensure that business rules support both process and data. See <http://DMO> for examples to assist in creation of data related business rules.

<<Begin text here>>

### Security and Privacy (if necessary)

Describe any security and privacy specifications that apply to this function.

<<Begin text here>>

### Regional Requirements (if necessary)

<<Begin text here>>

### Data Conversion

[Use this section to define the data conversion required for this functional area (e.g., old system to new system).]

[This is documented for SAP Interfaces and Conversions in a later Section]

<<Begin text here>>

### Reporting

[Use this section to describe the reporting associated with this functional area.]

*[For a extension object, describe any reporting to be provided in support of this conversion or any impacts to existing or custom reports that need to be amended due to the conversion.]*

<<Begin text here>>

### Error Handling

[Use this section to describe the error handling and exception cases associated with this functional area.]

*[List any Error Handling requirements, encompassing both potential errors and notification procedures]*

<<Begin text here>>

### Online Help

*[Use this section to describe the extent of online help designed into the application and how the user accesses it]*

<<Begin text here>>

## Functional Area #2

[Continue with other features and Functional areas here. Repeat section 4.1 above]

<<Begin text here>>

### Requirements Control

[This is a MANDATORY section of the functional spec. Use this section to call out which requirements from the BRD are addressed by the above Functional Designs. Note any requirements which are NOT met and inform the business/end user representative as to which requirements will not be met, including reason(s) as to why the requirements will not be met.. The business community needs to understand the tie between the requirements in the BRD and the HOW solution defined above.]

<<Begin text or matrix here>>

### Data Taxonomy (Metadata)

[For each functional area identify the data elements and associated taxonomy using the Data Definition Library Template <link TBD>. Examples <link TBD> have been provided to assist in developing definitions. Engage with the [**DMO Taxonomy Team**](mailto:SAPSECUR) to ensure that data elements and definitions are in alignment with Taxonomy (Metadata) standards outline in the [**Taxonomy Database**](http://DMO).]

# Security, Privacy, Accessibility, & Disaster Recovery

## Security

[Specify security related to the entire application. This section should summarize all measures taken to secure the system or changes to the system, rather than rely on security comments scattered throughout the document. This should include all (or a summary of) the functional work items that result from the Threat Modeling exercise. This section describes the functional design impacts from the security focus of the planning phase.

<<Begin text here>>

## Privacy

[Specify privacy solutions related to the entire application. This section should summarize all measures taken to secure the Personal Identifiable Information (PII) data in the system, rather than rely on privacy comments scattered throughout the document]

<<Begin text here>>

## Accessibility

[Specify accessibility solutions related to the entire application. This section should summarize all measures taken to comply with accessibility requirements defined in SDL-IT (PREVIOUSLY ASAP) procedures.]

<<Begin text here>>

## Audit [As Needed for SAP Conversions & Interfaces]

*[For a either an interface or conversion object, specify the checks and validations that occur to the data being converted or interfaced. For conversions, include any requirements for audit reporting, archiving and system legacy retirement impacts and processes]*

<<Begin text here>>

## Disaster Recovery/Business Continuance

[Define the functional approach to how the Disaster Recovery and Business Continuance plan will be implemented. The actual plan should be in a separate document, but this section should outline the approach and the high level HOW this will be met.]

<<Begin text here>>

## Internationalization

[Define the functional approach to how the Disaster Recovery and Business Continuance plan will be implemented. The actual plan should be in a separate document, but this section should outline the approach and the high level HOW this will be met.]

<<Begin text here>>

*[Specify globalization and localization scenarios, requirements, and designs related to the entire application. This section should summarize all measures taken to build a globalized, localizable, and localized system or changes to the system, rather than rely on globalization and localization comments scattered throughout the document. All of the Globalization/Localization documents referenced in this section are at the* [*MSIT Globalization and Localization site*](http://sharepoint/sites/globalizeIT)*.*

*For more information about globalization and localization standards and practices within MSIT,*

* *visit* [*http://sharepoint/sites/globalizeIT*](http://sharepoint/sites/globalizeIT)
* *or contact* [*MSIT Globalization-Localization Info*](http://itlc/) *(mailto:locinfo)]*

### Globalization

*[Specify globalization and localizability scenarios, requirements, or designs, determined through investigation of the globalization and localization requirements documented in the BRD.]*

<<Begin text here>>

### Localization

### Languages

*[Specify language requirements, as documented in the BRD]*

|  |  |  |
| --- | --- | --- |
| **Language** | **Country** | **Culture Code (e.g., en-US)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Market Customization

*[Feature-specific market customization details should be documented in the corresponding section of this document. In this section, include any market-specific information not documented elsewhere in the document.]*

<<Begin text here>>

1. Glossary/ Definitions

Below is a list of common terms and their definitions that are used throughout this document:

| Term | Definition |
| --- | --- |
|  |  |
|  |  |
|  |  |

1. Related Documents/References

| Document | Document Location |
| --- | --- |
| Vision and Scope |  |
|  |  |
|  |  |

1. Back-End (SAP)

Additional Guidance Text has been added (*Arial BLUE italic font in brackets*) for SAP specific – labelled “REQUIRED for SAP”, (*Arial GREEN italic font in brackets*) non-SAP specific – labelled “NOT APPLICABLE for SAP”, and (*Arial ORANGE italic font in brackets*) for Optional SAP – labelled “AS NEEDED for SAP”.

E.1 System Details and Direction [Required for SAP Conversions & Interfaces]

*[For either an interface or conversion object, identify the Sending and Receiving systems and the direction of interface. See the example text below.]*

*<Please validate that ICOE requirements are met>*

E.2 Frequency and Timing *[Required for SAP Reports, Interfaces, & Forms]*

*[For a report object, indicate the frequency that the report should run (e.g., Ad Hoc, Daily, Weekly, Quarterly etc.) and any timing considerations that should be applied (e.g., run before 7am Monday morning).]*

*[For a interface object, indicate the frequency that the interface should run (e.g., Ad Hoc, Daily, Weekly, Quarterly etc.) and any timing considerations that should be applied (e.g., run before 7am Monday morning).]*

*<Please validate that ICOE requirements are met>*

*[For a form object, indicate the frequency that the form should run (e.g., Ad Hoc, Daily, Weekly, Quarterly etc.) and any timing considerations that should be applied (e.g., run before 7am Monday morning).]*

## E.3 Initiating Process/Transaction/Program [Required for SAP Reports & Interfaces]

*[For a report object, describe the triggering process for this report, which could be a fixed time schedule or a specific event/action. Also describe the initiating PACKAGED Transaction and Program where applicable.]*

*[For a interface object, describe the triggering process for this interface, which could be a fixed time schedule or a specific event/action. Also describe the initiating PACKAGED Transaction and Program where applicable*

*<Please validate that ICOE requirements are met>.]*

*[For a form object, detail the PACKAGED transaction(s) used to initiate output of form.]*

<<Begin text here>>

## E.4 Processing Type [Required for SAP Reports & Interfaces]

*[For a report object, indicate the type of processing used by the Report (e.g., Batch, Real Time, etc.]*

*[For an interface object, indicate the type of processing used by the Interface (e.g., Batch, Real Time, etc.]*

*<Please validate that ICOE requirements are met>*

*[For a conversion object, provide the batch/real-time information.]*

<<Begin text here>>

## E.5 From System [Required for SAP Conversions & Interfaces]

*[For a conversion object, specify the legacy system where the conversion data comes from.]*

*<Please validate that ICOE requirements are met>*

<<Begin text here>>

## E.6 To System [Required for SAP Conversions & Interfaces]

*[For a conversion object, list what system receives the conversion data.]*

*<Please validate that ICOE requirements are met>*

<<Begin text here>>

## E.7 Output Type (Online/Print/Spreadsheet) [Required for SAP Reports & Forms]

*[For a report object, indicate the expected output method(s) for the report.]*

*[For a form object, indicate the expected output method(s) for the Form (e.g., Spool, Adobe Acrobat file, etc.). Also detail all of the expected output device types (e.g., printers, fax machines) for the form.*

## E.8 Retention Requirements [As Needed for SAP Reports & Forms]

*[For a report object, identify any requirement to retain the report, for what period of time, and in what format. Also indicate any archiving requirements.]*

*[For a form object, identify a requirement to retain the form, for what period of time, and in what format. Also indicate any archiving requirements.]*

<<Begin text here>>

## E.9 Audience and Distribution [As Needed for SAP Report & Forms]

<<Begin text here>>

## E.10 Extension Layout [Required for SAP Extensions]

[Define the functional approach to how the Disaster Recovery and Business Continuance plan will be implemented. The actual plan should be in a separate document, but this section should outline the approach and the high level HOW this will be met.]

## E.11 Input and Output [Required for SAP Extensions]

*[For a extension object, list the individual input and output parameters and their corresponding descriptions and dependencies before and after processing.]*

Input Parameters

|  |  |  |
| --- | --- | --- |
| **Input (Parameters) Needed** | **Description and Prior Dependency** | **Validation** |
|  |  |  |
|  |  |  |

Method to Retrieve Input Parameters

*[For the extension object, detail where the input parameters are to be retrieved from (e.g., custom table, user input, program variant, etc.).*

Output Parameters

|  |  |
| --- | --- |
| **Output (Parameters) Needed** | **Description and Post Dependency** |
|  |  |
|  |  |

Method to Release Output Parameters (Output Type)

*[For a extension object, specify the output format (e.g., file, printout, etc.]*

Method to Update Existing Run Parameters with Latest Run Information

*[For a extension object, Include any information relating to where the development needs to keep a record of what has and has not been processed (e.g., file, printout, etc.]*

## E.12 Conversion Data Processing [As Needed for SAP Conversions]

* Transactions ID
* Transaction Screen Sequence (if no load module exists)

## E.13 Initial Data Set-Up / Conversion Requirements [Required for SAP Conversions]

*[For a conversion and extension object, describe the conditions to meet for roll-out so they may be conveyed to the data conversion team. Include requirements for initial data set-up.]*

<<Begin text here>>

## E.14 Object / File Layout [Required for SAP Reports, Conversions, & Forms]

*[For a report object, provide a sample layout for each reporting level. For each reporting level, provide a summary, details, and drill-down information. See the graphics below for an example.]*

*[For a conversion object, provide a sample extract file layout and a sample load file layout.]*

*[For a form object, provide a sample layout for first, subsequent and last pages, detailing actual positions of output fields, fonts, and font sizes. See the text below for an example.]*

<<Begin text here>>



## E.15 Object Fields [Required for SAP Reports & Forms]

*[For a report object, provide the fields and their descriptions in the report layout.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Report/Form Field ID** | **SAP Table** | **SAP Field Name** | **SAP Technical Field Name** | **Rules/Notes** |
|  |  |  |  |  |
|  |  |  |  |  |

*[For a form object, provide the fields and their descriptions in the form layout]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Form Field ID** | **SAP Table** | **SAP Field Name** | **SAP Technical Field Name** | **Max Output Length** | **Calculations/Rules/Notes** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## E.16 Selection Criteria [As Needed for SAP Reports and Conversions]

*[For a report object, enter the selection criteria available to users before running the report. Indicate if the criteria are optional or mandatory and if any data restrictions apply. For SAP conversion load programs, indicate any parameters that can be used as a selection criteria]*

<<Begin text here>>

## E.17 Main Heading [As Needed for SAP Reports & Forms]

*[For a report object, provide the main heading field for the report.]*

*[For a form object, provide the main heading field for the form.]*

<<Begin text here>>

## E.18 Sub Heading [As Needed for SAP Reports & Forms]

*[For a report object, provide any required sub-headings and breaks required in the report.]*

*[For a form object, provide any required sub-headings and breaks required in the form.]*

## E.19 Totaling [As Needed for SAP Reports & Forms]

*[For a report object, List any totaling or other calculation requirements for the report.]*

*[For a form object, List any totaling or other calculation requirements for the form.]*

<<Begin text here>>

## E.20 Sorting [As Needed for SAP Reports & Forms]

*[For a report object, list any sorting requirements for the report (e.g., contract type, vendor, etc.).*

*[For a form object, list any sorting requirements for the report (e.g., contract type, vendor, etc.).*

<<Begin text here>>

## E.21 Page Breaks [As Needed for SAP Reports & Forms]

*[For a report object, provide details of any page breaking requirements that should be used in addition to field breaks.]*

*[For a form object, provide details of any page breaking requirements that should be used in addition to field breaks.]*

## E.22 Stationary [As Needed for SAP Forms]

*[For a form object, describe the stationary to use when creating a layout (e.g., A4 with a pre-printed logo.]*

<<Begin text here>>

## E.23 Logo(s) [As Needed for SAP Forms]

*[For a form object, where pre-printed stationary will not be used, provide file containing each Logo to be included on the form printed output.]*

<<Begin text here>>

## E.24 Interactive Capabilities [As Needed for SAP Reports]

*[For a report object, specify all required drill-down/interactive functionality.]*

## E.25 Existing Sample [As Needed for SAP Reports, Extensions, & Forms]

*[For a report object, if an existing report is available to be enhanced, provide details in this section.]*

[For a extension object, if an existing program is available to be enhanced, provide details in this section]

*[For a form object, if an existing form is available to be enhanced, provide details in this section.]*

* Program Name
* Menu/Transaction
* Legacy Report Name
* Legacy Program Title
* Related Transactions

<<Begin text here>>

## E.26 Proposed Transfer Method / Program [Required for SAP Conversions & Interfaces]

*[For either an interface or conversion object, specify the proposed load method (e.g., IDOC, batch transaction processing, LSMW options (For conversions only)), the proposed transfer program name, and the inbound/outbound file format (e.g., .txt, .xls).*

*<Please validate that ICOE requirements are met>*

<<Begin text here>>

## E.27 Target / Source Data Layout [Required for SAP Conversions & Interfaces]

*[For a interface and conversion objects, supply details of the Non-SAP Source/Target Data.]*

*<Please validate that ICOE requirements are met>*

| **Field ID.** | **File Name/Table** | **Field Name** | **Field Description** | **Type** | **Size** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## E.28 Mapping SAP fields to Source / Target [Required for SAP Conversions & Interfaces]

*[For a interface object, provide details of the expected mapping between the Source/Target system and SAP fields. This can either be done within a table in this document or as an attached Mapping Document. Transformation rules and format requirements all need to be documented as part of the mapping. Insert data map here]*

*<Please validate that ICOE requirements are met>*

Specifications for the following elements should be present on the Mapping document (where applicable):

* SAP Transaction
* SAP Screen number
* SAP Table name
* SAP Field name (functional)
* SAP Field name (technical)
* SAP Field length
* SAP Field type
* Mandatory / Optional flag
* Source/Target Field ID
* Source/Target Field Name (functional/technical)
* Source/Target Field length
* Source/Target Field type
* Mapping Details
* Implementation Comments

## E.29 Data Verification Process [Required for SAP Conversions ]

*For a conversion object, state how the data verification process is to ensure that the extracted data (from Legacy) is correct and what the verification process is for the loaded data.]*

* *Legacy Verification Extract Process steps*
* *Interim/Transformation Verification Process steps*
* *Loaded data verification process steps*

## E.30 Performance Consideration and Known Design Constraints

*[List any performance requirements (i.e.: Report must run in less than 5 seconds) and any known design constraints (i.e.: An interface maybe constrained by timings on the external system)]*

## 

## E.31 Security

*It is mandatory that this section be completed and a security authorization group is determined before scheduling the specification review meeting.  The ABAP development team cannot begin development of an ABAP until the security requirements are defined.*

*[****This is a required section to be completed by the analyst and forwarded to*** [*SAPSECUR*](mailto:SAPSECUR?subject=SAP%20Security%20Application%20Support)*:*

* *a preliminary copy of the specification document*
* *the change request (RAID) number*
* *a contact on the SAP application support team (*[*SAPAPPS*](mailto:SAPAPPS?subject=SAP%20Application%20Support%20Team)*)*
* *a list of batch accounts, users, or the appropriate security role(s) of users who need access to run the program (or who should not have access).*
* *the general sensitivity of the data.*
* *the name and branch of the reporting tree from which users will run the program using transaction SARP.]*

[SAPSECUR](mailto:SAPSECUR?subject=SAP%20Security%20Application%20Support) will review this information, determine an appropriate authorization group, complete specifications for additional ABAP security checks if required, obtain business approval, make appropriate changes to security profiles, update the node in the reporting tree with the authorization group, and notify the analyst and the application support team contact.  If a new security role(s) is created, they will notify [SAPREQ](http://sharepoint/sites/MSITPerf/default.aspx?subject=SAP%20Account%20Requests).

[**This is a required section to be completed by** [SAPSECUR](mailto:SAPAPPS?subject=SAP%20Security%20Application%20Support).

[SAPABAP](mailto:SAPABAP?subject=SAP%20ABAP%20Development%20Team), please use the following approved information to secure the ABAP:

1. assign authorization group ZHR\_BOPS to the program attributes, and/or

Note:  [SAPSECUR](mailto:SAPSECUR?subject=SAP%20Security%20Application%20Support) will always provide a non-blank authorization group for all custom ABAPs.

## E.32 Test Conditions

*[List any performance requirements (i.e.: Report must run in less than 5 seconds) and any known design constraints (i.e.: An interface maybe constrained by timings on the external system)]*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Test Condition*** | ***Description*** | ***Expected Result*** | ***Related Requirement ID*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## E.33 Outstanding Issues and Action Items

*[List any current unresolved issue or outstanding design decisions required. Once resolved, include resolution and date resolved].*

1. Document Change History

| Version No. | Date | Name (Alias) | Description of Change |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |

1. Review and Sign-off

|  |  |
| --- | --- |
| C:\Users\v-brm\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\2026E86O\ITLC Logo Design v3 - IT Green 01.png | Functional Specification  Review and Sign-off |

Sign-off of this ITLC deliverable certifies that the scope and impact of the content and/or results contained herein is fully understood and that all required information is present and of sufficient quality based on the needs and responsibilities of the individual approvers.

Project Name or Application Version: <<Enter name or version being signed-off>>

**Document Sign-off**

*<<Insert or remove sign-off roles as appropriate based on project scope. Note, that all impacted stakeholders and core team members as well as security, privacy, and architecture teams should be considered when appropriate>>*

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Response (Approve/Reject) | Date |
| Program Manager (PGM) |  |  |  |
| Development Lead (DEV) |  |  |  |
| Test Lead (TEST) |  |  |  |
| Software Architect (SA) |  |  |  |
| Information Architect (IA) |  |  |  |
| Service Manager (SVM) |  |  |  |
| Solution Manager (SM) |  |  |  |
| Business Representative (BREP) |  |  |  |
| Service Engineer (SE) |  |  |  |
| Privacy Manager (PRI) |  |  |  |
| Security (ISRM-ACE) \*\* |  |  |  |

\*\* NOTE – ISRM-ACE only needs to review and sign-off this document if the outcome of ITLC task #184 (Perform a Streamlined Risk Assessment) results in a full-service security review of the application or service.

**Sign-off Instructions**

Attach this document to an email and use Approve/Reject voting buttons to collect all sign-off responses via reply emails. Investigate and resolve rejections and obtain approval for any exceptions from the Deliver Manager. Store and archive all responses and exceptions along with this document in the project’s information repository at project close. VSTF or SharePoint can also be used for approval tracking instead of voting email.

If this deliverable does not apply to the project due to scope, document this fact in the appropriate phase gate review materials so it can be recorded and acknowledged as part of the ITLC phase gate sign-off process.