|  |  |  |  |
| --- | --- | --- | --- |
|  | Task |  |  |
| 1 | Meeting | Arrange introduction meeting with technical team to discuss the requirements of the solution. This will need to follow on from the meeting with the business stakeholders and we would need the business requirements document for this discussion. (1. Ask who the technical contact people are and their contact details.) |  |
| 2 | Business Documentation | We need a copy of the business documentation (e.g. invoice, waybill, delivery or order etc.) so we have some reference to build the integration from. |  |
| 3 | Technical Documentation | If there are external systems and or API’s which we need to integrate with then we would require the documentation for those systems. (1. Name of involved systems and all the required login details. 2. Preferred connection method to the Trackmatic side. i.e. Dropping a csv via FTP, sending the relevant information via web service, local service running on their database server that listens for changes in the relevant tables and sends it to Trackmatic for processing) |  |
| 4 | Hosting Requirements | A decision needs to be made on where and how the integration will be hosted and maintained. |  |
| 5 | Obtain sample data and/or access to a UAT environment | In order to build the integration, we require sample data and/or access to a test environment. (Preferred sample data should be in csv format)  (Test environment only applicable when Agent is running on their servers) |  |
| 6 | Solution Proposal | A solution proposal will be produced outlining the technical aspects of how the integration will be built to solve the business problem. |  |
| 7 | Build | The document solution will be build according to technical test |  |
| 8 | UAT Test | Once built the integration would need to be tested by business stakeholders based on original business requirements document. |  |
| 9 | Rollout | Once testing has been signed off the integration will be rolled out into a production environment |  |