|  |  |
| --- | --- |
| Customer: | {{resume[‘customer’]}} |
| RICEF/Issue Number | {{resume[‘ricefw\_number’]}} |
| Module(s): | {{resume[‘module’]}} |
| Specification Name: | {{resume[‘specification’]}} |
| Brief Description: | {{resume[‘description’]}} |
| Related RICEF(s): | {{resume[‘related\_ricefw’]}} |
| Created By: | {{resume[‘created\_by’]}} |
| Document Date: | {{resume[‘document\_date’]}} |
| Target Completion Date: | {{resume[‘completion\_date’]}} |

Contact Information:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Company / Role** | **Email** |
| **Client Owner**  **(BPO)** | {{resume[‘client\_owner\_name’]}} | {{resume[‘client\_owner\_company’]}} | {{resume[‘client\_owner\_email’]}} |
| **Functional Owner (Consultant)** | {{resume[‘functional\_owner\_name’]}} | {{resume[‘functional\_owner\_company’]}} | {{resume[‘functional\_owner\_email’]}} |
| **Technical Owner (Consultant)** | {{resume[‘technical\_owner\_name’]}} | {{resume[‘technical\_owner\_company’]}} | {{resume[‘technical\_owner\_email’]}} |
| **Developer** | {{resume[‘developer\_name’]}} | {{resume[‘developer\_company’]}} | {{resume[‘developer\_email’]}} |

Change History:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Revised By** | **Section Changed** | **Description of Change** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Instructions:**

## **EXPLORE 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 Explore phase.**

## **REALIZE 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).**

## [**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).**

## [**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).**

### **Approvals / Sign-off :**

|  |  |  |
| --- | --- | --- |
|  | **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 Interface)**

{{resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_WHAT\_Functional\_Description’] }}

**WHY: Business Benefit / Need: (Short description of the why the Interface is needed, impact if Interface is not implemented)**

{{resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_ WHY\_Business\_Benefit\_Need’] }}

**WHO / WHERE: Who will be using this or where will it be used? (Who are the stakeholders? Which BPOs, departments, and users will benefit? Identify the organizational units: plants, sales organizations, etc. )**

{{resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_WHO\_WHERE’] }}

**WHEN: When will this be used? (Daily, weekly, monthly, annually, etc.)**

{{resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_WHEN’] }}

**HOW: Input: (Functional description of the input)**

{{resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_HOW\_Input’] }}

**HOW: Process: (Describe the process, what the Interface should do on functional level)**

{{resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_HOW\_Process’] }}

**HOW: Output: (Functional description of the output)**

{{resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_HOW\_Output’] }}

**Additional Comments: (Add any additional information necessary to assist in development as needed. Provide the Current design of the Interface. )**

**[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)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Description** | **Pros** | **Cons** |
| 1 | Proposal Workflow | Auto notification to the collection team | Development cost |
| 2 | Manual review proposal | No development | Time-consuming |
|  |  |  |  |

{{ resume[‘generated\_resume’][1][‘alternatives\_considered’] }}

**Agreed Upon Approach: (Which alternative was selected?)**

{{ resume[‘generated\_resume’][1][‘agreed\_upon\_approach’] }}

**Functional Description: (Short Description of the required interface)**

{{ resume[‘generated\_resume’][1][‘functional\_description’] }}

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

{{ resume[‘generated\_resume’][1][‘business\_benefit\_need’] }}

**Important Assumptions:**

{{ resume[‘generated\_resume’][1][‘important\_assumptions’] }}

**Additional Comments: (Add any additional information considered during the decision making process. Provide the proposed design of the Interface.)**

{{ resume[‘generated\_resume’][1][‘additional\_comments’] }}

**[Insert attachment here]**

## **Section 3: Functional Design**

## To be completed by the Functional Owner (Consultant)

**Reference SAP Transactions/Tables/CDS/Programs: (Note all known transactions, tables, CDS views, app(s) and programs that are used, or reports/app(s) containing similar data, screenshots are recommended.)**

**[Insert attachment here]**

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

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Process’] }}

**[Insert attachment here]**

**Unit Testing:** (**Information the developer can use to unit test the application. This needs to include test scenarios: positive and negative test scenarios, instructions, test data, and expected results)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Test Condition / Test Scenario** | **Steps Involved** | **Input Values (Test Data)** | **Expected Results** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**[Insert attachment here]**

**Interface Direction: (To SAP, from SAP or Bi-directional)**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Interface\_Direction’] }}

**Error Handling: (Owner Definition & Business Needs)**

{{ resume[‘generated\_resume’][2] [‘Functional\_Design\_Error\_Handling’] }}

**Frequency: (How often will the Interface be run?)**

{{ resume[‘generated\_resume’][2][ ‘Functional\_Design\_Frequency’] }}

**Data Volume:**

{{ resume[‘generated\_resume’][2][‘ Functional\_Design\_Data\_Volume’] }}

**Security Requirements: (Describe any security considerations requiring explicit authorization checks within code or special processing considerations)**

Yes/No

|  |  |  |
| --- | --- | --- |
|  | **No Specific Restrictions** |  |
|  | **Restriction Based on Certain Criteria.-(ex: Restricted by Sales area?)** |  |
|  | **Other** |  |

**Comments:**

**[Insert attachment here]**

**Data Sensitivity: (Plant/Level of restrictions, please explain)**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Data\_Sensitivity’] }}

**Additional Comments: (Add any additional information necessary to assist in development as needed)**

**[Insert attachment here]**

## 

## **Section 4: Technical Design**

## To be completed by the Technical Owner (Onsite Tech Lead)

**Design Points: (Describe anything that will make the definition of the design more clear, including calculations and formulas, particular conditions where the program should behave differently, recommendations, etc. If applicable, include recommendations or concerns regarding performance.**)

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Design\_Points’] }}

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

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Special\_Configuration\_Settings’] }}

**Interface Direction:  Outbound  Inbound**

**Message: (Define the Message(s) with corresponding data structure & format)**

**[Insert attachment here]**

**Target Environment, in case of Outbound: (Describe target environment where data is going to be send, identify any particular requirements to that environment [IEFTP/PI])**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Target\_Environment’] }}

**Source Environment, in case of Inbound: (Define origin of data; where external system is coming from)**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Source\_Environment’] }}

**Starting Transaction/Application, in case of Outbound:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Starting\_Transaction’] }}

**Integration type: (Point-to-Point /Hub /Direct)**

**Receiving Transaction/Application, in case of Inbound (New/Existing):**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Receiving\_Transaction’] }}

**Triggering Event(s): (From SAP business process – ex: IE Transfer Order)**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Triggering\_Events’] }}

**Data Transformation Process: (With SAP/within middleware)**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Data\_Transformation\_Process’] }}

**Data Transfer Process:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Data\_Transfer\_Process’] }}

**Data Format: (XML, EDI, Flat File, etc)**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Data\_Format’] }}

**Error Handling: (Owner Definition and Technical Components)**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Error\_Handling’] }}

**Authentication: (Describe any security considerations requiring authorization checks or special processing considerations, for instance in case of Direct API)**

**[Yes/No]**

|  |  |  |
| --- | --- | --- |
|  | **No Specific Authorization(s)** |  |
|  | **Authorization(s) based on certain criteria** |  |
|  | **Other** |  |

**Additional Process Requirements:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Additional\_Process\_Requirements’] }}

**[Insert attachment here]**

## **Section 5: Technical Documentation**

## To be completed by the Developer

**Interface Information:**

|  |
| --- |
| **Interface Name:** |

|  |
| --- |
|  |
| **Package:** |  |
| **Custom Function Modules Created:** |  |
| **Custom Dictionary Items Created:** |  |
| **Custom Transaction Codes:** |  |
| **Other Custom Objects:** |  |
| **Transport Request(s):** |  |
| **Integration Artifact(s):** |  |

**Unit Test Results: (Attach documents, screenshots)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test Condition / Test Scenario** | **Expected Results** | **Actual Results** | **Tested By** | **Testing Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**[Insert attachment here]**

**Development Objects: (Attach the objects and screenshots if necessary – programs, table definitions, search helps, etc.)**

**[Insert attachment here]**

## **Section 6: Functional Test Results**

## To be completed by the Functional Owner (Consultant)

**Functional Testing: (Document test date, test results & notes/attachment)**

(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]**

**Defect(s)/Issue(s): (Document the defect(s)/issue(s) that are created as part of testing)**

(List the problems encountered and changes required. Provide this list to the developer for revisions.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Defect/Issue** | **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]**