<Project, Solution or Product Name>

Comprehensive Architecture and Design Specification

Version: 0.10
Status: Draft

Department: <Insert relevant department: Digital / Retail and Supply Chain / Healthcare / Commercial...>

Author: <Those who assisted in crafting this artifact>
Contributor(s): <Those who assisted in crafting this artifact>

Supplemental Documents	Shared Location	Version	Date	Status

2 Executive summary

The purpose of this section is to give potential readers just sufficient information to determine if the document may be relevant to them and if so which sections they need to read/review – Refer the reader to section 9 Stakeholders & Approvals for clarification. This section should aim to fit into a maximum of three pages.

Where the project is planned as having multiple phases for waterfall projects, or Sprints for Agile, the Waterfall HLD or Agile Design Document (ADD) should be clear which phase(s) or Sprint(s) it covers. For example, it may only cover the first phase, and will be extended later to cover further phases.

For an Agile project, Sprint 0 would be expected to cover the aspirations of the full project, and give an indication of what is proposed at a high level for delivery in each sprint. The Sprint 0 iteration would be expected to be presented at the Enterprise Design Authority. The ADD would then be extended for each Sprint to record actuals against aspiration. If the scope of the project subsequently changed from what was initially approved by EDA, then the updated design will need to be resubmitted for re-approval.

<Write this section after completing the entire document. This must be a combination of the business needs and to potential technical solve.>

Business Scope

Purpose of the Design and High-level Requirements

State very briefly the purpose of the design; what, in high level business terms, it is trying to achieve.

This is intended to identify not just the high-level requirements for the project, but also what are the underlying drivers for change (could be internal and external) and the goals – what is the project trying to achieve overall.

This should be a summary of the mandate. Include a reference to an accessible location where the mandate and PID are stored.

3 Table of Contents

4 Current architecture

The purpose of this section is to briefly articulate the current baseline, or 'as is' architecture. It is possible that there is no current architecture if this is a completely new function. If so mark this entire section as Not Applicable.

Show the impact of each of the components that will be affected by the target architecture. Provide the description from the business and/or product strategy inputs.Two scenarios:

Current Business Architecture

This section describes the target Business Processes and Business Events that trigger them.

Describe the high-level structure and composition of one or more business processes. This will also relate any actors, business events and business information involved in those processes.

Shows sequential flow of control between activities and may use swim-lane techniques to represent ownership and realisation of steps in a process.

Include the "business events" (or simply "events") that are the triggers for a process, and the products that are generated from process execution.

Consider using the following methods to articulate the solution: Process / Event / Control / Product Catalogue; Process Flow Diagram; Event Diagram; Business Interaction Matrix.

Current Data Architecture

4.2.1 Data views

Describe the relationships among the critical target data entities (or classes) within the enterprise.

Clearly present the relationships and help understand the lower-level data models for the enterprise.

Describe the data class hierarchy and its technical utilisation/usage of the data entities. Demonstrate to the relevant stakeholders who is using the data, how, why and when.

Check which Enterprise Data Models may apply to this design, and ensure that the design is conformant. If it doesn't conform, then must clearly state where and why there is non-conformance. See T:\Boots The Chemists\IS & T\Business Systems\Commercial\2013-14\SVoC\Enterprise Data Standards

- This can be represented as a table of the key data entities with descriptions, stakeholders etc.
- It will cover how the logical data entities are to be physically realised by application components.

- This allows effective sizing to be carried out and the IT footprint to be refined. Moreover, by assigning business value to data, an indication of the business criticality of application components can be gained.
- It may be useful to show data replication and system ownership of the master reference for data.

Consider using the following methods to articulate the solution: Data Entity / Data Component Catalogue; Class Diagram; Class Hierarchy Diagram; Data Dissemination Diagram; System / Data Matrix

4.2.2 Data lifecycle

Describe the target business data throughout its lifecycle from conception until disposal within the constraints of the business process.

Each change in state is represented and may include the event or rules that trigger that change in state.

The separation of data from process allows common data requirements to be identified which enables resource sharing to be achieved more effectively.

If the design contains customer data, then it must conform to the relevant enterprise data retention / anonymization standards. If it doesn't conform, then must clearly state where and why there is non-conformance. See T:\Boots The Chemists\IS & T\Business Systems\Commercial\2013-14\SVoC\Enterprise Data Standards

Consider using the following methods to articulate the solution: Data Lifecycle Diagram

Current Application Architecture

Describe target application components in terms of packages, modules, services, and operations from a development perspective.

It enables more detailed impact analysis when planning migration stages, and analysing opportunities and solutions.

Consider using the following methods to articulate the solution: Software Engineering Diagram

Current Technology Architecture

- A Small project just touching one small part.   Focus the reader in to just this area of one product. A simple diagram may be sufficient.
- A Project that impacts multiple systems, services, CBPS (Critical Business Processors).   This may need an overarching overview to bring it all together.

Supplemental Documentation: Baseline Architecture design reference, Once the solution defined in the Target Architecture section of this design has been implemented, this baseline document will become obsolete, and be replaced by the new target design.

5   Target architecture

The aim of this section is to document the aspirational target, or 'to be' architecture.

Solution Overview – New and Changed Components

A high-level orientation of the solution that meets the project objectives.

In contrast to the more formal and detailed architecture diagrams the solution concept represents a "pencil sketch" of the expected solution at the outset of the engagement.

The overview may embody key objectives, requirements, and constraints for the solution and highlight work areas to be investigated in more detail with formal architecture modelling.   Include a summary of the new and change landscape components that are to be delivered.

This section is used to quickly on-board and align stakeholders for a change initiative, so that all participants understand what the solution is seeking to achieve and how it is expected that a particular solution approach will meet the needs of the enterprise.

Any key constraints should also be mentioned here.

Consider using the following methods to articulate the solution: Solution Overview Diagram, Stakeholder Map Matrix, Value Chain Diagram, Requirements realization viewpoint.

Target Business Architecture

This section describes the target Business Processes and Business Events that trigger them.

Describe the high-level structure and composition of one or more business processes. This will also relate any actors, business events and business information involved in those processes.

Shows sequential flow of control between activities and may use swim-lane techniques to represent ownership and realisation of steps in a process.

Include the "business events" (or simply "events") that are the triggers for a process, and the products that are generated from process execution.

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5.3.1 Data views

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Consider using the following methods to articulate the solution: Data Lifecycle Diagram

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Consider using the following methods to articulate the solution: Software Engineering Diagram

Application API Service

API ID (if known)	Name	Scope	Type	Function	Request	Response

Describe the technology (infrastructure, middleware, etc.) components required as part of the solution.

Includes identification of system management tools, structure, and management system required to support the enterprise users/customers/partners both locally and remotely;

Consider using the following methods to articulate the solution: Infrastructure Viewpoint, Network diagram, Communications engineering diagram,

5.5.1 Performance & Capacity

Document the hardware utilised to support the target solution. Project the anticipated and required performance and capacity on go live, and growth over the solution life span. Indicate where the solution requires additional resource and hardware to be implemented. Complete the following table; the interface table in section 4.8 may help identify all components to be addressed.

Consider your usage of the IG, SAG, WMB, VM Server farm, Mainframe, EPOS, NFM, SAP, Other……

Component Or Entity	Platform Technology	Response time	Number of Users	Platform Specification	Volume/frequency information	Storage Format	Estimated data volume
Transform x to y	VM Server farm Win64bit	On-Demand Real-time update <2-sec	Ave and Peak no of users, Method of access	64Mb RAM, x Logical CPU, over y Servers.	1000tph /64 tps, Peak processing windows, downtime for system maintenance etc	MS-SQL, File, Custom etc.	xGB static, xGB Growth Per Month / Year
Mainframe processing of data y	Mainframe, COBOL, EZY+	Batch daily		64M region, MIPS, No of applications	X million records daily, OPC Schedule HH:MM dependency on Y etc	Db/2	10% pm -DADSD etc

Building Blocks

5.6.1 Architecture building blocks

Describe any new application level building blocks that will be created as part of this design. Consider how generic the pattern is, and what general class of problems it could be re-used for in the future.

5.6.2 Solution building blocks

Describe any new solution level building blocks that will be created as part of this design. Consider how well generalised the solution block is, and how it may be re-used. Consider Interoperability, performance, scalability, reliability and technology.

Target Integration Architecture

Logical architecture – describe application/components, integration points/protocol

Physical architecture and platform requirements

Integration patterns

5.7.1 Interface Table

Interface ID (if known)	Source App	Middleware	Target App	Data content flowing across interface	Frequency information	Nature of interface (Batch/ Realtime)	Pattern	Estimated data volume (records)

Technical DebtTandones the

Give details of Technical Debt this project will address, and that which is consciously leaving unchanged. Any new technical debt should be the result of a Key Design Decision, and therefore should be documented in each KDD. You could refer to the new debt and the KDD which drives it.

Error Handling

The following table lists some areas that should be considered to indicate how the solution handle and manage error scenarios. The following is an example of the scenarios that should be considered depending on the composition of the project. This list is not exhaustive, and should be treated as a starter for ten.

Scenario	Batch Environments	Online Environments
Data / File Transfers	Batch (NFM/sFTP)	Online (Web Services / Sockets etc.)
Interfaces	Internal / External (DMZ)	API's

Recovery from failure	Batch validation / Serial Nos.	Buffering / dequeue
Application	Logging and Reporting	Messages and Online Help Security Violations.
Data corruption	Backup / Recovery	Poisonous Message isolation
Web service Integration		XML SOAP error codes HTML Error Codes Application Error Code Redirection iframes
Obfuscation of data	Data Protection Act	PCI & other legislative requirements
Encryption of data	Archived data / Backup security	Decryption keys / security audits

5.9.1 Application Performance Monitoring (APM)

Boots have opted to utilise Dynatrace as the application performance management tool; there is a generic HLD located at:::. As a part of your design you need to consider the elements from the table below:

Item	Description	Task
oneAgent installations	In order to operate dnatrace for monitoring you must install an agent	Determine the machines requiring application performance monitoring and ensure the project has a licence cost. Ensure your memory requirements are fixed when requiring Dynatrace licences as the cost of the licence inflates with the instances memory
Security gateways	Part of the Dynatrace architecture requires security gateways for Digital and core Boots infrastructure these are pooled resources	If you are deploying a new application in Digital or Boots UK check that the exisiting security gateways can support your application requirements; if you are deploying outside of these zones confirm with SD&I whether

		you need to deploy your own gateways
Monitoring requirements	Dynatrace offers some out of the box functionality for monitoring; some applications may not be supported	If your application or technology is not supported confirm with the apps management team if you need to develop a custom plugin for Dynatrace.
Tenant	The allocated Dynatrace tenant depends on the deployment location and quantity of servers	Check with the application management team about the appropriate Dynatrace tenant for the application to be registered with. If there are over 400 servers you may need to consider a dedicated Dynatrace tenant.
Dashboard requirements	There is a default dashboard provided byd application management teams;	check there are no requirements for any customisation of the dashboard for specific technologies

6 Key design decisions

General: Give an overview of all the key design decisions which have been taken, a section for each decision. Discussion of the implications of the decision, alternatives considered etc. is not required here, but should be captured in an associated Appendix entry.

Project Decision Catalogue

A table list of the KDD's contained in this design, details of which follow in section 5.2

KDD Reference	Name	Date	Status
Reference name from section 5.2 and ultimately added to the master central KDD catalogue.	A brief description summary of the decision point. Simple and to the point.	Date of the last status change	Review Approved Rejected

Decision <Name>

Reference	The long-term vision is to have a global directory of KDDS each with a unique reference for now suggest using the project number and a sequence. PRJnnnn-KDD001		
Owner	Who will present and seek the authorisation?		
Status	[Proposed/Approved/Rejected]	**Date**	Date of decision
Approver	Who (has / will be asked) to approve the decision? Portfolio Architect / Enterprise Design Authority / Boots Design Authority / etc. The scale and implications of the KDD will dictate who has the authority to approve Paste in the authorisation emails once approval has been given.		
Design decision required	A brief summary of the decision required. Simple and to the point. The wherefores and whys are documented further down in the table. The genetic genealogy of the issue does not need to be put here.		
Problem Statement	A description of the problem the KDD is aiming to resolve. In the stance of .. "As a consequence of….. we need to …. So, that…." Making the problem look like a user story may aid your explanation.		
Assumptions	List the assumptions you have made in defining the above problem statement, and those is deriving the KDD to resolve the problem. State ratifications and confirmation sources if they are available.		

Motivation	A brief description of the KDD solution. The primary platforms; components required to construct the solution.
Rationale	What was the reason why the solution above was selected from the alternatives listed below?
Alternatives	Be brief here – refer to Appendix sections that cover these in detail if necessary.
Implication	If this KDD were to be rejected what would this mean for the project, the business aspiration and future projects?
Cost Impact	Articulate how this KDD will impact the project costs. Consider hardware, resource and timescales. Will this KDD result in the project having to seek additional funding approvals? Will the KDD defer any spend or create future spend – this should also be documented in the technical debt.
Related Design Points	Is this KDD dependant on, or have decencies with any other KDD's? Does approval of rejection of this KDD imply a decision on any other KDD with in or external to this project?
Technical Debt	This is any technical debt that is created as a result of this KDD. Not to be confused by any technical debt that this project is addressing which should be covered in section 4.7
Deviation from Mandate	Is this KDD key to the delivery of the solution outline or Business aspiration or benefits defined in the project Mandate? Document how; if any this KDD deviates from what has been approved previously.
Notes	Any supporting information that has not been covered above.

7   Transitional Architecture

Describes the phases or Sprints (each waterfall phase or Agile Sprint) of implementation.

Repeat for each transition.

Transition ID: *< The name/number of the Phase >*

Remember Sprint 0 aims to describe the full aspiration of an Agile project. This can change with each subsequent Sprint as User Stories are selected for inclusion or exclusion in the project. Subsequent Sprints can modify the aspirations as this document is iterated. This may consequently drive re-approval.

7.1.1   Overview of Changes

Requirement ID	Target Architecture Ref	Associated KDD	Short Description	Summary of key Deliverables
			●	●

Document a summary of the changes that are to be included in this transition. Make reference to the Target Architecture section of the document where detail of the change has already been made. Do not repeat the technical detail. For Agile Projects a table of User Stories included in this Sprint may be helpful.

7.1.2   Environments

Discuss the environment needs of the project. You need to consider requirements for development, test, QA and Production. What will happen to the environments following project closure? Will they be retained for support purposes, or archived or dismantled? If they are to be retained, who and how will they be maintained and kept current?

7.1.3   Test Approach

Provide guidance to the test team for preparation of their test strategy by documenting in high level the framework for the testing of the solution. What tools and methods need to be considered. Some solutions require specialist tools or equipment for testing. Are they available and up to date? Is specialist training required to use these tools? What 3rd party involvement is required – such as PCI accreditation?

7.1.4   Deployment and Rollback

How will the solution be deployed? Will this be a phased implementation or a big bang? What dependencies and time restrictions need to be considered. Can the solution be rolled back? At what point is the solution committed and can only fix forward in the event of a major issue?

7.1.5   Data Migration

Deployment Data Migration				
ID	Deployment Phase	Data Migration Activity	Backup Objects	Retention & Disposition

Provide details of the known data migration processes required. What backups and conversion are expected as part of the implementation. Discuss the process for rolling back these conversions if possible, and the implication on any pre-conversion backups of data. (how can they be used in the event of a DR etc).

How will data be transferred between sites and solutions? What conversion and cleaning processes will be applied. How will data security and integrity be delivered and validated. Where data is covered by legislation document how these safeguards will be maintained and demonstrated and audited. Where backups of data are taken define where they will be kept, when they will be purged or archived. Who will have access to them and how?

7.1.6 Design (RAID

7.1.6.1 Risks

ID	Category	Risk Name	Probability	Impact		Mitigation	Contingency	Risk Score	Action by	Action When

Risks: Events that will have an adverse impact on your project if they occur. Risk refers to the combined likelihood the event will occur and the impact on the project if it does occur. If the likelihood of the event happening and impact to the project are both high, you identify the event as a risk. Include a description of each risk, full analysis and a plan to mitigate them

7.1.6.2 Assumptions

ID	Category	AHDL Assumption	Responsibility	Due date	Status	Actions

Assumptions: Any factors that you are assuming to be in place that will contribute to the successful result of the project. Include details of the assumption, the reason it is assumed, and the action needed to confirm whether the assumption is valid.

7.1.6.3 Issues

ID	Description	Priority (H,M, L)	Category	Raised By	Assigned To	Status	Date resolved	Resolution / Comments

Issues: Something that is going wrong on the project and needs managing. Failure to manage issues may result in a poor delivery or even complete failure. Document descriptions of each issue, its impact, its seriousness and actions needed to contain and remove it

7.1.6.4 Dependencies

ID	Dependency	Impact	Implications	Raised By	Assigned To	Status	Date resolved	Mitigation

Dependencies: Any event or work that are either dependent on the result of the project, or on which the project will be dependent. Document whom & what the project are dependent on, what they should deliver and when. It may also include who is dependent on you

8 Compliance

This section provides requirements traceability, and shows how the design conforms (or doesn't conform) to underlying principles, standards and security considerations. Note that any particular issues should be covered in the design as they arise (e.g. use of an encrypted D/B, how scalability is addressed etc.) and just a summary should be given here.

Architecture Compliance Assessment

Arising from the separate Architecture Compliance Assessment process, an Architecture Compliance Assessment document will be completed. This is a mandatory document, which will give a measure of the compliance of the solution against our key Architectural Compliance focus areas.

This section is intended to summarise the findings from that, with a focus on what key design decisions and design considerations have arisen through that process and how they have influenced this design. The summary table below should give an initial view of the change, and act as a check that the design has considered the key Architectural Compliance aspects. It should give an overview of the broad requirements, and provide summaries of, and references to where the Target Architecture and subsequent Aspects address these areas of concern.

Note that in the table below, each main heading (e.g. Business) will have had multiple sub-areas within the assessment. You do not need to recreate that sub-structure; what is important here is to replay the design conclusions, decisions and considerations that have arisen as part of the assessment and design development

Strategic Architecture Themes and Principles Assessment Summary		Does the Solution Align? Yes/ No / Not Applicable	Rationale for Assessment. Summarise and list exceptions and non-compliance areas. (brief)
Strategic Architecture Themes	**Business**:		Be brief – do not replicate the compliance assessment here. Reference out to the document if necessary. ● Yes – How are you? ● No – Why are you not? ● N/A – How so?
	Application:		
	Information:		
	Technology:		

Service:		
Governance:		

Security Compliance Assessment

Arising from the separate Security Assessment process, a Security Assessment document will be completed. (This may either be a full Security Assessment checklist spread sheet, or an intermediate High-Level Design Supplemental Security Assessment Document as agreed for your project with your Security Engagement Lead. This is a collaborative and may be a recursive process as the design evolves.

This section is intended to summarise the findings from that, with a focus on what key design decisions and design considerations have arisen through that process and how they have influenced this design. The summary table below should give service an initial view of the change and act as a check that the design has considered the key Data Governance aspects. It should give an overview of the broad requirements, and provide summaries of and references to where the Target Architecture and subsequent Aspects address these areas of concern.

Note that in the table below, each main heading (e.g. Data Access & Controls) will have had multiple sub-areas within the assessment. You do not need to recreate that sub-structure; what is important here is to replay the design conclusions, decisions and considerations that have arisen as part of the assessment and design development

Security Assessment Summary		Does the Solution Align? Yes/ No / Not Applicable	Rationale for Assessment. Summarise and list exceptions and non-compliance areas. (brief)
Security Design Considerations	**Data Access & Controls:**		Be brief – do not replicate the compliance assessment here. Reference out to the document if necessary. ● Yes – How are you? ● No – Why are you not? ● N/A – How so?
	Security Checklist:		The solution must NOT expose the company and our customers and partners to security vulnerabilities, both

			system, data or through financial penalty.
Security Implication Considerations	**Security Policy Exceptions:**		
	Software Licensing:		

Data Governance Assessment

Arising from the separate Data Governance Assessment process, a Data Governance Assessment document will be completed. This is a mandatory document, which will give a measure of the compliance of the solution against our key Data Governance focus areas.

Must plug into the needs from the data platform & architecture artifacts, or we defer to their artifacts and pull the necessary information in.

This section is intended to summarise the findings from that, with a focus on what key design decisions and design considerations have arisen through that process and how they have influenced this design. The summary table below should give service an initial view of the change and act as a check that the design has considered the key Data Governance aspects. It should give an overview of the broad requirements, and provide summaries of and references to where the Target Architecture and subsequent Aspects address these areas of concern.

Note that in the table below, each main heading (e.g. Data Classification & Ownership) will have had multiple sub-areas within the assessment. You do not need to recreate that sub-structure; what is important here is to replay the design conclusions, decisions and considerations that have arisen as part of the assessment and design development

Data Governance Assessment Summary		Does the Solution Align? Yes/ No / NA	Rationale for Assessment. Summarise and list exceptions and non-compliance areas (brief)
Data Governance Consideration	**Data Classification & Ownership:**		
	Data Subject Rights:		
	Data Processing:		
	Privacy Policy / Right to be informed:		
	Data Retention & Anonymization		

Che ckli st	Enterprise Data Validation		
	Consents		
	Enterprise Customer Data Validation		
	Single Customer View Integration.		

Arising from the separate Service Assessment process, a Service Assessment document will be completed. This is a mandatory document, which will give a measure of the compliance of the solution against our key service focus areas. This assessment should be completed in collaboration with your service introduction manager.

This section is intended to summarise the findings from that, with a focus on what key design decisions and design considerations have arisen through that process and how they have influenced this design. The summary table below should give service an initial view of the change and act as a check that the design has considered the key service aspects. It should give an overview of the broad requirements, and provide summaries of and references to where the Target Architecture and subsequent Aspects address these areas of concern.

Note that in the table below, each main heading (e.g. Support Model) will have had multiple sub-areas within the assessment. You do not need to recreate that sub-structure; what is important here is to replay the design conclusions, decisions and considerations that have arisen as part of the assessment and design development.

<table>
<tr><th colspan="2">Service Assessment Summary</th><th>Does the Solution Align? Yes/ No / Not Applicable</th><th>Rationale for Assessment. Summarise and list exceptions and non-compliance areas. (brief)</th></tr>
<tr><td rowspan="6">Service Consideration Checklist</td><td>Support Model: (Changes now & Future)</td><td></td><td>Be brief – do not replicate the compliance assessment here. Reference out to the document if necessary. Yes – How are you? No – Why are you not? N/A – How so?</td></tr>
<tr><td>SLA:</td><td></td><td></td></tr>
<tr><td>Service Impact:</td><td></td><td></td></tr>
<tr><td>Monitoring, Alerting & Reporting:</td><td></td><td></td></tr>
<tr><td>Resilience & Recovery: (Planned & Unplanned)</td><td></td><td></td></tr>
<tr><td>Critical Business Process:</td><td></td><td>The following CBPs will be impacted: <list CBPs impacted> The following System Diagrams will be</td></tr>
</table>

			impacted: <list System Diagrams impacted>

Approach to Detail Design

10.1.1 General Approach to Detail Design

This High-Level design will drive the generation of x detailed designs. One from the nnnn development team and a second from the yyyyy development team responsible for the zzzzz. Details are given in the table below.

Detail Design Description	Scope	Responsible Team	Reviewers	Approvers

10.1.2 General Approach to System Testing

Test Plan Description	Scope	Responsible Team	Reviewers	Approvers

Stakeholders & Approvals

Name	Stakeholder / Role	*Insert email evidence of approval*	Appr over	Approval Section(s)
EDA Chairman when design is presented.	Enterprise Design Authority (EDA)	Minutes of meeting.	Y	ALL
	Accountable Solution Architect (SA)	■		ALL
	Applications Management		Y	ALL
	Project Manager (PM)		Y	ALL
	Business Analyst (BA) / TPM		Y	1, 5, 6
	Environments Manager (CEMS)	■		
	Development Teams / Lead Developer	■		
	Portfolio Architects (PA)		Y	
	Enterprise Architect (EA)		Y	ALL
	Infrastructure Technical Manager		Y	4, 5
	Integration Enterprise Architect (ICE)		Y	4, 5
	Release Manager	■		
	Project Management Office (PMO)	■		
	Solution Architects (SAs)	■		
	Senior Delivery Manager	■		
	Security		Y	7.3
	Service Introduction Manager		Y	4, 5, 8
	Service Management	■		5, 8
	Sponsor/Business Lead/Senior User		Y	5
	Programme Test Manager	■		
	Data Governance	■		
	3rd Party Providers	■		

Responsible, Accountable, Consulted and Informed

Related Documents

Document description	Location

Change Log

Version Number	Date of update	Author	Sections updated	Reason(s) for Change
Draft 0.1	8-Mar-21	<Those who assisted in crafting this artifact>	All	Initial Draft

Document Change Log

The table below is a detailed log of all changes made to the document following initial release for review, indicating who raised the change/correction/issue and the response/details of change or reason for rejecting the change. The table is essential to enable recipients to validate not only their changes but see those from other stakeholders.

Ref	Ver	From	Date	Section	Comment / Issue	Response

Please use the format below for capturing Changes to the design. Either directly append them here (creating a new sub-section for each change) or document a reference here to the generally available location of the set of Design Change Control documents.

Subsequently, and before project closure, an assessment should be made as to whether to amend the main body of the document in response to these changes or leave them as 'deltas' in an appendix. The key influencer on this decision is whether the high-level design is reasonably understandable by potential audiences with the changes left as an appendix, or whether, in order to make it reasonably understandable, the changes need to be folded into the main body of the document.

Change <name of change>

Reference	Reference ID		
Owner	Owner of change		
Status	[Draft/Proposed/**Approved**]	**Date**	
Proposed Change	Title		
Problem Statement	Description		
Assumptions			
Motivation			
Change proposed	Option selected		
Rationale	Justification		
Alternatives	Other options considered		
Implication	Consequences of change (e.g. project/run cost, constraints on other design areas, support processes). Note especially where this gives rise to Risks that must be managed, or residual Technical Debts.		
Cost& Time Impact			
Related Design Points			
Notes			

Expiry Date	If Change proposes a temporary state, by what date will/must this be corrected and the 'proper' design conformed to.