

Commercial Spec Template

Instructions for using this template:

All text in this template is Times 10 wth the exception of Bold headers and the Headers and Footers associated with each section. There are three sections, Section 1 being the title page, Section 2 is the Table of Contents and Section 3 is the body of the document.

These are the main styles associated with the document:

footer - to define the font/size and spacing to the footers;

header - to define the font/size and spacing to the headers;

Normal - to define the normal text for the document;

Heading 1 - to define the high level sections of the document;

Heading 2 - to define a level below the Section Header;

toc 1 - to define the format of the Table of Contents and the place holder for putting a new TOC. Used with Heading 1

toc 2 - to define the format of the indentation in the Table of Contents. Used with Heading 2

figure - to define the format and tag lines for illustrations. Used to collect the items that go in the List of Illustrations.

tabletag - to define the format and tag lines for tables. Used to collect the items that go in the List of Tables.

On the Even and Odd Footer for Section 2 and Section 3, replace Project Name with the name of the project and put in correct issue number. Change Project Name, Issue # and Month YYYY on title page to reflect the correct information for your project.

To compile the Table of Contents, Under Insert select Index and Tables

Select Table of Contents, Heading 1 and Heading 2

To compile the List of Illustrations, Under Insert select Index and Tables

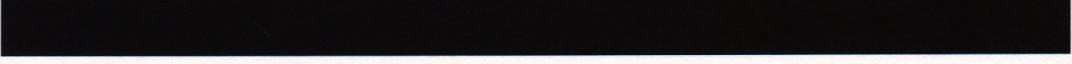
Select Table of Figures, Caption Table Figure. Select Options, click Style and select *figure*

To compile the list of Tables, Under Insert select Index and Tables

Select Table of Figures, Caption Table Table. Select Options, click Style and select *tabletag*

Delete all the instructions and the page break at the end of the instructions before printing the finished document.

COMMERCIAL SPECIFICATIONS.



Project Name

Commercial Specification

Issue # Month YYYY



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Acknowledgment

The project management team

IS Project Manager: (name and title)
Organization: (org. name)

Client Project Manager: (name and title)
Organization: (org. name)

Project Owner: (name and title)
Organization: (org. name)

recognizes the following persons and organizations that contributed to the development of this document.

Prepared by:

(name and title)
Author

mm/dd/yy
Date

with input from the (Project Name) Project Team
in particular:
names and titles

and other organizations,
in particular:
Organization Names

Table of Revisions

Initial release of Commercial Specification	Month1 YYYY
Second release of Commercial Specification	Month2 YYYY
Final release of Commercial Specification	Month3 YYYY

Introduction / Scope

Brief statement that sets the tone of the product/service requested and why it is needed. Include a brief history if necessary .

Description of the scope of the product requested detailing what the product will address and, if appropriate, what the product will not address in business terms.

Objectives / Context

The major objectives of the product are listed or described, including any boundaries to be addressed. Also include project Mission statement and Goals statement if applicable.

Product/Service Focus and Strategy

Client

The client this product/service is to support, i.e., the organization(s), line(s) of business, and market(s). The overall organizational and business strategies should be stated to ensure product compliance.

Constraints

Identify the constraints under which the product will be developed and the system, if applicable, will operate. Include limitations such as time, dollars, resources, etc.

Assumptions and Dependencies

Identify the assumptions and dependencies being made in specifying the product requirements.

Current Product / Business Process Analysis

This section should document at a high level the current situation in terms of process, procedure, product, service and / or legacy systems. (Macro level)

Description

A description of the existing methods, business processes and procedures and systems currently in use that may be impacted by this product

Existing Process

A data flow or work diagram showing the existing business methods used in the business

Figure 1 Current Process

End-user Characteristics

Description of the current or anticipated users or clients of the existing system or processes, including the number of users, roles and locations. In addition, the level of sophistication of the various users groups should be included.

Table 1

Computing Environment

A description of the computing environment of the current users or clients of the existing system or process. Include the number and type of terminals, printers, and, if appropriate, the existing system's hardware and system software environment.

Proposed Product / Business Process Analysis

This section should document the proposed situation in terms of process, procedure, product, service or new system. (Macro level)

Description

A description of the proposed methods, business processes and procedures and systems that are related to the area that this product is addressing.

Proposed Process

A general description of the product's requirements and/or an outline of the required processes which have been defined for the proposed product. A data flow, work diagram, reengineered model, or other representation of the proposed business process should also be included.

Figure 2 Proposed Process

End-user Characteristics

Description of the current or anticipated users or clients of the new system or processes, including numbers of users, roles and locations. In addition, the level of sophistication of the various users groups should be included.

Table 2

Functional Requirements

This section should document the client's functional requirements of the process, product or system. The detail should be explicit enough to allow development of initial project cost estimates.

The requirements can fall into but not limited to the following categories:

General

A functionally oriented description of the requirements of the product linked to relevant business functions/processes.

Reporting and Query

A description of the required report types and the nature of the end-users information query requirements.

Interface

A description of these type of interfaces should be included when appropriate:

- Internal System Interfaces
- External System Interfaces
- Organizational Interfaces
- User Interfaces

Implementation

This section should state in terms of general strategy, the phases, timing and steps involved to implement this product. Additionally, the type of installation, remote vs. on-site, should be noted here, along with any other relevant details, such as necessary site access and client involvement.

Operational Requirements

Platform/Workload

The hardware and operating system constraints on the product if it must run on an existing or specific platform.

Performance Expectations

Performance should be defined as specific as possible, but preferably a range, defined by the client.

The client should specify their worst case expectations of the system in terms of the percentage of time that the application or product needs to be functioning.

The client should specify their expectations of the system in terms of the hours that it is most likely to be used, the required response times and any other metrics that they find relevant.

Performance metrics that could be used include:

- Reliability
- Availability
- Response Time
- On-line data entry response
- Batch processing turnaround time
- Query /Reporting response time
- Print turnaround time

Data Conversion Strategy

A high-level description of the existing information/data to be moved into or converted for the new application, if applicable. It should also specify the type of migration or conversion, for example "mass" or "gradual conversion."

Survey of Purchased Solutions

Description of any identified purchased solutions that should be evaluated for applicability to produce the required product

Technical Alternatives

Description, in broad general terms, of alternate solutions for producing the product.

Alternative Architectures

Description, in broad general terms, of alternate architecture solutions for this product.

Marketing / Communication

Product Marketing Messages

This section specifies strategic marketing messages for target audience groups and packaging of marketing material for maximum cost effectiveness.

Target Audience Needs

This section describes the results of assessing the people, processes and systems that will be affected by the new product or service. The marketing strategies will focus on these target audiences which are normally divided into two groups: Clients and Product / Service Team.

- The Clients are subdivided into executives, managers, specialists and employees.
- The Product/Service Team is subdivided into developers, help desk, deployers, vendors, and marketing team.

Product Functionality

This section defines the need and scope of the proposed product or service in relation to the benefits achievable by client organizations.

Product Packaging

This section describes the strategic packaging of products by putting complementary items together so that the strength of one aspect of a product may serve to bolster the relative weakness of another.

Glossary

If necessary or desired

References

If necessary or desired.

End of document