

H2: IT TECHNICAL SPECIFICATION TEMPLATE



ORGANIZATION			
PROJECT NAME			
NAME		MAILING ADDRESS	
PHONE			
EMAIL			
DATE		AUTHOR	

PROJECT	
OVERVIEW	high-level information describing proposed solution and business reasoning
OBJECTIVE	what does the project work to achieve?
BUSINESS CASE	what is the problem being solved? who / what is impacted? what are the business benefits?
RISKS	what are the identified or considered risks?
OUT OF SCOPE	what activities, items, and capabilities are out of scope for the project?

TECHNICAL DESIGN DIAGRAM	
diagram should illustrate all required new and existing technical resources	
COMPONENTS	
CONNECTION & LOCATION	
designate how new infrastructure will connect within existing infrastructure and will be located	
SERVERS & STORAGE & NETWORK	
except in the case that specific tech issues are expected to require physical resources, assume all are virtual	
LOGICAL DATA FLOW	

CRITICAL ANCILLARY EQUIPMENT & CONNECTIONS	
DIAGRAM ATTACHMENTS & LINKS	
<i>list all printed attachment titles, file names, and / or links</i>	

TECHNICAL SPECIFICATIONS	
SERVERS	
APPLICATION SERVERS	
operating system	
application memory requirements	
application CPU requirements	
functional characteristics	
expected application transaction volume	
FILE SERVERS	
operating system	
application memory requirements	
application CPU requirements	
functional characteristics	
expected application transaction volume	
WEB SERVERS	
operating system	
application memory requirements	
application CPU requirements	
functional characteristics	
expected application transaction volume	
DATABASE SERVERS	
operating system	

application memory requirements	
application CPU requirements	
functional characteristics	
expected application transaction volume	

SERVER REQUESTS
list required server needs or file names / attached completed request forms

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ACCESS REQUIREMENTS
define number of users requiring simultaneous access and list user communities (developers, IT, vendors, etc.)

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DATABASES
describe each database required and its function, include: database version required; Oracle or SQL server; memory requirements; CPU requirements; storage amount needed in first year in GB; projected annual growth in % or GB; expected transaction volume; special data preservation requirements; and tech spec data sheet if available

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RESOURCE REQUIREMENTS

STAFF RESOURCES

STAFF DEPENDENCIES
TECHNICAL DEPENDENCIES
OTHER DEPENDENCIES

ASSUMPTIONS
<i>list all assumptions impacting documentation, technical design, and project cost estimate</i>

ISSUES & CONCERNS
<i>list all issues and concerns impacting documentation, technical design, and project cost estimate</i>

PROJECTED COSTS

provide general overview, below, and update existing cost estimate prepared in Excel and provide attachment or link to file

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DOCUMENT TRACKING

[illegible]