# **Process, Design, and Data Flow Guide**

## **Business Overview**

Provide a brief overview of the project/module/feature. Explain the context and background.

* Why?  
  (Explain the purpose or need for this project or feature.)
* Who?  
  (Define the stakeholders or users involved.)

**Technology**  
(List the technologies, platforms, or tools being used.)

## **Process Flow**

### Module Name (Module 1)

**Brief:**  
(Explain what this module will do, why it is being implemented, and what the requirements are.)

#### Features

1. **Feature 1**   
   (Provide a brief explanation and technical details, if required.)
   * Task 1
     1. **Acceptance Criteria**: (Define criteria for acceptance.)
     2. **Test Cases**: (Provide test case details.)
     3. **Technical Details**: (Include flow chart, DFD, technical implementation details, often written as user stories.)
     4. **Compliances to Follow**: (List any compliance requirements.)
   * Task 2  
     (Task Continue as needed.)

Features Continue as needed.)

(Modules Continue as needed.)

## **Third Party Integration**

(Define the purpose and scope, external systems or services, data flow and interaction points of third-party integration)

## **Security Matrix**

(Introduce the security considerations for the process. Maintain a separate excel sheet)

## **Notifications Matrix**

(Define the notification mechanism. Maintain a separate excel sheet for notification triggers, recipients, and methods.)

#### **Engines: Complex Engines in the System** (Optional)

(Briefly introduce the engines as key components of the system that handle specialized, computational, or logic-driven tasks.)

**Data Migration?** (if required)

(Define the purpose of data migration in the project, emphasize the importance of ensuring data integrity, accuracy, and security during migration.)

## **Data Design**

### Database Structure

(Provide detailed database table structures and relationships between tables.)

### Table Descriptions

(Provide descriptions of database tables and their purposes.)

### ER Diagrams

(Include Entity-Relationship diagrams to show relationships between tables.)

### Data Dictionary

(Include the Data Element Name, Description, Data Type, Format, and Remarks explaining the purpose of its creation.)

## **Project Estimation**

Estimated Duration: Provide an approximate timeline for the project, broken into phases (e.g., Planning, Development, Testing, Deployment).

Milestones: Highlight key deliverables and their expected completion dates.

## **Glossary**

(Provide a detailed description of each data element, including its name, type, format, purpose, and any associated constraints or relationships.)