

*ForeTV Training Documentation*

***Document Title***



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# Document History

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| **Name** | **Date** | **Reason For Changes** | **Version** |
| Simon Flack | 31/03/2014 | Creation of document | 1.0 |
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# Approval

By signing, parties acknowledge that this document accurately represents their requirements.

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| **Signature** | **Name (Print)** | **Position** | **Date** |
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# Introduction

## Purpose

The information contained within this document is designed to detail the requirement and business justification for new features and system modifications within the ForeTV broadcast management system.

## Audience

This document is aimed at both MSA Focus and client project staff involved in the specification and approval of the functionality/modification, ForeTV system developers and MSA Focus staff involved with system appraisal and/or the dissemination of training/user/support information on the ForeTV broadcast management system.

## Scope

This document provides a comprehensive description of proposed new functionality and system modification and should provide all the information required to understand why the modification is required and what the impact on the interface and user workflow will be.

Information includes:

* The reason why the feature or modification is needed
* Details of which screens will change and how
* Definition of all new fields and parameters along with an explanation of their purpose from a user perspective.
* Usage examples and scenario descriptions where necessary (both technical and user based)

# Business Requirement

This section will outline the need for new functionality/modification and give basic detail on what is required from ForeTV.

## Background

Specify details of the current situation/scenario/functionality along with full a explanations of problems with this and/or why it does not fit with best practise or workflow.

## Objectives

Provide full details of what modification/functionality is required.

## Impact

Basic outline of the system areas, tasks and users that might be affected by the modification, including explicit mention of areas NOT affected where appropriate.