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| Version |  |
| Prepared by: | Name |
| Prepared for: |  |
| MSA Focus Reference |  |

*ForeTV Documentation*

***Workflow Design Document***

***Solution/Workflow Title***



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# Document History

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# Document Overview

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| Client |  |
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# Approval

By signing, parties acknowledge that the business requirement accurately represents their needs

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Signature | Date |
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# 

# Introduction

## Purpose

The information contained within this document is designed to detail the requirement for and specification of 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 new functionality and system modification and should provide all the information required to understand why the modification is required, how it should be developed, what the impact on the interface and user workflow will be and what the QA requirements 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.
* Technical details on how each area of new functionality and/or modification will be integrated into ForeTV along with details of any system considerations that maybe required.
* 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

Details of the current situation/scenario/functionality and details of problems with this and/or why it does not fit with best practise or client workflow.

## Objectives

Basic 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.

# Workflow Quick Description

This gives a brief overview of the workflow requirement:

**Trigger:** This is the action or event that will kick off a workflow event scenario.

**Variable:** This is the state or value that the workflow engine is monitoring the trigger for.

**Event:** This is the action or event that should take place when the defined trigger and variable conditions are met.

|  |  |  |  |
| --- | --- | --- | --- |
| Workflow | Trigger | Variables | Event |
| Example | Media Edit Details | TX Copy | Create task instruction for QC |
| W1 |  |  |  |
| W2 |  |  |  |
| W3 |  |  |  |

# Workflow Design

## Workflow 1

|  |  |
| --- | --- |
| Modification | Description |
| W1 |  |

### Trigger

This section should outline the sort of trigger required to start a workflow event scenario

### Variables

This section should state the values that the workflow event engine should be monitoring against for the defined triggers above

### Event

This section should explain the event to be executed when the variables for the triggers defined above become true. It should then further describe each of the events to be executed; the information required, the method of transport for the information and/or any required responses or updates to ForeTV

### Technical Details

Detail any further underlying technical information specifically relevant to technical and development staff.

### Flow Diagram

This section should be used to create a flow diagram illustrating the proposed workflow solution.

|  |  |
| --- | --- |
| Modification | Description |
|  | Start  Monitor changes to Media Edit Details  Do  Edit Details = TX Copy  No  Yes  Has QC been passed?  End  Yes  No  Email,  QC Task Instruction with media details.  End |
| W1 |  |

## Workflow 2

|  |  |
| --- | --- |
| Modification | Description |
| W2 |  |

### Trigger

This section should outline the sort of trigger required to start a workflow event scenario

### Variables

This section should state the values that the workflow event engine should be monitoring against for the defined triggers above

### Event

This section should explain the event to be executed when the variables for the triggers defined above become true. It should then further describe each of the events to be executed; the information required, the method of transport for the information and/or any required responses or updates to ForeTV

### Technical Details

Detail any further underlying technical information specifically relevant to technical and development staff.

### Flow Diagram

This section should be used to create a flow diagram illustrating the proposed workflow solution.

|  |  |
| --- | --- |
| Modification | Description |
| W2 |  |

# Dependencies

Detail any other modifications or system areas that this modification is dependent on.

|  |  |
| --- | --- |
| Reference | Description |
|  |  |
|  |  |
|  |  |

# Attached & Related Documents

Links to relevant example, source information or other relevant documents should be placed here

# Contact Information

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Please contact the author of this document if you have any queries.

# Appendix

## Flow Chart Symbols Key

The following lists Flow Chart Symbols and their meanings. In most circumstances you should be able to construct your flow diagrams using only the first six common symbols.

|  |  |
| --- | --- |
| Symbol | Meaning |
|  | **Terminator:** This shape tells you where the flowchart begins and ends. To designate the start of your flowchart, you would fill this shape with the word ‘Start’. To designate the ending point of the chart, this shape is filled with the word ‘End’. |
|  | **Sequence:** You read a flowchart by following the lines with arrows from shape to shape. The lines with arrows determine the flow through the chart. Flowcharts are usually drawn from top to bottom or left to right. Numbering shapes is optional. Numbering is helpful if you have to refer to a shape in a discussion. Numbering does not determine the flow of control. That is determined by the lines with arrows |
|  | **Process:** It is used to show a process, task, action, or operation. It shows something that has to be done or an action that has to be taken. The text in the rectangle almost always includes a verb. |
|  | **Alternate Process:** This is an alternate process, task, action, or operation. The lines associated with the alternate process are usually dashed. This is sometimes used to represent an automated process. |
|  | **Decision:** A decision asks a question. The answer to the question determines which arrow you follow out of the decision shape. The arrows flowing from the decision shape are usually labeled with Yes, No or True, False. But you can label them any way you want as long as the meaning is clear. |
|  | **Data Input/Output:** Examples of input are receiving a report, getting an e-mail, getting an order, receiving data in some format, etc. Examples of output are generating a report, sending an e-mail, faxing a message, etc. |
| *You should be-able to construct most flow diagrams using the common symbols listed above. Those listed below are more uncommon, although maybe needed to describe certain workflows* | |
|  | **Predefined Process:** This is used to represent a process already documented elsewhere. You would simply enter the name of that process inside the shape. |
|  | **Manual Operation:** This is used to denote any operation or adjustment that has to be done by hand rather than automatically. |
|  | **Sort:** This denotes arranging a set of data into a sequence. |
|  | **Extract:** The Extract shape involves removal of one or more specific sets of data from a set |
|  | **Merge:** The Merge shape combines two or more sets of data into one set. |
|  | **Collate:** This combines merging with extracting. Two or more sets of data are formed from two or more other sets. |
|  | **Stored Data:** The data may be stored on a hard drive, magnetic tape, memory card, of any storage device. |
|  | **Delay:** The Delay shape represents a waiting period where there is no activity. |
|  | **Storage**: This represents any kind of data file or database. |