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| **Phases** | **Activities** | **Required Documents** | **UPN Environment** |
| **Project Proposal** | Data Universe Weekly - Present Project Plan | Ensure project aligns with UPN vision |  |
| **Requirement and Discovery** | Identify Use Case requirements | SOW /Proposal/ email |  |
| **Analysis / Design** | UPN Design working session: - Review UPN Confluence Page - how to harmonize with existing data model - enhance existing ETL to load additional data - create new ETL to pull new data set for new data model  Document Data Model on Confluence Page  Data Universe Weekly - Present Data Model | Specification document(Mandatory)  Impact analysis Doc (optional)  Data Model (O) |  |
| **Development** | Develope ETL in Provided Dev Environment  Ensure data models are tested (supporting the requirements)  Queries are efficient and optimized for performance  Check in to Source Code Repository (Dev)  Build Pipeline to Dev | Unit Test Cases (M)  Review checklist(M) | Dev Environment : Weekly Refresh - Part BOM, Demand, Supply - developer's new data will not be part of the weekly refresh |
| **QA** | Release to QA for End-To-End testing (regression testing included)  Schedule ETL for routine refresh  Independent testing  Application demo / data review  User acceptance / approval for production release | Deployment Checklist (M) | QA Environment : Complete ETL refreshing daily (Production + QA) - data source maybe from QA/Test e.g. Baan Dev |
| **STG** | Release to STG  Pratice deployment  Verified that new ETL scripts are deployed and not causing issue with the overall system | Deployment Checklist (M) | STG Environment : Complete ETL refreshing daily (Production mirror) - data source exact the same as Production |
| **PRD** | Release to PRD  Verified that new ETL scripts are deployed  Verified that no error in logs after complete ETL refreshed | Deployment Checklist (M) |  |