

**Requirements & Detailed Technical Design Document**

**for Change Request**

1. Project Overview

Provide high-level information to help Giga-IT engineers understand the solution being proposed as well as the business reasons supporting the solution.

1.1 Objective

Describe the objective of the project (2 to 3 sentences)

1.2 Business Case

Provide the business case for the project, including the problem being solved, who/what area is impacted, and the business benefits of the project. (A few sentences will be sufficient).

1.3 Risks

Document specific risks that have been identified or that should be considered.

1.4 Out of Scope

Delineate specific activities, capabilities, and items that are out of scope for the project.

2. Technical Design Diagram

Provide a diagram that illustrates all new and existing technical resources required for the successful completion of this project. The diagram should include the following:

**3. Technical Specifications**

Provide detailed technical specifications for required changes as outlined below.

3.1 Code changes

Brief description of the changes made in the existing codebase to achieve the changes request.

**3.2 Databases changes**

List the DDL and DML changes that need to be incorporated for this change request.

4. Resource Needs

Identify the staff resources needed to successfully complete this project. Also identify the staff, technical, and other resource dependencies that should be considered.

* Staff Resources
* Staff Dependencies
* Technical Dependencies
* Other Dependencies

5. Assumptions

Enumerate all additional assumptions that will impact the technical design, documentation and cost estimate for this project.

6. Concerns and Issues

Enumerate all additional concerns and issues that may impact the technical design, documentation, or cost estimate for this project.

**7. Projected Costs**

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| **Task** | **Number of days required for each task** |
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