|  |  |
| --- | --- |
| Customer: | {{resume[‘customer’]}} |
| RICEF/Issue Number/CALM: | {{resume[‘ricefw\_number’]}} |
| Module(s): | {{resume[‘module’]}} |
| Specification Name: | {{resume[‘specification’]}} |
| Brief Description: | {{resume[‘description’]}} |
| Related RICEF(s): | {{resume[‘related\_ricefw’]}} |
| Created By: | {{resume[‘created\_by’]}} |
| Document Date: | {{resume[‘document\_date’]}} |
| Target Completion Date: | {{resume[‘completion\_date’]}} |
| Priority (Could, Should, Must): |  |
| Reusable Object (Yes/No): |  |

Contact Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Company / Role** | **Email** | **Phone #** |
| **Client Owner**  **(BPO)** | {{resume[‘client\_owner\_name’]}} | {{resume[‘client\_owner\_company’]}} | {{resume[‘client\_owner\_email’]}} | {{resume[‘client\_owner\_phone’]}} |
| **Functional Owner (Consultant)** | {{resume[‘functional\_owner\_name’]}} | {{resume[‘functional\_owner\_company’]}} | {{resume[‘functional\_owner\_email’]}} | {{resume[‘functional\_owner\_phone’]}} |
| **Technical Owner (Consultant)** | {{resume[‘technical\_owner\_name’]}} | {{resume[‘technical\_owner\_company’]}} | {{resume[‘technical\_owner\_email’]}} | {{resume[‘technical\_owner\_phone’]}} |
| **Developer** | {{resume[‘developer\_name’]}} | {{resume[‘developer\_company’]}} | {{resume[‘developer\_email’]}} | {{resume[‘developer\_phone’]}} |

Change History:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Revised By** | **Section Changed** | **Description of Change** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Functional/Technical Estimate Information:

(Represents the functional/technical effort for analysis, development and unit testing)

|  |  |  |
| --- | --- | --- |
|  | **Functional Effort** | **Technical Effort** |
| **Estimate hours** |  |  |
| **Actual hours** |  |  |

## **Instructions:**

## **CRP/BLUEPRINT PHASE:**

## [**Section 1**](#_To_be_completed) **Voice of the Customer (VOC) – All fields in light blue are required for the high-level specification. This section is completed by the Client Owner (BPO).**

## [**Section 2**](#_To_be_completed_6) **Response of the Consultant (ROC) – All fields in black are required for the RICEF justification. This section is completed by the Functional Owner (Consultant).**

## **R Sections 1 & 2 comprise the High Level Functional Spec.**

## **They are required prior to leaving the CRP/Blueprint phase.**

## **SOLUTION PERSONALIZATION/REALIZATION PHASE:**

## [**Section 3**](#_To_be_completed_1) **Functional Design – All fields in dark blue are required for a complete functional specification. This section is completed by the Functional Owner (Consultant).**

## **R Functional Design Sign-off Required.**

## [**Section 4**](#_To_be_completed_2) **Technical Design – All fields in orange are required for a complete technical specification. This section is completed by the Technical Owner (Tech Lead located onsite unless specified).**

## **£ Technical Design Sign-off if required.**

## [**Section 5**](#_To_be_completed_3) **Technical Documentation – All fields in red are required for complete technical documentation, including documented unit test results. This section is completed by the Developer.**

## [**Section 6**](#_To_be_completed_4) **Functional Testing Results – All fields in purple are required for complete documentation of functional testing. This section is completed by the Functional Owner (Consultant).**

## [**Section 7**](#_To_be_completed_5) **User Acceptance Testing Results – All fields in green are required for complete documentation of user acceptance testing. This section is completed by the Client Owner (BPO).**

## **R User Acceptance Testing Sign-off Required.**

## **R Exceptions copied to the project Issues List.**

## **R Transports released and migrated to QA.**

### **Approvals / Sign-off**

### **Functional Design (section 3)**

|  |  |  |
| --- | --- | --- |
|  | **Electronic Signature** | **Date** |
| **Functional Owner (Consultant)** |  |  |
| **Client Owner (BPO)** |  |  |

### **Technical Design (section 4)**

|  |  |  |
| --- | --- | --- |
|  | **Electronic Signature** | **Date** |
| **Technical Owner (Technical Lead)** |  |  |

### **User Acceptance Testing Results\* (section 7)**

|  |  |  |
| --- | --- | --- |
|  | **Electronic Signature** | **Date** |
| **Client Owner (BPO)** |  |  |

(\*with exceptions noted below)

|  |  |  |
| --- | --- | --- |
| **Priority** | **Description of Exception** | **Issue # (optional)** |
|  |  |  |
|  |  |  |
|  |  |  |

## 

## **Final Acceptance Agreement**

|  |  |  |
| --- | --- | --- |
|  | **Electronic Signature** | **Date** |
| **Project Manager** |  |  |
| **Client Owner (BPO)** |  |  |

## **Section 1: Voice of the Customer (VOC)** *– 5 W’s and a H*

## To be completed by the Client Owner (BPO)

{{resume[‘client\_problem’][0]}}

**Key Concerns:**

* {{ resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_WHAT\_Functional\_Description’] }}
* {{ resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_WHY\_Business\_Benefit\_Need’] }}
* {{ resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_WHO\_WHERE’] }}
* {{ resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_WHEN’] }}
* {{ resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_HOW\_Input’] }}
* {{ resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_HOW\_Process’] }}
* {{ resume[‘generated\_resume’][0][‘Voice\_Of\_Customer\_HOW\_Output’] }}

## **Section 2: Response of the Consultant (ROC)**

## To be completed by the Functional Owner (Consultant)

**Alternatives Considered:** {{ resume[‘generated\_resume’][1][‘alternatives\_considered’] }}

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Description** | **Pros** | **Cons** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Agreed Upon Approach:** {{ resume[‘generated\_resume’][1][‘agreed\_upon\_approach’] }}

**Functional Description:** {{ resume[‘generated\_resume’][1][‘functional\_description’] }}

**Business Benefit/Need:** {{ resume[‘generated\_resume’][1][‘business\_benefit\_need’] }}

**Important Assumptions:** {{ resume[‘generated\_resume’][1][‘important\_assumptions’] }}

**Additional Comments:** {{ resume[‘generated\_resume’][1][‘additional\_comments’] }}

**[Insert attachment here]**

## **Section 3: Functional Design**

## To be completed by the Functional Owner (Consultant) **Rework(Y/N)** **Yes**

**Reference SAP R/3 Transactions/Tables/Programs: (Note all known transactions, tables and programs that are used, or reports containing similar data, screenshots are recommended)**

**[Insert attachment here]**

**Process:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Process’] }}

**Interface Direction:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Interface\_Direction’] }}

**Error Handling:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Error\_Handling’] }}

**Frequency:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Frequency’] }}

**Data Volume:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Data\_Volume’] }}

**Security Requirements:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Security\_Requirements’] }}

**Data Sensitivity:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Data\_Sensitivity’] }}

**Unit Testing:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Unit\_Testing’] }}

**Additional Comments:**

{{ resume[‘generated\_resume’][2][‘Functional\_Design\_Additional\_Comments’] }}

## **Section 4: Technical Design**

## To be completed by the Technical Owner (Onsite Tech Lead) **Rework(Y/N) Yes**

**Design Points:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Design\_Points’] }}

**Special Configuration Settings:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Special\_Configuration\_Settings’] }}

**Outbound Definition:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Outbound\_Definition’] }}

**Target Environment:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Target\_Environment’] }}

**Starting Transaction:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Starting\_Transaction’] }}

**Triggering Events:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Triggering\_Events’] }}

**Data Transformation Process:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Data\_Transformation\_Process’] }}

**Data Transfer Process:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Data\_Transfer\_Process’] }}

**Data Format:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Data\_Format’] }}

**Error Handling:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Error\_Handling’] }}

**Additional Process Requirements:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Additional\_Process\_Requirements’] }}

**Inbound Definition:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Inbound\_Definition’] }}

**Source Environment:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Source\_Environment’] }}

**Receiving Transaction:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Receiving\_Transaction’] }}

**Rework Log:**

{{ resume[‘generated\_resume’][3][‘Technical\_Design\_Rework\_Log’] }}