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User Requirement Specification

Product Registration Form

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| Current Version: |  |
| Version Date: |  |
| Status |  |
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# Document Control

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| --- | --- | --- | --- |
| **Version** | **Date** | **Comment** | **Editor** |
| 0.1 | 03-04-2012 | Initial version | Floberg |
| 1.0 | 04-04-2012 | Updated | Floberg |

# Overview

<Give a brief description about this feature and its scope. Please note – Do not use a lot of resources in drafting the User Requirement Specification (URS). We will use User Stories and workshops to flesh out User Stories>

## Purpose

*The purpose of the Project Initiation Documentation is to define the project, in order to form the basis for its management and an assessment of its overall success.*

*The URS Response defines the features to be developed in a project whereas the Project Initiation Document defines the setup of the project itself.*

*The Project Initiation Documentation gives the direction of the project and forms the ‘contract’ between the Project Manager and the Project Board.*

*The three primary uses of the Project Initiation Documentation are to:*

* *Ensure that the project has a sound basis before asking the Project Board to make any major commitment to the project*
* *Act as a base document against which the Project Board and Project Manager can assess progress, issues and ongoing viability questions*
* *Provide a single source of reference about the project so that people joining the ‘temporary organization’ can quickly and easily find out what the project is about, and how it is being managed.*

## Advice

*The following quality criteria should be observed:*

* *The Project Initiation Documentation should, together with the URS Response, correctly represents the project*
* *The project management team structure is complete, with names and titles. All the roles have been considered and are backed up by agreed role descriptions. The relationships and lines of authority are clear. If necessary, the project management team structure says to whom the Project Board reports*
* *It clearly shows a control, reporting and direction regime that can be implemented, appropriate to the scale, risk and importance of the project to corporate or program management*
* *The controls cover the needs of the Project Board, Project Manager and Team Managers and satisfy any delegated assurance requirements*
* *It is clear who will administer each control*

## 

# Project Definition

*[Explaining what the project needs to achieve. It should include information on the sections given below]*

# The user(s) and any other known interested parties

The following main stakeholders have been identified as follows:

Management group – Amantech

Management group – Högskolan på Gotland (HGO)

QA/QC function Amantech

Supply function in Amantech

Inhouse – Design function in Amantech

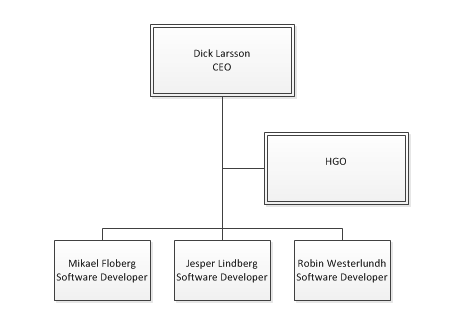
The project owner at Amantech is Dick Larsson and it is Mikael Floberg, Jesper Lindberg and Robin Westerlundh at Högskolan på Gotland.

User profiles will be identified and documented as part of the User Stories.

# Project Approach

*[To define the choice of solution that will be used in the project to deliver the business option selected from the Business Case, taking into consideration the operational environment into which the solution must fit]*

# Project Management Team Structure



# Role Descriptions

*[For the project management team and any other key resources]*

**Project Owner:** A project owner owns the project and is responsible for delivering the right functions, at the right time and cost. Project owner accepts expenditures and is responsible for the project goals, monitoring and continuous prioritization within the project. The project owner ensures that the project has a distinct purpose and an agreed goal and is financed and resourced, and that its result will be put in use.

The main responsibilities and tasks of the project owner are:

* Specify and approve the scope, schedule, and budget constraints of the project
* Specify other conditions, terms, and constraints that apply to the project
* Approve relevant project documents
* Ensure that the project is allocated with material and human resources appropriate for the purpose (quantities and competencies). Take responsibility for agreements concerning resources outside the own line organization. Approve purchase of supplementary resources.
* Responsible for establishing a reference group, based on the mandate decided by the Project Board chairperson, and to chair the reference group in order to get organizational support for the project
* Approve changes in the project’s scope, constraints, and conditions within the Steering Committee decided limitations and according to Change management rules.
* End the project. Propose premature ending (termination) of the project to be decided by the steering committee
* Authorize costs within decided project budget and according to TS authorization rights policy

**Furthermore, the project owner is responsible for escalation to appropriate top management in case of conflicts regarding resources and vendors.**

**HGO Project Manager**: has the authority to run the project on a day-to-day basis on behalf of the Project Board within the constraints laid down by the Owner.

The Project Manager’s prime responsibility is to ensure that the project produces the required products, to the required standard of quality and within the specified constraints of time and cost. The Project Manager is also responsible for the project producing a result that is capable of achieving the benefits defined in the User Requirements Specifications.

Main tasks are:

* Arrange User Stories Workshop and facilitate and document outcome
* Arrange estimation workshop
* Follow up on plan
  + Tracking of hours
  + Escalation
* Coordination between Amantech & Högskolan på Gotland
* Change Control
* Retrospective Meeting

**Amantech Project Manager:** Main responsibility is to ensure that the required resources from Högskolan på Gotland are allocated and available to execute the planned activities as laid out in the agreed project plan. This also includes review and sign off of deliverables from Högskolan på Gotland.

# Quality Management Strategy

*[Describing the quality techniques and standards to be applied, and the responsibilities for achieving the required quality levels]*

The project will follow the normal test procedure at Högskolan på Gotland and execute an internal test at Högskolan på Gotland before the solution is made available for Amantech for User Acceptance Test

# Configuration Management Strategy

*[Describing how and by whom the project’s products will be controlled and protected]*

# Risk Management Strategy

*[Describing the specific risk management techniques and standards to be applied, and the responsibilities for achieving an effective risk management procedure]*

# Communication Management Strategy

*[To define the parties interested in the project and the means and frequency of communication between them and the project]*

No specific Communication Strategy has been defined.

The following stakeholders has been identified

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recipients** | **Provider** | **What** | **Frequency** | **Method** |
| Project Board | Joint | Status | Weekly | Meeting/Call |
| Amantech Management Team |  |  |  |  |
| Högskolan på Gotland Project Team |  | Status | As needed | Meeting/Call |
| QA/QC |  |  |  |  |
| InHouse (Design function) |  |  |  |  |

A communication plan will be prepared at a later stage.

# Project Plan

*[Describing how and when the project’s objectives are to be achieved, by showing the major products, activities and resources required on the project. It provides a baseline against which to monitor the project’s progress stage by stage]*

Pic of project plan!!!

# Project Controls

*[Summarizing the project-level controls such as stage boundaries, agreed tolerances, monitoring and reporting]*

## Feature overview

<Describe the features and functionality this development will have to cater to. This section will address the scalability aspect of this development>

## Market Requirement

<Specify the market needs, which requires this feature to be developed>

## Assumptions

## Constraints

<List the constraints if any>

Ambentech require the application into production by ……….

# Feature description

<Give a description of the feature(s) using sections, sub-sections, figures and tables as you wish. Include pictorial representations extensively wherever possible especially for illustrating the relationships between features>

# Graphical User Interface Design

<Describe the GUI, layout, flow of screens and their descriptions using sub-sections and screen shots available if any. Mention validations to be performed wherever involved. Clearly specify the disabled fields if any and justify the same>

## Graphical User Interface Requirements

# 

# Other Requirements

## Environment Requirements

<Specify if any>

## Performance Requirements

<Specify if any>

## Security Requirements

<Specify if any>

## Legal Requirements

<Specify if any>

## Dependencies

<Specify if any>

# Documentation

<Specify any special documents that are required during the release of this feature>