Most used templates

- ➤ Requirements Specs
- ➤ HLD and LLD (ETL and OLAP)
- ➤ Mapping Specs
- ➤ Report Specs
- ➤ Test Plan
- ➤ Test Cases and Results
- ➤ QTS
- ➤ Issue Log

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Information about Report Layout as well the report field's needed is documented as a part of the Report specification template.

Issue Log

	Issue Log							
Project Name:								
Project Manager:								
Phase	Decription of the issue	Priority	Status	Assigned to	Actions	Date Due	Date Complete	Last follow-up Date

Issue Summary

	Open	Closed	Pending	Cancelled	Total
Critical					0
Major					0
Medium					0
Minor					0
Total	**0**	**0**	**0**	**0**	**0**

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This template is used to maintain status of the issued generated.

Assigned to: The person to whom the issues has been given to completed or follow up on

Actions: What is to be done to complete the issue

Query Tracking Sheet

<<Type Project Id here and remove the brackets>>
Query Tracking Sheet

Sr #	Type	Module	Query Text	Reply Text	Raised By (Name)	Open (Date)	Reply By (Name)	Closed (Date)	Phase Raised In	Phase Closed in	CR (Y/N)	Status

Guidelines for usage of the Query Tracking Sheet

1 Enter all requirements related queries raised throught project duration in this sheet to keep all queries at one place.
Insert queries raised and answered in proposal phase as well into this sheet, when the project begins. This will
2 ensure all replies and assumptions made in proposal phase are knows to the development team.
Projects send/receive updated query tracking sheet to/from client/OSC. Only the latest version of the sheet should
be maintained at designated place (to avoid confusion/rework). The designated locatin should be pointed to by
3 Projects' PML.

Projects should request client/OSC to enter their queries and replies also in this sheet. Even if client does not
4 enter, Projects should keep this sheet updated for important queries, if queries are received by mails or documents.
The status of all pending queries should be taken in the project meetings and PSR.
5 PL should escalate to OSC/Client for open queries.
6 Recommendation is to use colour code specfied for visual ease of identifying open queries, for example

Active Queries
Closed Queries
On-Hold Queries

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This QTS template is used to maintain the status of the queries raised.

• Enter all requirements related queries raised throughout project duration in this sheet to keep all queries at one place.
• Insert queries raised and answered in proposal phase as well into this sheet, when the project begins.
This will ensure all replies and assumptions made in proposal phase are known to the development team.
• Projects send/receive updated query tracking sheet to/from client/OSC. Only the latest version of the sheet should be maintained at designated place (to avoid confusion/rework). The designated location should be pointed to by Projects' PML(Project Master Locator).
• Projects should request client/OSC to enter their queries and replies also in this sheet. Even if client does not enter, Projects should keep this sheet updated for important queries (preferably all queries), if queries are received by mails or documents.
• The status of all pending queries should be taken in the project meetings and PSR (Project Status Report).
PL should escalate to OSC/Client for open queries

Test Cases

Test Case #	Objective	Precondition	Steps	Expected results	Actual Results	Passed (Y / N)	Defect #	Remark
1.0	To verify the <brief description of purpose of the test case>							
1.1	<Objective of case 1.1>		<Describe the steps involved in testing the test case.>					
1.2	<Objective of case 1.2>							
2.0	To verify the <brief description of purpose of the test case>							
2.1	<Objective of case 2.1>							
2.2	<Objective of case 2.2>							

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The test case template is used to maintain the details of the test cases carried out. For every step, expected results and Actual results are maintained with the Status output as PASSED (YES) of PASSED(NO).

Precondition: Any prerequisite to be satisfied before execution of the test case

ETL Low Level Design Template

Low Level Design Template

This document compares Informatica PA versions for Dashboard & Chart functionality

DOCUMENT HISTORY

Date	Revision	Change
	0.01D	Created Initial Draft
26-Dec-05	1.0	Baselined

DOCUMENT CONTROL INFORMATION

Prepared By	Kranti Modi

Maintained By	BI CoE

All suggestions, comments, change requests and request for copies should be addressed to the BI-CoE Group.

Approved By	BI CoE

Reference	

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Summary

➢ **Most Used Templates in BI Systems**

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