<Company Name>

Master Data Governance

Scope of Work for

**Master Data Governance – FIORI Based Application Development**

ToC

# **Overview**

To develop a FIORI based custom solution for Master Data Governance including process for requesting, approval, review, search and display.

Following key functionalities are planned for implementation

* Request for creation of new master or change of existing master by authorized users
* Approval workflow to business approvers and central master data guardian
* Single record and mass maintenance functionalities
* Functionality for Mass extension for some masters
* Establishing dependency and other validations

This application should have an ability to raise a request for new master by end-users, track their requests, enable approvers to approve their request, enable master data guardian to verify the data and approve, revert or reject the request. Core features like single change request, mass change, mass creation, change log approval dashboard. Syndication of data on final approval.

# **Masters in Scope**

Following Masters will be managed using this application:

1. Material Master
2. Equipment Master
3. Finance

# **Application Features**

Following are the detailed list of Features which are expected from this application for the Vendor reference.

Generic Features -

* Ability to check the catalogue of existing masters available in the system for authorized users
* Basic and Advanced Search functionalities on Master data catalogue
* Fuzzy logics for search functionality.
* Master data Categorization and Classification.
* Possibility of defining the hierarchical structure for master data wherever required.
* Authorized users should be able to create the request for the creation / modification of Master data.
* Complete change log for the master data should also be visible.
* Robust Authorization design for every master along with flexibility and scalability features.
* Data should flow in the respective master tables only after the appropriate approvals on the Request.
* Users should be able to view their open and closed requests. Users should also be able to track the status of their open request
* Approvers should be able to view the request which are pending for their approvals.
* System should be designed in a manner that user inputs the basic data and rest of the data gets derived automatically based on the inputs.
* Some custom data derivation logics should also be incorporated for smart creation of master data
* Attachment upload during the request can be saved as DMS document for future references.
* Reporting Requirements
* Master Data Usage Reports

UI Features -

* End – users will work on web-based UI framework only.
* The design of the UI should be intuitive and easy for the users while raising the request for creation / modification of master data.
* Document Upload functionality
* Mass change functionality should also be available on UI.
* Depending on the basic input data, auto population of fields on the UI should also be possible.

Workflow Features –

* Each master request for creation / modification will undergo the multi-stage approvals.
* At each stage, there could one or many approvers. Multiple approval stages would be required for approving the request.
* Action by any one approver on the request, should transition the request forward or backward depending on the action taken.
* Multiple approval stages would be required for approving the request.
* Depending on the type of request, type of master and data available in the request, the behaviour of the workflow will get changed.
* Workflow designs should be configurable and easy to maintain.
* Complete audit trails of workflow should also be available in the application.
* Remarks / comments given by the approver should also be visible in the audit trails of the request.
* Email based Notifications should be available to all approvers as soon as a new request comes as their work item.
* Capability to incorporate multiple logics for Workflow Agent determination.
* Special workflow consideration for Mass change requests in terms of stages, agents and approval.
* Auto Reminding Email functionality for the pending / open requests
* Auto closure of long Pending Work items.