**Business Requirement Specification for Change Request.**

|  |
| --- |
| 1 GENERAL INFORMATION |

* 1. Name of the project :
  2. Initiating group name & code : Credit and Policy Group -

* 1. Cost centre :
  2. Name of Application Impacted :
  3. Name of module(s) in the above

Application that would be impacted :

* 1. Contact person from initiating group

In case of doubts/clarifications

Name :

Employee no. :

Designation :

Reporting authority of contact person:

Name :

Employee no. :

Designation :

|  |
| --- |
| **2 DETAILED INFORMATION** |

* 1. **Business Requirement :**

Existing process is summarized as below:

Challenges with current process:

***(Describe the current process (manual process or inadequate / partial / currently obsolete automation) and its inefficiency in achieving desired results. Describe how will the new system fulfill desired objectives and meet goals.)***

* 1. **Proposed System change required** :

**Requirement:**

**Purpose:**

**Process Flow in details:**

**Part I:**

Table of data to be fetched

|  |  |  |  |
| --- | --- | --- | --- |
| Data Period |  | ( financial year) | |
| Data to be fetched is a below for all the products given below | | | |
| ACCOUNT NUMBER | | | |
| AMOUNT | | | |
| PRODUCT | | | |
| SOLID ( BRANCH CODE) | | | |
|  | | | |
| The data fetched above need to be available for viewing to the auditors | | | |
| CPC and branch mapping will be provided and output to be populated per CPC accordingly | | | |
| The output to be as follows for the given fields | | | |
| PRODUCT | Source of data | Total accs | Total amt |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Part II:**

**Part III**

* 1. **Benefits envisaged from the proposed changes in terms of cost / man-days saved / risk mitigation etc. :**
  2. **Risk Analysis from Process / product Perspective:**

*(Detailed study/analysis on the Operational risks, accounting impacts, information security risk etc. – both existing and potential along with the mitigants)*

* 1. **List out any specific Interface Requirements:**

* 1. **Please specify test scenarios for testing of the functionality :**

NA

**SL No Test Cases Test Details Expected Results**

*(All tests that needs to be performed at the time of UAT for ensuring the developed functionality/product meets expectations)*

## 2.7 Functionalities / Modules (Ignore if no impact on functionalities. Else please describe the following for each new functionality, or for changes in any existing functionalities) NA

|  |  |  |
| --- | --- | --- |
| 1 | Description |  |
| 2 | Assumptions |  |
| 3 | Functional Requirements |  |
| 4 | Interfaces   * Internal * External |  |
| 5 | Communications |  |

**2.8 Priority**:

**2.9 Security Requirements and Testing**

NA

*(Security requirements relating to system access control, authentication, transaction authorization, data integrity, system activity logging, audit trail, security event tracking and exception handling should be defined here.)*

|  |
| --- |
| **3 REPORTS: As per excel sheet shared separately.** |

## (Ignore if no impact on reports. Else please describe the following for each new report, or for changes in any existing reports).

* 1. Report Name: **MIS required (Formats are as per excel sheet)**

|  |  |
| --- | --- |
| MIS No | Details |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**)** Frequency (Daily / Monthly):

* 1. Selection Criteria:
  2. Sort Order:
  3. Processing (Brief on processing to be done in the report):
  4. Information (Mention fields to be printed with grouped properly):
  5. Consolidation (Mention summary information, group totals, grand totals, if any):
  6. Format of the report with dummy data (as close to actual data as possible):

|  |
| --- |
| **5 Date by which the project needs to go live:** |

|  |
| --- |
| **6 Name and designation of Business user head:** |