**Ticket #s | Title of Change/Fix**

**Design Document**

|  |  |
| --- | --- |
| **Doc reference:** | Ticket #s |
| **Version:** | X.X |
| **Issued date:** | Xx/xx/xx |
| **Review date:** | Xx/xx/xx |
| **Author:** | xxxxxxxxxxxxx |

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# Purpose

This document will describe the objective(s) of the change/fix, design considerations included or excluded and an explanation of the final design. This will include all elements required to implement the solution, including any reference data that will be required to be created by the business.  
This document, along with the Impact Analysis and any acceptance criteria provided by the business sponsor, will form the basis of the testing scope.

# Scope

## In Scope

[Add a description of the scope of the change/fix]

## Out of Scope

[Add a description of any areas that are out of scope for the design]

# Objective(s)

Explain the problem that is to be resolved in business terms (unless this is for a technical change)

* 1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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        1. Xxxxxxxxxxxxxxxxxxxxx
  2. xxxxxxxxxxxxxxxxxxxxxxxxx
  3. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  4. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
     1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# Design Summary

Describe the overall solution as a summary. Include any diagrams that show the business and/or technical process of which the change/fix forms part.

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     1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
        1. Xxxxxxxxxxxxxxxxxxxxx
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  3. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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     1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# Design Element 1

Describe each element of the solution in more detail with screen shots, annotation, how each part of the solution connects to others. Create separate sections for each item to be explained.   
Ensure the description covers areas such as triggers (manual, scheduled), inputs, outputs (e.g. files, emails, both), support considerations (e.g. where recovery procedures or alerts are needed – note: if alerts are needed, they should be developed as part of the implementation), any security considerations, any timing considerations, any usability considerations (as agreed with the business).

* 1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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# Design Element 2

Describe each element of the solution in more detail with screen shots, annotation, how each part of the solution connects to others. Create separate sections for each item to be explained.

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     1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
        1. Xxxxxxxxxxxxxxxxxxxxx
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  3. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
  4. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
     1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# Appendix

Add any supplementary information that informs or supports the design but would reduce the clarity of the design description if included in the sections above.

* 1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
     1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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     1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# Supporting Documentation

This section lists any documentation that directly supports this change.

|  |  |  |
| --- | --- | --- |
| ID | Title | Description |
|  |  |  |
|  |  |  |

# References

This section lists the related documents, websites, standards, other policies, etc. that the reader should be aware of with respect to this standard.

|  |  |  |
| --- | --- | --- |
| ID | Title | Description |
| SOPxxxxxx | XXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |
|  |  |  |
|  |  |  |

# Glossary/Definitions

|  |  |
| --- | --- |
| Term | Description |
|  |  |
|  |  |

The Glossary of Terms for all JM IT is located:

<https://myjm.sharepoint.com/teams/BIS/docmanagement/Lists/Glossary/AllItems.aspx>

# Document Control

## Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Comments |
| 0.1 | XX/XX/XX | X XXXXXX | Initial draft for review |
|  |  |  |  |
|  |  |  |  |

## Sign off

|  |  |  |
| --- | --- | --- |
| Role | Approval Date | Approval Evidence |

|  |  |  |
| --- | --- | --- |
| Design Reviewer | XX/XX/XX | Add name of the person(s) responsible for the design review |
| [add if needed] | XX/XX/XX | For larger, more complex changes, there will need to be additional approvers – add if required |
|  |  |  |