**Configuration Management Document with Instructions for**

**<Configuration Management document>**

*<* *Note: Before publishing this as a project specific document, remove all the “template guidance” text highlighted with italic blue.>*

|  |  |  |
| --- | --- | --- |
| Version Number |  | V3 |
| Date of Issue |  | 02-May-2022 |
| Author(s) |  | Jijo Robinson |

**NOTE:** This Requirements Document template should only be used for very small enhancement projects.

The Jama tool should be used for all other requirements.

|  |
| --- |
| **Statement of Confidentiality**  This document contains information that is proprietary and confidential to Project\_A Assurance Company of Canada (Project\_A) which shall not be disclosed or transmitted to third parties, or duplicated, used in whole or in part for any purpose other than its intended purpose, without the prior written permission of Project\_A. Any use or disclosure in whole or in part of this information without explicit written permission of Project\_A is prohibited.  © Copyright Project\_A Assurance Company of Canada |

**Contents**

[1. Revision History 3](#_Toc531338302)

[2. Project Overview 4](#_Toc531338303)

[3. Business/Stakeholder Requirement 7](#_Toc531338304)

[3.1. Functional Requirements 8](#_Toc531338305)

[3.1.1. Requirement ID: Version Number - Requirement Name - Complexity - Priority 8](#_Toc531338306)

[Non-Functional Requirements 17](#_Toc531338307)

[3.1.2. Non-Functional Requirements – Operational 17](#_Toc531338308)

[3.1.3. Non-Functional Requirements – Performance 21](#_Toc531338309)

[3.1.4. Non-Functional Requirements – Security 23](#_Toc531338310)

[Transition Requirements 25](#_Toc531338311)

[3.1.5. Requirement ID: Version Number – Requirement Name – Complexity – Priority 25](#_Toc531338312)

# Revision History

*Most current revision should be at the top of the list. Revision should describe the change well enough that it is obvious where changes are made to the document. Some kind of change tracking should be done (via colours, searchable tags such as initials, or by turning on MS-Word Track Changes).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revision #** | **Date** | **Author** | **Description** | **Requirement ID**  **(if applicable)** | **Link to Change Request**  **(if applicable)** |
| 1.0 | 30-Dec-2019 | Jijo | First release | RD 03 | CR12345 |
| 2.0 | 01-Mar-2021 | Jijo | Modified as per QMS release | RD13 | CR43567 |
| 3.0 | 02-May-2022 | Jijo | Updated template has been used | RD 90 | - |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Use this section to* ***communicate and track changes to the last published document****. It is not necessary to track changes to working documents.*

***Remember to:***

* *Communicate changes to Business and obtain Stakeholder Sign-off.*
* *Communicate changes to the Project team (e.g. Project Managers, Designers, Developers, Testers) so they can determine impacts to their deliverables.*
* *Update the Requirements Package Directory with new versions.*
* *Re-baseline the Requirements document.*

***Process to follow:***

1. *If the RD has previously been signed off, obtain approval to make changes to requirements (e.g., removing/changing an existing requirement or adding a new requirement). Material Changes require a Change Management Request (CMR) or as a result of a defect.*
2. *Complete the Revision History table above.*
3. *Add to or update the requirement(s) using the appropriate text colour or format, and strikethrough requirement(s) that need to be removed, or use the Track Changes feature in Word. Remember to update the following sections of the RD where necessary: Assumptions, Constraints, Scope, Current State, Future State, Glossary and Addressee List.*
4. *Update the Requirements Package Directory with new versions of the Requirements Document.*
5. *Update all other documents impacted by the added/updated/removed requirements, e.g., Application Risk Assessment, Future State documented separately, screen shots documented separately.*
6. *Communicate the updated RD to all stakeholders.*
7. *Obtain new sign-off, if required. Remember to follow the SDLC Review and Sign-off process,*
8. *Baseline the RD and forward a link to the baselined version to all stakeholders. The baselined version may be stored in a tracker ticket or a Requirements Directory*

# Project Overview

**Details**

|  |  |
| --- | --- |
| **Project Name:** | Project\_A |
| **Project ID:** | 234 |
| **Department/Division:** | Business Process1 |
| **All Project Documentation is Stored in:** | TFS Azure |

**Contacts**

*<The Project Roles section of the Project’s Communication Plan or the Small Project Workbook, should be reviewed during the creation of this document to ensure that the relevant roles and their associated names are correct.*

*Ensure that any links work if you are using a tracker ticket or a directory to store the RD. The following paragraph does not need to be modified.>*

Business Head

Business Process Head

Project Manager

Team Lead

**Related Documents**

*Related documents can usually be accessed through the ES Project Directory. If there are exceptions they can be added to the other documents line. For example system configuration documents.*

| **Upstream Documents** | **File Location or Link** |
| --- | --- |
| ES Project Directory | file:///C:\Users\Dell\Desktop\NSE\Project\_A\Business%20Process1\Requirement\Project\_A\_Business%20Process1\_Requirement\_BRD\_V3\_Oct%202019%20-%20Filled.docx |
| Other documents |  |

**Requirements Overview**

**Description of Business Opportunity**

*Use it to briefly describe:*

* *The business needs.*
* *The business function(s) or process(s) being created or changed.*
* *The reasons for the change(s).*

***Do not copy the executive summary from the Project Charter.*** *This section describes how the requirements are fulfilling the business need(s).*

**Signoffs**

Radha Sinha 30-Sep-2019

**Assumptions**

|  |
| --- |
| **Assumptions** |
| ***This section is mandatory.*** *Use it to document* ***assumptions made about the requirements captured in this RD****, i.e., project assumptions are not documented here.*  *You should list the implication of each assumption, if it is not obvious. This indicates why it is important to call out the assumption*.  *“Assumption is an influencing factor that is believed to be true but has not been confirmed to be accurate or that could be true now but may not be in the future****”*** [***BABOK Version 3***](http://sp.sunlifecorp.com/sites/ASBSA/RD/IIBA_BABOK_Guide_v3_Corporate.pdf)  *Remember to update this section, if necessary, following the approval of a CMR or if there is a defect .*  *If there are no assumptions for this document, write “None identified” – do not remove this section.*  *It is recommended that assumptions be numbered instead of a bulleted list.*  *Examples:*   1. *The member identifier in the data file received from the external client will be the same as the unique member identifier in GLOBAL (i.e. client / plan / member number). This is necessary so SLF can identify Defined Benefit (DB) members who also have a SLF product in GLOBAL.* 2. *One file will be received for each plan. If a member is enrolled in more than one product, a separate file will be received for each product.* 3. *Business will make all configuration and data changes (required to support new requirements) prior to the implementation of this project.* 4. *CIF is the data source system of record for authentication on the new web site.* 5. *Business teams will be responsible for creating all appropriate business documentation and for providing all appropriate business training.* |
|  |

**Contraints**

|  |
| --- |
| **Constraints** |
| ***This section is mandatory.*** *Use it to document* ***constraints for the******requirements captured in this RD****, i.e., project constraints are not documented here.*  *“A constraint is an influencing factor that cannot be changed, and that places a limit or restriction on a possible solution or solution option.* [*BABOK version 3*](http://sp.sunlifecorp.com/sites/ASBSA/RD/IIBA_BABOK_Guide_v3_Corporate.pdf)*”*  *Remember to update this section, if necessary, following the approval of a CMR or if there is a defect..*  *If there are no constraints for this document, write “None identified” – do not remove this section.*  *It is recommended that constraints be numbered instead of a bulleted list.Examples:*   * *The changes for producing RRSP letters must be in place prior to the RRSP Campaign launch date of January 1.* * *This project is dependent on functionality developed and delivered in Project X. All necessary support developed in Project X will be tested and implemented prior to the implementation of this project.* * *The addition of the client specific Pension Member Statement module must be in place prior to December 30 as Business has made this commitment to the external client.* * *The backend system must be in place before the new website is launched.* * S*olution must be available on on all SLF-supported smartphones and tablets* * *The application must be built using the Corporate-standard tool for sharing and collaboration: Sharepoint Online.* |
|  |

**Scope**

***This section is mandatory.***  *Use it to document what’s in and out of* ***scope for the requirements captured in this RD****. Do not repeat the project scope - this section is specific to the scope of the requirements. Remember to update this section, if necessary, following the approval of a CMR or if there is a defect.You can include the rationale for out of scope items in the out of scope section, if applicable.*

| **In Scope** |
| --- |
| 1. |

| **Out of Scope** |
| --- |
| 2. |

**Key Business Decisions**

***This section is optional.***  *Use it to document any business decisons that shaped the requirements. This section is not expected to capture all business decsions,only ones that provide context to the requirements, if applicable.*

| **Decision** | **Rationale** |
| --- | --- |
|  |  |
|  |  |

**Current State**

***This section is optional and should only to be used if it provides clarification to the requirements***

* *Use this section to document workflows, business processes, screen flows, etc. If there is a lot of current state documentation, document it separately and refer to it here.*
* *If Current State documentation is not required, write “Not applicable” - do not remove this section.*

**Future State**

***This section is optional and should only be used if it provides clarification to the requirements***

* *Use this section to document workflows, business processes, screen flows, etc. If there is a lot of future state documentation, document it separately and refer to it here.*
* *If Future State documentation is not required, write “Not applicable” – do not remove this section.*

**Glossary**

*Refer to glossary of common terms and acronyms here in alphabetical order.*

|  |  |
| --- | --- |
| **Term** | **Definition** |
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# Business/Stakeholder Requirement

***This section is mandatory.*** *Use this section to document the high level business and stakeholder needs. Stakeholders are typically business partners, but could be IT partners (e.g. Architects, Designers and Testers). Refer to the Requirements Development and Management Practice document (section 2.9) in the PAL for more information and examples of Business/Stakeholder Requirements.*

***Note:*** *Each business/stakeholder requirement for a project needs to have a unique Requirement ID (i.e. Req ID#). When creating the Req ID# in the table below, be sure to assign a unique number along with the project nickname and the requirement type of “B”. For a more detailed explanation of the requirement ID format, see the instructions under Functional Requirements in section 2.1.*

**IMPORTANT:** Once the initial baseline has been established for this Requirements Document, any new business/stakeholder requirements should be added to the bottom of the document to avoid any impact on the Requirement IDs and traceability.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Req ID#** | **Req. Version** | **Req Name** | **Req Description** | **Complexity** | **Priority** |
|  |  |  |  |  |  |

## Functional Requirements

### Requirement ID: Version Number - Requirement Name - Complexity - Priority

***This section is mandatory.*** *Use this section to document detailed level functional requirements. Functional requirements describe what the system should do. Refer to the Requirements Development and Management Practice (section 2.9) in the PAL ~~f~~or more information and examples of Functional Requirements and Functional Requirements sub-types.*

***The Requirement title format is mandatory.***

***The Requirement ID must be a unique identifier across the project*** *providing a cross reference for other project artifacts (e.g. ARA, Design Documents, Test Plans). Refer to the Requirements Development and Management Practice (Section 2.9) in the PAL and Traceabilty Procedure in the PAL for more information. Each functional requirement and functional requirement sub-type needs to have a unique ID for the project. The numbers generated by MS-Word (e.g. 2.1, 2.1.1) along with the project nickname and the requirement type of “F" will form this unique ID.*

***Example Requirement Title:*****2.1 Committed-F:** **v1.0 – Correct XYZ screen – 3-Low – 2- High**

|  |  |  |
| --- | --- | --- |
| **Requirement Title Component** | **Value from Example** | **Comments/Guidance** |
| *Requirement ID* | 2.1 Committed-F | *Requirement Number + Sub-project /Workstream Nickname +*  *Requirement Type.* |
| * *Requirement Number* | *2.1* | *Use MS Word numbering function* |
| * *Sub-project / Workstream Nickname* | *Committed* | *Project Manager to determine nickname for each given RD.*  *Do not use project main name.*  *Use nickname which the team can identify with.* |
| * *Requirement Type* | *F* | *Valid values:*   * *Business/Stakeholder – “B”.* * *Functional – “F”.* * *Non-functional – “N”.* * *Transition – “T”.* |
| *Version Number* | v1.0 | *Each requirement must have a version number. Refer to the Requirements Development and Management Practice (section 2.11) in the PAL* |
| *Requirement Name* | Correct XYZ screen | *Requirement Name should be brief yet meaningful and consider beginning with an active verb.* |
| *Complexity* | 3 - Low | *Complexity of the requirement should be indicated as* 1 – High,  2 – Medium, 3 - Low. *When determining complexity:*   * *Consider both the complexity and number of requirements/rules, data, conversion rules, etc.* * *Obtain input from business subject matter experts.* |
| *Priority* | 2- High | *Priority should be indicated as*  1- Urgent, 2 – High, 3- Medium, 4 - Low *based on the business priority of the requirement. When determining priority:*   * *Consider the business impact if the requirement is re-scoped.* * *In most cases all requirements do not have the same priority. There may be cases (e.g., small projects with few requirements) wherein all requirements are assigned equal priority.* |

**IMPORTANT:** Once the initial baseline has been established for this Requirements Document, any new functional requirements should be added to the bottom of this section to avoid any impact on the Requirement IDs and traceability.

**Description**

*Use it to provide a* ***brief******description*** *of what the requirement is at a high level (i.e., the description is not the actual requirement and is not testable). Where appropriate, include current state documentation for* ***this requirement ID*** *Each of the following (Business Rule, Calculation, Conversion Rule, Data, General, Reporting, Interface, User Interface and Web Accessibility) is a different type of functional requirement,. Choose the ones that are applicable. If there are types that are not applicable, you do not need to include them in the requirements document or indicate that they are not applicable. Sections that are not required can be deleted from the document*

#### Requirement ID: Version Number – General

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use it to document requirements for this requirement ID. Requirements must be uniquely numbered within the project to facilitate traceability.* 
   1. *A requirement is “ a usable representation of a need”* [*BABOK version 3*](http://sp.sunlifecorp.com/sites/ASBSA/RD/IIBA_BABOK_Guide_v3_Corporate.pdf)
2. ***Document each requirement clearly and concisely as a business statement.***
   1. *Where appropriate, use models (e.g. process, context, workflow, data, object, or business flow models). Be sure to differentiate which part of the model applies to the requirements for this requirement ID (e.g. bold or colour the actual requirement in the model to separate it from the rest of the model).*
   2. *Use the appropriate templates, tools and techniques to document specific requirements. Link out to a separate document, or integrate portions of the template into this document.* 
      * 1. *Data Detail Template in Practice Reference Section of PAL*
        2. *Report Definition Template in Practice Reference Section of PAL*
        3. *Screen Definition Template in Practice Reference Section of PAL*
        4. *Calculations*
        5. *Charts.*
        6. *Graphs.*
        7. *Narratives.*
        8. *Use Cases.*
        9. *A combination of the above.*
   3. "Requirements must be documented from the **business** user's perspective and focus on what needs to be delivered based on the scope. Do not specify the technical solution *Answer and document who, what, when, where and why. For example:*
      * 1. *Why is the process done?*
        2. *What is the business/user action that triggers the process?*
        3. *What input is needed to perform the process?*
        4. *What process or calculation is performed?*
        5. *What is the output of the process? What is the purpose of this output?*
        6. *What are the required pre and post conditions for this process?*
        7. *What other processes are affected?*
        8. *What is not changing?*
        9. *What are the compliance, privacy, legal and regulatory (e.g. SOX, PIPEDA) requirements?*
        10. *Where will this functionality be used? What languages need to be supported?*
        11. *Who will be using this functionality (e.g. clients, advisors, people with disabilities)?*
        12. *What, if anything, needs to be captured from an audit perspective (e.g. audit logs)?*
   4. *Elicit and document requirements for business risk, business impacts and controls by asking questions like:*
      * 1. *What could go wrong with this process?*
        2. *What are the vulnerabilities in the process that could negatively impact the business/SLF?*
        3. *What is the impact to the business/SLF if something goes wrong?*
        4. *Are there any risks the business is willing to assume?*
        5. *What types of controls are needed (in the process) to:*
3. *Prevent errors from occurring?*
4. *Detect errors and stop them from going further?*
5. *Correct errors once they are detected?*
   * + 1. *Are there any controls that need to be automated? What controls can be manual?*

*Controls include workarounds and contingency plans that reduce the impact if a risk is realized.*

*The type and number of controls will depend on:*

1. *The impact of the risk and/or*
2. *The cost to implement the controls and/or.*
3. *How much risk the business is willing to assume.*

*Identifying risk, business impacts, and controls will help identify the Exposures, Risk, Impact, Controls Adequacy of Controls, and Residual Risk in the Application Risk Assessment in the PAL*

1. ***Document business processes required to support the requirements, business rules, or Use Cases.***
2. ***It is not a best practice to include the following information in the RD:***

*a. Technology to be used.*

*b. Technical installation requirements.*

*c. Technical messages.*

*d. Technical pseudo code*

*e. DB2/CIF tables or field names.*

*f. Technical field attributes.*

*g. Job names, programs, utility names.*

*h. Data stream requirements.*

*i. Design.*

#### Requirement ID: Version Number – Business Rule

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use it to document business rules for this requirement ID. Requirements must be uniquely numbered within the project to facilitate traceability.*
   1. a. A business rule is a specific, practicable, testable directive that is under the control of the business and that serves as a criterion for guiding behavior, shaping judgements or making decisions” [BABOK version 3](http://sp.sunlifecorp.com/sites/ASBSA/RD/IIBA_BABOK_Guide_v3_Corporate.pdf)
2. ***Document business rules or policy used to carry out the business process clearly and concisely.***

*a. Identify business rules or business policy needed for the business process.*

* 1. *Examples of Business Rules:*

| **Rule** | **Example** |
| --- | --- |
| *1. Access Rules* | *Only people in the plan set-up role may update beneficiary data (e.g. benefits, establishment, and update).* |
| *2. Assessor Limits* | *The Administrator must be able to set a maximum $ amount that a user can assess (e.g. authority level).* |
| *3. Ownership Rules* | *A policy may be individually owned or jointly owned.* |
| *4. Beneficiary Rules* | *A trustee must be appointed for minors.* |
| *5. Address Rules* | *A postal code must be provided for a Canadian address; a postal code is optional for non-Canadian residents.* |
| *6. Eligibility Rules* | *The user/policy owner must be a Canadian resident.* |
| *7. Legislation Rules* | *The servicing Agent must be licensed in the province he/she is doing business in.* |
| *8. Tax Rules* | *SLF must charge the correct tax based on the policy holder’s mailing address.* |
| *9. Selection Rules* | *The change only applies to policies that have a status of “In Force” or “Pending”.* |

#### Requirement ID: Version Number – Conversion Rule

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. ***Use this section to document conversion rules for this requirement ID.*** 
   1. *List any conversion rules or processes that must be considered from a business perspective, e.g.,*
      1. *One time conversion from one system to another.*
      2. *Data transformation rules.*
   2. *Include Data Mapping documents that are started during requirements elicitation and completed and signed-off as part of the system requirements.*
2. *Example: Initially, both systems will be online concurrently. Data can only be updateable in one system.*
3. *Conversion rules must be uniquely numbered within the project to facilitate traceability. Refer to the Requirements Development and Management Practice (Section 2.9) in the PAL and Traceability Procedure in the PAL for more information.*

#### Requirement ID: Version Number – Data

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document* ***data requirements for this requirement ID.*** 
   1. *If data requirements are documented as part of the general requirements or business rules, write “Refer to requirement # 2.1.x above.”*
2. *Include the information needed to perform the business process. For example:*
   1. *Address – 123 Anywhere Street, Anywhere City, A1A 1A1.*
   2. *Beneficiary – Joe Sun.*
   3. *Gender – Male/Female.*
   4. *DOB – 01/01/1900.*
   5. *Deposit amount.*
3. *If there is a large amount of data, consider using the Data Detail template in the Practice Reference Section of PAL Link out to a separate document or integrate portions of the template into this document.*
4. *Data requirements must be uniquely numbered within the project to facilitate traceability. Refer to the RequirementsDevelopmenmt and Management Practice (section 2.9) in the PAL and Traceability Procedure in the PAL for more information.*

#### Requirement ID: Version Number – Calculation

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document* ***calculations for this requirement ID****, i.e., calculation required to satisfy a business requirement, or a method of calculating data required for the process.*
2. *Calculations must be uniquely numbered within the project to facilitate traceability. Refer to the Requirements Development and Management Practice (section 2.9) in the PAL and Traceability Procedure in the PAL for more information.*

#### Requirement ID: Version Number – Interface

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document* ***Interface Requirements for this requirement ID****. Capture where, what why, when, how and for whom information is exchanged between solution components or across solution boundaries.*
2. *Define inputs to and outputs from the interface between the systems and the corresponding validation rules.*
3. *Capture non-functional requirements such as events that trigger the interaction, timing, performance and frequencies.*
4. *Capture the functional requirements of the interaction. This may include:*
   1. Selection criteria
   2. Data conversion/transformation rules
   3. Data exchange rules e.g., the system will pass back only the records that have changed
   4. Data integrity rules e.g., must be unique
   5. Error handling e.g. who to contact re. invalid files
   6. Data mapping of source system data to target system
   7. etc.

Some questions to ask**:**

* Ask “who” or “what” the system interacts with
* Do we understand system dependencies (systems that we rely on and systems that rely on us)?
* Have we got processes in place to ensure delays don't overly disrupt operations?
* *Must be uniquely numbered within the project to facilitate traceability. Refer to the Requirements Development and Management Practice (section 2.9) in the PAL and Traceability Procedure in the PAL for more information.*

#### Requirement ID: Version Number – User Interface

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document* ***User Interface Requirements for Screens for this requirement ID****.* 
   1. *Include requirements for:*
      1. *Screen purpose and layout.*
      2. *Data required for the screen.*
      3. *Business error/warning messages.*
      4. *Etc.*
   2. *For* ***internet and intranet web applications****, include additional requirements listed below, following the Web Accessibility Dcocuments in the Practice Reference Section of the PAL* 
      1. *Browser window titles (English and French).*
      2. *Button name and placement.*
      3. *Error message format and placement.*
      4. *Hyperlinks name and behaviour (i.e. opens a new window, changes colour after selected, etc)*
      5. *Site footer.*
      6. *PRP approved and translated static/dynamic content.*
2. *If there is a large amount of information, consider documenting screen requirements in a separate document – link out to the document, or imbed the document into this one as object [see tips].*
3. *User Interface Requirements must be uniquely numbered within the project to facilitate traceability. Refer to the Requirements Development and Management Practice (section 2.9) in the PAL and Traceability Procedure in the PAL for more information.*
4. *When the business sponsor signs off on the User Interface Requirements they are only signing off on the relatable business requirements and not on the technical details such as physical data source.*

#### Requirement ID: Version Number – Web Accessibility

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document the following* ***Web Accessibility Requirements for this requirement ID, as applicable.*** *Web Accessibility Requirements must be uniquely numbered within the project to facilitate traceability. Refer to the* *Requirements Development and Management Practice (section 2.9) in the PAL and Traceability Procedure in the PAL*  *for more information.*
   1. *At a minimum, include a general statement that the web content being developed should be understandable, be keyboard navigable, and have clear navigation according to the semantic coding standards.*
   2. ***Alternative (alt) attribute(s)***

| **Requirement #** | *Enter a requirement number for traceability, e.g.,*“2.1-Committed-F”. |
| --- | --- |
| Screen(s) | *Enter all screens where the image or non text is located.* |
| Image details | *Enter name/type and location of image.* |
| ENGLISH alt text | *Enter* ***PRP approved*** *English content [max 255 chars]. Note: decorative images do not require Alt text.* |
| FRENCH alt text | *Enter* ***translated*** *French content [max 255 chars].* |
| New/existing alt text | *Indicate whether this is new or existing alt text.* |

* 1. ***Title attribute(s)***

| **Requirement #** | *Enter a requirement number for traceability, e.g.,* “2.1-Committed-F”. |
| --- | --- |
| Screen (s) | *Enter all screens where the link or link image appears.* |
| Link/Image details | *Enter name and location of link or link image.* |
| ENGLISH title text | *Enter* ***PRP approved*** *English content [max 60 lower case chars]. Note: SLF footer on .com or .ca sites do no require title attributes.* |
| FRENCH title text | *Enter* ***translated*** *French content [max 60 lower case chars].* |
| New/existing title text | *Indicate whether this is new or existing title text.* |

* 1. ***Label attribute(s)***

| **Requirement #** | *Enter a requirement number for traceability, e.g.,* “2.1-Committed-F”. |
| --- | --- |
| Screen (s) | *Enter all screens where the input element appears.* |
| Input element details | *Enter type and location of input element.* |
| ENGLISH label text | *Enter* ***PRP approved*** *label text for English input element.* |
| FRENCH label text | *Enter* ***translated*** *label text for French input element.* |
| New/existing label text | *Indicate whether this is new or existing label text.* |

* 1. ***Data table caption and header(s)***

| **Requirement #** | *Enter a requirement number for traceability, e.g.,*“2.1-Committed-F”. |
| --- | --- |
| Screen (s) | *Enter all screens where the table appears.* |
| ENGLISH table caption text | *Enter* ***PRP approved*** *English table caption text.* |
| FRENCH table caption text | *Enter* ***translated*** *French table caption text.* |
| New/existing table caption text | *Indicate whether this is new or existing table caption text.* |
| ENGLISH row header text | *Enter* ***PRP approved*** *English row header text.* |
| FRENCH row header text | *Enter* ***translated*** *French row header text.* |
| New/existing row header text | *Indicate whether this is new or existing row header text.* |
| ENGLISH column header text | *Enter* ***PRP approved*** *English column header text.* |
| FRENCH column header text | *Enter* ***translated*** *French column header text.* |
| New/existing column header text | *Indicate whether this is new or existing column header text.* |

#### Requirement ID: Version Number – Reporting

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document Reporting Requirements. Consider using the Report Definition Template in Practice Reference Section of the PAL*
2. *Reporting Requirements identify information about a report that will be required in the system. (e.g., format, headings, frequency, distribution, selection criteria).*
3. *Web Trends Reporting* 
   1. ***Consider using the Website Analytics Elicitation Questions Document in the Practice Reference Section of the PAL*** 
      1. *This is a sub-section of the Reporting requirements.*
      2. *The RD may not have any reporting requirements but may have web trends requirements.*
      3. *Web trends requirements identify information about capturing tagging and logging information specific to a web site or a web page within an existing web site.*

## Non-Functional Requirements

*Use this section to document the non-functional requirements. Refer to the Requirements Development and Management Practice (section 2.8.4) in the PAL for more information and examples of Non-Functional Requirements and Non-Functional Requirements sub-types.*

***Note:*** *Each non-functional requirement needs to have a unique ID for the project. The numbers generated by MS-Word (e.g. 3.1, 3.1.1) along with the project nickname and the requirement type of “N" will form this unique ID. For a more detailed explanation of the requirement ID format, see the instructions under Functional Requirements in section 2.1.*

**IMPORTANT:** Once the initial baseline has been established for this Requirements Document, any new non-functional requirements should be added to the bottom of each section to avoid any impact on the Requirement IDs and traceability.

### Non-Functional Requirements – Operational

1. ***Operational Requirements must be considered for each project.***
2. ***Operational Requirements*** *must be uniquely numbered within the project to facilitate traceability. Refer to the Requirements Development and Management Practice (section 2.9) in the PAL and Traceability Procedure in the PAL for more information.*

#### Requirement ID: Version Number – Availability

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document availability/reliability requirements (that could later provide input into the Operational Service Level Agreements), such as:*
   1. *Number of hours of use that the application or service must be available. NOTE: Please give careful consideration to availability. SLF is moving towards having applications “always on”, meaning we want to always minimize any down time and look for ways to run batch processes while databases and applications remain available*
   2. *Frequency and timing of maintenance down time*
   3. *Is there a change window*
   4. *Acceptable number of failures per week/month*
   5. *Application or Service uptime;Acceptable number of minutes/hours the system can be down when a failure occurs*
   6. *For existing Application or Service, validate that the L rating documented in the* [*Architecture Library*](http://archlib.ca.sunlife/archlibrary/) *is still valid*

*Remember:*

* *Requirements have to be quantifiable/measurable and not subjective (see examples provided below)*
* *Project\_A has* [*Availability Rating Levels*](notes://LN_CAN_A02/85256D16006598AB/E27CDC0E84F56C79852569910062E3A7/EC0111210C1119D6852570CB004B6FF0) *standards that must be adhered to; the architect (s) must be involved in defining the availability rating levels*

1. *Examples:* 
   1. *The online inquiry screen must be available 24 hours a day, 7 days a week or 24x7X365*
   2. *Customer solution will be available from 6 am to 11 pm*
   3. *A weekly window exists on Sundays from 2 a.m. to 8 a.m (planned changes).*
   4. *No changes required to the Availability rating; rating will remain as L2 (could add the LVT definitions to the appendix as a reference)*
   5. *The application must run without interruption 24x7X365 and must be restored within 4 hours*
   6. *The statement tracking tool is not expected to be a Customer Call Centre application and is therefore not subject to Customer Call Centre availability standards.*
   7. *Examples of subjective requirements are: Service must be uninterrupted, Service must be reliable*

#### Requirement ID: Version Number – Data Retention

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document: specific business needs which are not already defined in their legal/regulatory requirements*

*Note: BSAs are only responsible for documenting any changes from the current state and any customized process not already documented as part of the SLF rules and legislation which is the Business responsibility.*

* 1. *Link to Pattern Library documentation:* [*pattern library*](https://sunlifefinancial.sharepoint.com/sites/RiskMgmt/ERM/IMR%20Pages%20All/RM%20Tools/RM%20Toolkits/Global%20Management%20Pattern%20Library.aspx)
  2. *Link to Records Management Sharepoint site:* [*link*](https://wiki.sunlifecorp.com/display/ESGRC/Enterprise+Services+-+Records+Management)
  3. *Document how the technology solution will materially alter or affect the creation, receipt, maintenance/storage, use or disposition of Project\_A Business Records throughout their lifecycle (i.e. Business custom system record management)*
  4. *Document the Business custom process for which data/records destruction will be enforced and executed by the technology solution as defined by the Business stakeholders and which is not already documented as part of the SLF regular schedule*
  5. *Document how the Business custom technology solution will enforce and execute either the temporary or indefinite suspension of record deletion or alteration activities should a tax or legal hold be placed on the records and their metadata managed by the solution.*

*Examples:*

* 1. *Once data is 24 hours old it is considered to be historical and must be archived.*
  2. *Once archived, all data must be retained for a minimum of 7 years.*
  3. *All data must be destroyed after 10 years.*

#### Requirement ID: Version Number – Disaster Recovery

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to document business needs regarding disaster recovery, Disaster Recovery includes* 
   1. *Recoverability of data (V rating)*
   2. *Data Loss Tolerance (T rating).*
2. *Example:* 
   1. *The application must continue to support the current recoverability rating of V2 (less than 24 hours) and the current Data Loss Tolerance rating of T1 (In-flight transactions only are lost).*

#### Requirement ID: Version Number – Scalability

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to address any increases in activity or volume that the system or solution should take into consideration; noting that this requirement may be a factor for load testing.*
2. *Activities may involve the system’s or solution’s ability to accommodate increases in users, transactions or data.*
   1. *The number of users or how users will be using the system/solution*
   2. *The number and/or frequency of integrations coming into or out of the system/solution*
   3. *The volume of transactions coming into or out of the system/solution.*
   4. *The ability to re-use components across multiple applications.*
3. *Two time scales should be taken into consideration:*
   1. *Known increases as a direct result of the system/solution addressed in the RD; whether realized immediately or over a period of time.*
   2. *Potential increases which may or may not occur after the system/solution has been implemented.*
4. *Examples:*
   1. *We expect 30% growth in new policies each year for the next 3 years.*
   2. *We expect the sale of 50,000 policies this year and 10% growth each year for the next 3 years.*
   3. *We expect 5,000 site users per day, with an increase to 8,000 site users daily during RRSP season (1st 60 days of the year).*

*To help determine whether the Scalability NFR is need, you should ask:*

1. Is this a new system or solution?
   * If Yes – Then you should outline anticipated activities and volumes, specifying:
     + - What activities and/or volumes are being increased
       - What the measurable increase will be
       - The period of the increase (ie. at implementation and/or over the next 5 years)
   * If No – see question 2
2. Will there be a known or potential increase in activity or volume to the system as a result of this initiative?

* If Yes – Then you should outline the increase in activity and/or volume, specifying:
  + - * What activities and/or volumes are being increased
      * What the measurable increase will be
      * The period of the increase (ie. at implementation and/or over the next 5 years)
  + If No – Then state > *There will be no increase in activity or volume as a result of this initiative*

#### Requirement ID: Version Number – Extensibility

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Use this section to address any changes that may affect the system or solution after it has been implemented.*
2. *These are planned or potential changes that the developer should be made aware of, such as:*
   1. *Future Phases*
      * *This would include requested functionality or requirements which are not being delivered within the scope of this RD*
   2. *Upcoming Releases*
      * *Whether in-house or from the vendor (if this is vendor solution)*
   3. *Infrastructure Upgrades.*
      * *This would include system upgrades, server upgrades, platform upgrades, etc.*
3. *The expectation is that the system/solution will be developed to accommodate for extensibility requirements*
   1. *Extensibility requirements can include items listed in the Out-of-Scope and Constraints sections of the Requirements.*

*To help determine whether the Extensibility NFR is need, you should ask:*

1. *Are there any planned or potential changes that may affect the solution after it has been implemented?*
   * *If Yes – Then you should outline the anticipated changes, specifying:*
     + - *What the anticipated changes entail*
       - *When the changes are expected*
   * *If No – Then state > There will be no anticipated post-implementation changes which may effect this initiative*

### Non-Functional Requirements – Performance

1. ***Performance Requirements must be considered for each project.***
2. ***Performance Requirements*** *must be uniquely numbered within the project to facilitate traceability. Refer to the Requirements Development and Management Practice (section 2.9) in the PAL and Traceability Procedure in the PAL for more information.*
3. *Use this section to document requirements for how the system or application should perform, internally and externally. In today’s electronic environment, it is particularly important to be aware of the performance issues for end users outside of the SLF network. Document requirements such as:*
   1. *Number of concurrent users.*
   2. *Number of transactions per second.*
   3. *Speed of transaction.*
   4. *Space required.*
   5. *Resource utilization levels.*
4. *Examples:*
   1. *The response time of the system must be less than 2 seconds when performing all of the required functions. This includes:*
      1. *Response time for calculations.*
      2. *Response time for accessing screens/functions.*
      3. *Response time when performing searches.*
      4. *Response time when performing inquiries.*
      5. *Response time when performing deletions, updates, and inserts.*
   2. *This change must not negatively impact the current performance of the Spector system or CHESS.*
   3. *All resource intensive processes must be run outside of normal business hours to avoid a reduction in daytime performance (e.g. at 03:00am).*
5. *Examples:*
   1. *Example 1:*
      1. *The response time of the system must be less than 2 seconds when performing all of the required functions. This includes:*
         1. *Response time for calculations.*
         2. *Response time for accessing screens/functions.*
         3. *Response time when performing searches.*
         4. *Response time when performing inquiries.*
         5. *Response time when performing deletions, updates, and inserts.*
      2. *This change must not negatively impact the current performance of the Spector system or CHESS.*
      3. *All resource intensive processes must be run outside of normal business hours to avoid a reduction in daytime performance (e.g. at 03:00am).*
   2. *Example 2:*
      1. *New Application: The WEM pages within this site, needs to load within 4-5 seconds on desktop and 3G connection for mobile.*
   3. *Example 3:*
      1. *New application with database changes: Responsiveness is measured by the page load speed of the home page of myProject\_A.ca, which can be affected by the number of users on the website, the distance between the users and Project\_A’s servers, and the time of day.*
      2. *The myProject\_A Home Message Centre project will create a new table in the CIF to support Message Centre message status data. As the CIF is an operational database that supports myProject\_A.ca and the Call Centre, IT will take the following steps to ensure that there is minimal impact to the responsiveness of myProject\_A.ca:*
         1. *Conduct load tests together with TCoE to assess if there is any impact by adding the new table. Load tests will consist of:*
         2. *Standalone load test for Message Centre at peak load. In this test, Message Centre script(s) will be run at a high load to confirm that the new application is scalable. Load numbers will be confirmed by the designer.*
         3. *Volume & Stability load test – baseline at 14,000 sign-ins per hour (SPH) will be run before and after with Message Centre steps.*
         4. *Note: In view of the heavy volume of sign-ins experienced early in 2016, volume and stability load test baseline has been increased to 25,000 SPH.*
         5. *Work with the Database Administrator (DBA) to:*
            1. *Optimize queries used by myProject\_A.ca to access the CIF.*
            2. *Plan migration and archiving of data in the new table at pre-determined intervals. This will minimize the number of records stored in the new table and improve efficiency.*
   4. *Example 4*
      * 1. *Existing Web Application with frontend and backend changes: The responsiveness of the ME Tool will be dependent on the connection between ME (WEB front end application) and OASIS/Enroller (Backend application) systems and also the connection between ME and WEM to retrieve the content required. The actual loading time on all pages are conditioned on the amount of content that will need to be retrieved from WEM, the features to be displayed on the page, as well as whether the page content is already cached for the same client/plan/event combinations. The initial load for a client/plan/event information will take the longest and any subsequent load for the same combination will load in a reduced time due to caching. Cache is cleared daily so the responsiveness experienced by the user will vary.*

#### Requirement ID: Version Number – Responsiveness

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Criteria for general system performance. Consider needs for system login/launch, screen to screen navigation, concurrent users, etc.*
2. *Describe the expectations for end-user functions. What is needed for length of time for record CRUD (Create, Read, Update, Delete), calculations, reports, query execution, etc.*

### Non-Functional Requirements – Security

1. ***Security Requirements must be considered for each project.*** 
   1. *If Security Requirements are documented as part of the functional requirements, write “Refer to requirement # 2.1.x above.*
2. *Security Requirements must be uniquely numbered within the project to facilitate traceability. Refer to the Requirements Development and Management Practice (section 2.9) in the PALand Traceability Procedure in the PAL for more information.*
3. *The output from the PIA needs to be in the requirements*
4. *Use this section to document requirements for:*
   1. *Ensuring privacy and confidentiality of information – ask questions such as:*
      1. *Question 1: Are we using client/member information that is classified as private under the PIPEDA Act*
      2. *Question 2: Are we under contractual agreements to protect member identity by following Project\_A Privacy Requirements*
      3. *Question 3: Are we under contractual agreements to restrict access to member identity (e.g. Federal Government Member plans)?*
      4. *Does the data include Government and/or staff plans?*
   2. *Ensuring the integrity of information stored in the application.*
   3. *Ensuring users are authenticated appropriately – ask questions such as:*
      1. *Question 1: Are users required to access the system/site with an ID and password?*
      2. *Question 2: Is special application access required to access the system/site?*
      3. *Question 3: Does the A system need to send client/member credentials to the B system to allow access to the B system?*
   4. *Ensuring actions taken on the system by the user can be tracked for audit purposes, e.g., activity logging.*
5. *Example 1:* 
   1. *For all the screens in the system.*
      1. *Access to add, modify and delete data will only be granted to Level 3 and above employees.*
      2. *Access to view data and transactions will only be granted to Level 2 and above employees.*
   2. *Level 1 employees will not be granted access to the system.*
   3. *Level 2 employees will not have access to functionality that will allow them to make.*
6. *Example 2:*
   1. *Ability to restrict access to claims (and all of the claim’s content) based on policy number. These claims must not appear in any of the list fields for a user that does not have access to these claims.*
   2. *Users need to be able to access the system remotely.*

#### Requirement ID: Version Number – User/Data Security

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

1. *Security needs for users accessing the system. Examples:*
   1. *Who are the targeted users and is role-based security access required? What security groups are required? This could be based on:* 
      1. *role based security (ex, Power users, Finance users)*
      2. *the security model of the application*
      3. *the security model of the Data Lake*
   2. *What authentication credentials are required?*
   3. *What contractual obligations must be enforced for who is authorized for access?*
2. *Security needs for data entered/maintained in the system. Examples:*
   1. *Who is authorized to view the data?*
   2. *Is encryption or masking required?*
   3. *What integrity checks are needed?*

## Transition Requirements

*Use this section to document the transition requirements. Transition requirements describe what the system must be able to do temporarily during the transition period between the current state of the system and the new/future state of the system. Refer to the Requirements Development and Management Practice (section 2.9) in the PAL for more information and examples of Transition Requirements.*

***Note:*** *Each transition requirement needs to have a unique ID for the project. The numbers generated by MS-Word (e.g. 4.1, 4.1.1) along with the project nickname and the requirement type of “T" will form this unique ID. For a more detailed explanation of the requirement ID format, see the instructions under Functional Requirements in section 2.1.*

**IMPORTANT:** Once the initial baseline has been established for this Requirements Document, any new transition requirements should be added to the bottom of this section to avoid any impact on the Requirement IDs and traceability.

### Requirement ID: Version Number – Requirement Name – Complexity – Priority

**Description**

*Use it to provide a* ***brief******description*** *of what the requirement is at a high level (i.e., the description is not the actual requirement and is not testable).*

#### Requirement ID: Version Number – General

***Status:*** *The status indicates where in the requirement life cycle the requirement is. Possible values are:*

* *WIP (work in progress)*
* *Ready for review*
* *Signed off*
* *Cancelled*
* *Deferred*

***Business Area:*** *List all business areas affected by this Requirement ID*

***Source:*** *List the names of all source(s) that provided input into this requirement*

*Use it to document transitional requirements for this requirement ID. Requirements must be uniquely numbered within the project to facilitate traceability.*

**Template Revision History**

*For SDLC Process Group use only. This section should not be modified.*

| **Version Number** | **Release Date (Mmm D, YYYY)** | **Revision Description** | **Authorized By** |
| --- | --- | --- | --- |
| 1.0 | Feb 1, 2012 | First Version : Project\_A CMMI Project Implementation | CMMI Process Improvement Leads |
| 1.1 | Mar 19, 2012 | March PCR Release : PCRs 127, 128, 129, 147, 193, 200, 201, 205, 206, 207, 208, 224, 225, 226, 227, 229 and 231 | CMMI Process Improvement Leads |
| 1.2 | June 18, 2012 | June PCR Release : PCRs 131, 270 and 492 | CMMI Process Improvement Leads |
| 1.3 | Aug 13, 2012 | August PCR Release:  PCR # 631 – added a disclaimer to title page that ALM should be used for most requirements | CMMI Process Improvement Leads |
| 1.4 | Oct 22, 2012 | November PCR Release:  PCR # 537 - Added line for a link to Requirements Package Directory | CMMI Process Improvement Leads |
| 1.5 | Jan 21, 2013 | January PCR release :  PCR # 1046 - Grammatical correction (PCR 1046) | Process Improvement Leads |
| 1.6 | July 22, 2013 | July PCR Release:  PCR #1317 - Updated Assumptions and Constraints to follow a numbered format | Process Improvement Leads |
| 1.7 | Sep 23, 2013 | Sept PCR Release  PCR #1161 and #632– removed supporting documents in the related documents section as they can be accessed through the ES Project Directory  PCR #1359 – removed the Project Contacts section and directed people to the Project Communication Plan | Process Improvement Leads |
| 1.8 | Feb 17, 2014 | Feb PCR release  PCR #350 - Added other documents line to the related documents table to allow links to documents that are not in the ES project directory (eg System Configuration documents) | Process Improvement Leads |
| 1.9 | Apr 21, 2014 | Apr PCR Release  PCR #1658 Updated sections 2.1.2.1.6, 2.1.1 for verbiage changes requested by Asia, including changing priority values to match ALM | Process Improvement Leads |
| 1.10 | Aug 22, 2014 | August PCR release  PCR#1734 – Updated section 2.1.8 with web trends information and link to web trends questions | Process Improvement Leads |
| 1.11 | Feb 17, 2015 | Feb PCR Release  PCR #1855 – changed structure of the headings to more closely match the parent/child relationship of requirements in the word document that is generated from ALM  PCR # 1922 – removed links and added direction to the documents in PAL | Process Improvement Leads |
| 1.12 | June 15, 2015 | June PCR Release  PCR # 1964 -Modified to align with the ALM output and streamlined to remove many mandatory sections. Also clarified subtypes indicating that all are not required  PCR #2056 – Updated to reflect BABOK version 3 instead of BABOK version 2 | Process Improvement Leads |
| 1.13 | Aug 17, 2015 | August PCR Release  PCR# 2128 – corrected Table of Contents  PCR#1764 – added further information on SLF availability in section 3.2.1.1 | Process Improvement Leads |
| 1.14 | Dec 7, 2015 | December PCR Release  PCR #2131- Added Key Business Decisions to Project Overview Section  PCR #2089 and #2105– split scope section into 2 sections with numbers and renamed to In scope and Out of scope. Also added a comment that rationale can be added in the out of scope section  PCR#2262- added guidance on stating the implications of an assumption in the project overview section | Process Improvement Leads |
| 1.15 | Aug 28, 2017 | CI 51918 : Updates done to Disclaimer to replace Project\_A Financial with Project\_A Assurance Company of Canada | Process Improvement Leads |
| 1.16 | Dec 17, 2017 | CI154309; Updates to 3.1.1.6 to add interface subtype for functional requirements, 3.1.2-3.1.4 to update non-functional requirements including removing system/system interactions, technology-hardware and software, separating scalability and extensibility | Process Improvement Leads |
| 1.17 | Jun 17, 2019 | CI 210188 - Emergency fix (May 13, 2019) – Updated the hyperlinks of PAL library to point towards new SharePoint Online | Process Improvement Leads |