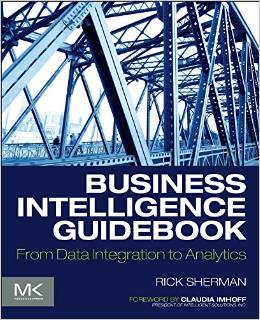
**Business Intelligence Guidebook**

**Templates**



**Chapter 13:**

**BI Application List Template**



[Company Name]

BI Application List

Template

[Project Name]

Date: [Select Date]

Author(s):

Sponsor(s):

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|  |  |
| --- | --- |
|  | Remember that the content of the template is more important than how is presented or formatted.  **Note: to delete any tip, such as this one, just click the tip text and then press the spacebar.** |

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|  | See chapter 13 “Business Intelligence Applications” of the BI Guidebook for a discussion on creating, consolidating and prioritizing the BI application list for a BI release.  This template provides the details of the data content presented in a BI application such as a report, visualization or dashboard. |

# BI Application List

|  |  |
| --- | --- |
|  | See Chapter 13 “Business Intelligence Applications” of the BI Guidebook for the discussion on creating a BI application list for a BI release. The process as explained includes creating an initial list using the business requirements and the BI content specifications, and then revising that list until you have reached agreement on the BI deliverables in the BI release.  Note: Often this list’s first column is rotated as the first row of a table input either in a spreadsheet or a database. |

|  |  |
| --- | --- |
|  | Fill in the descriptive attributes of each of the BI application deliverables for a BI release. |

Table 1: BI Application List

| **BI App ID** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BI Sub-App ID** |  |  |  |  |  |  |  |  |
| **BI App Name** |  |  |  |  |  |  |  |  |
| **BI App Description** |  |  |  |  |  |  |  |  |
| **Business Category** |  |  |  |  |  |  |  |  |
| **Business Purpose** |  |  |  |  |  |  |  |  |
| **Business Processes** |  |  |  |  |  |  |  |  |
| **Business Org** |  |  |  |  |  |  |  |  |
| **Business Owner** |  |  |  |  |  |  |  |  |
| **BI App SME** |  |  |  |  |  |  |  |  |
| **Update Frequency Required** |  |  |  |  |  |  |  |  |
| **Data Sources** |  |  |  |  |  |  |  |  |
| **Analytical Functionality** |  |  |  |  |  |  |  |  |
| **BI Release** |  |  |  |  |  |  |  |  |
| **BI Priority** |  |  |  |  |  |  |  |  |
| **BI App Group** |  |  |  |  |  |  |  |  |
| **Current Reporting (Y/N)** |  |  |  |  |  |  |  |  |
| **Current Report ID** |  |  |  |  |  |  |  |  |
| **Current Report Name** |  |  |  |  |  |  |  |  |
| **Current Report App** |  |  |  |  |  |  |  |  |
| **Business Requirement ID** |  |  |  |  |  |  |  |  |
| **Comment** |  |  |  |  |  |  |  |  |
| **Created** |  |  |  |  |  |  |  |  |
| **Last Update** |  |  |  |  |  |  |  |  |
| **Last Updated by** |  |  |  |  |  |  |  |  |

# BI APPLICATION – ISSUES

|  |  |
| --- | --- |
|  | The BI application list is often stored in the same manner as the BI application list. Some teams will use either issue tracking software package or a collaboration tool to manage issue lists. |

|  |  |
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|  | List the issues presented and how each was resolved. |

Table : BI Application List - Issues tracking

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BI App ID** | **BI Sub-App ID** | **BI App Name** | **Issue** | **Issue by** | **Issue Date** | **Assigned to** | **Estimated Resolution Date** | **Resolution Description** | **Resolution Approved by** | **Last Update** | **Last Updated by** |
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# Approvals

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| --- | --- |
|  | It is a best practice to obtain sign-off approval of each project milestone. An organization’s policies and culture will dictate who the approvers are, but typically the sponsors and key stakeholders are included. |

|  |  |  |
| --- | --- | --- |
| Title | Name | Approval  Date |
|  |  |  |
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