DRAFT - ICT Project Guidance

Definition – Transitional Requirements

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## Description

This document lists transitional requirements applicable to generic services.

## Synopsis

A solution is the Transition from an existing state to a future state that includes a system defined by Quality and Functional requirements. The Transition involves setting up delivery processes and systems, incorporating pre-agreed processes to meet policies and governance, resourcing, licensing and subscribing, setting up delivery pipelines, infrastructure provisioning, system provisioning (reference data and code sets, groups, group roles, users, workflows, media), migrating data via API (“application programming interface”) based ETL (“extraction, transformation and loading”), progress reporting, etc.

## Contents

[Description 1](#_Toc145232973)

[Synopsis 1](#_Toc145232974)

[Contents 2](#_Toc145232975)

[Synopsis 3](#_Toc145232976)

[Introduction 3](#_Toc145232977)

[Heading Level 3 3](#_Toc145232978)

[Heading Level 4 3](#_Toc145232979)

[Appendices 4](#_Toc145232980)

[Appendix A - Document Information 4](#_Toc145232981)

[Images 4](#_Toc145232982)

[Tables 4](#_Toc145232983)

[References 4](#_Toc145232984)

[Review Distribution 4](#_Toc145232985)

[Audience 4](#_Toc145232986)

[Structure 4](#_Toc145232987)

[Diagrams 4](#_Toc145232988)

[Terms 5](#_Toc145232989)

## Introduction

BOSSCARD/ RAID: Background [], Objective, Options, Scope[In/Out], Stakeholders [Users], Constraints, Assumptions, Risks, Dependencies, Decisions, Deliverables.

# Transitional Requirements

## Resourcing

### Capabilities

Consider the Capabilities required to deliver the project:

* Governance
* Reporting
* Organisation
* Analysis
* Definition
* Delivery Automation
* System Development
* Information Development
* Assurance
* Accreditation
* Business Service Support
* System Supporting
* Operating
* Monitoring
* Maintenance

### Resourcing

Consider what Roles require resourcing to provide the above capabilities:

* Project Manager
* Technical Lead
* Stakeholder Analyst(s)
* Enterprise Architect
* Solution Architect
* Technical Analyst(s)
* Test Analyst(s)
* DevOps specialist developer
  + Infrastructure Developer
* Automated Test developer
* System developer
* Assurance:
  + Quality assurance specialist
  + Privacy assurance specialist
  + Security assurance specialist

### Hiring

Consider the resources that need to be hired to deliver the project:

* Physical spaces
* Physical furniture
* Physical devices

### Subscriptions

Consider what services are need to be subscribed to provide:

* End user services:
  + HTTPS certificate
  + supporting infrastructure (eg: Azure, AWS)
  + service brochure website
  + self-help documentation website
  + support service
  + domain name
* Virtual meetings services
* Electronic Document Management Services (EDMS) to persist deliverable documents
* Project Management Wiki service
* Development Integrated Development Environment (IDE) services

### Licensing

Consider what services need to be bought.

### Registries

Consider developing Registries to catalogue the following lists:

* People: who work on the project (past/current)
* Delivery Roles: and who has that role now
* RAID Registries:
  + Assumptions
  + Risks
  + Issues
  + Dependencies
* Decisions Registry capturing those made by Governance that could not be self-determined by following Principles.
* Engagement/Interactions Registry:
  + With stakeholders, partners
  + Capturing commitments and agreements made

### Configuration

#### Work Item Management Capability

#### Electronic Document Management Capability

### Automation

#### Workflow Automation

#### Delivery Automation

### Environments

#### Branch Based BT, DT, ST, UT, IT, TR, PP, PR

### Media

#### Tracking

#### Data Collection Purpose, Attributes Collected, Use

### Reference Data

#### Code Sets & Reference Data

### Provisioning

#### Provisioning Groups,

#### Provisioning Group Role Types

#### Provisioning Users

#### Provisioning User Group Role Associations

### Data Migrations

#### API versus Datastore

#### Pre-existing System Data

## Documentation

#### Support Documentation:

* Written documentation that end users will be able to access.
* Online documentation

#### Operations Documentation

#### Maintenance Documentation

#### Deployment, Data Restoration, DR Documentation

#### Business Continuity Documentation

## Training

#### Training for Stakeholders – Objectives, Principles, Governance

#### Training for Developers - Security

#### Training for Developers – Integration and Component Design and Code Patterns

#### Training for Business Analysts

#### Training for Test Analysts

Appendices

Appendix A - Document Information

### Images

[Figure 1: TODO Image 2](#_Toc144995112)

### Tables

[Table 1: TODO Table 3](#_Toc145048484)

[Table 2: TODO Table 2 3](#_Toc145048485)

### References

**There are no sources in the current document.**

### Review Distribution

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### Audience

The document is technical in nature, but parts are expected to be read and/or validated by a non-technical audience.

### Structure

Where possible, the document structure is guided by either ISO-\* standards or best practice.

### Diagrams

Diagrams are developed for a wide audience. Unless specifically for a technical audience, where the use of industry standard diagram types (ArchiMate, UML, C4), is appropriate, diagrams are developed as simple “box & line” monochrome diagrams.

### Terms

Refer to the project’s Glossary.

##### IT

: acronym for Information, using Technology to automate and facilitate its management.

##### ICT

: acronym for Information & Communication Technology, the domain of defining Information elements and using technology to automate their communication between entities. IT is a subset of ICT.