ICT Project Guidance

Definition:  
Requirements Development -   
Transitional Requirements   
[DRAFT]

Version:

0.1

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## Purpose

To reduce project delivery risk by providing guidance on the development of Transitional Requirements, as defined by the International Institute of Business Analysis (IIBA) in the Business Analysts Body of Knowkedge (BABOK).

## Synopsis

<TODO>

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## Introduction

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

# Transitional Requirements

Functional and Non-Functional Requirements are System or Solution Requirements and describe the system as it is desired to be in a future state.

Transitional Requirements on the other hand focus on the activities, processes, tasks necessary to transition from a current state within a project lifecycle, to the desire future state.

## Delineation

Due to the closeness of Non-Functional and Transitional Requirements, there often are occasions where uncertainty arises as to where a new requirement should be developed.

Common examples include ETL operations, which are often involve the development of small-scale custom supporting automation developed outside of a solution’s systems, in between new systems and legacy systems or data warehouses.

If the ETL automation is to provide assistance with migration from a legacy system and probably will be turned off at some point, then it should be considered as a change activity, and be described as a Transitional Requirement.

If the ETL automation is to export data from the system to a data warehouse and be run every night for as long as the service is made available to users, then the requirement is probably more of a solution Non-Functional Requirement.

Another example case might be when media resources need to be developed and fed into the system but will be developed by another group. In such cases, the requirement is a solution requirement – but might need to belong to another RFx.

## Responsibility

Whereas a solution’s service(s) Functional (FR) and Non-Functional Requirements (NFRs) are clearly the responsibility of the SaaS or SaaP vendor, Transitional Requirements (TR) often involve the resources of both vendor and sponsor.

As to presentation, two options present themselves: develop two different Transitional Requirement documents, one for the vendor, and one for the sponsor, or use one document for both, with requirements having an extra column indicating whom is responsible for their delivery.

Note:  
Our recommendation is to use a single document for both parties, providing an overall view, with less potential for requirements being omitted.

## Subjects

Unlike Non-Functional Requirements, there is no International Standards Organisation (ISO) available to guide the development of Transitional Requirements.

However, while reviewing domain literature, a common set of concerns were observable, and the following are therefore proposed as being valuable areas to define early.

* Discovery
  + HR
  + Legal
  + Privacy
  + Accreditation
* Procurement
  + Licenses or purchases:
    - Feedback Services
    - Work Environment Services
      * Collaboration communication Platform (e.g., Teams)
      * Electronic Document Management Service (e.g., SharePoint)
      * Record Keeping
    - Business Service Environment Services (Azure, AWS, etc.)
    - Pipeline Services
* Provisioning
  + Roles
  + Abilities and Skills - and optionally Certifications – Required of Roles
* Processes
  + Role summary, deliverables, expectations, deliverables documentation
    - Analysts
    - Developers
    - Assessors
  + Training requirements and plans for supporting & operational staff
* Standards
  + Requirement standards
  + Development standards
  + Integration & data standards
* Systems
  + Data migration, including transformation, automation design, implementation, documentation:
    - From Legacy System
    - From Authoritative Reference Systems
* Media Resources
  + Project Identity:
    - graphics, fonts
    - style sheets
    - stock images
  + Templates
    - Internal: memos, documents, reports
    - External: Fliers,
  + External corporate website content
  + Internal corporate website (e.g., a confluence area) content
  + Public project website content
  + Marketing & Promotion
    - Physical:
      * Flyers (volume, lower quality, single use)
      * Leaflets (lower volume, higher quality than flyers)
      * Brochures (lower volume, higher quality than leaflets)
      * Posters (for shows, for outside presentation rooms)
      * Cutouts (specialised indoor posters)
      * Cards (physical presence at shows)
    - Digital:
      * Emails
      * Social Media Platforms (Instagram, etc.)
        + Adds
  + Role Instructions, wrapping & relying on system documentation
    - For:
      * [General] Customer Support
      * Business Service Support
      * System Operations
      * System Maintenance
    - Via:
      * Digital
      * Print
* Data
  + Legacy Migration
    - Investigating & documenting
    - Target API validation investigating & documenting
    - Transformation design and documentation
    - system design and documentation
    - deployment
    - ETL performing
  + Reference Data
    - Investigating & documenting
    - Extracting, Transforming, Importing Designing
    - System design & documentation
    - deployment
    - ETL performing
  + Seeding
    - Resource
  + Exporting
    - ETL to Data warehouse:
      * Investigating & documenting
      * ETL Designing
      * System Designing
      * Deployment
      * ETL Performing
* Integrations
  + IdP
  + Email
  + Monitoring
  + Reporting
  + Data warehouse
  + Record keeping
* Communications
  + To Sponsor
  + To Governance
    - Solution
    - Technical
    - Program/Project Governance
      * Strategic Alignment
      * Financial
      * Progress
  + To market
  + To inquiries
    - OIA
* Training
  + Training Locations
  + Training Schedules
  + Training Programs

Appendices

Appendix A - Document Information

### Versions

* 1. Initial Draft

### Images

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

### Tables

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

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### References

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

### Review Distribution

The document was distributed for review as below:

|  |  |
| --- | --- |
| Identity | Notes |
| Sandy Britain, Enterprise Architect |  |
| Mel Hart, Change Management Lead |  |
|  |  |

### 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.