|  |  |
| --- | --- |
| **C:\Users\TARC\Desktop\Team SOCL.jpg** | **TEAM socl Master Template: Version Tracking**  This is a control page to track the changes to this ITLC template; project teams should remove it when using this document. |

|  |
| --- |
| **This document supports TEAM socl 1.0, BETA** |
|  |

| Version No. | Date | Name | Description of Change |
| --- | --- | --- | --- |
| 1.0 BETA | March 14, 2014 | TEAM socl | Initial BETA build |
|  |  |  |  |
|  |  |  |  |



Functional Specification

TEAM socl

|  |  |
| --- | --- |
| **Filename:** | BETA |
| **Last Save Date:** | Friday, March 14, 2014 |
| **Author(s):** | CMFLK |
| **File Location:** | [https://onedrive.live.com/?gologin=1&mkt=en-US#cid=C7F69650F49ABBED&id=C7F69650F49ABBED%21140](https://onedrive.live.com/?gologin=1&mkt=en-US%23cid=C7F69650F49ABBED&id=C7F69650F49ABBED%21140) |
| **Project Information Classification:** | HBI, MBI, LBI, PII, or HSPII [select information classification] |
| **TEAM socl Confidential:** This document must be handled in accordance with its assigned information classification. Refer to *InfoSec #2.0 Information Classification & Handling Standard* for more information. | |

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# Directions for using template:

Read the Guidance Text (*Arial blue italic font in brackets*) to understand the information that should be placed in each section of this template. Then delete the Guidance and replace the placeholder within <<Begin text here>> with your response. There may be additional Guidance in the Appendix of some documents, which should also be deleted once it has been used

# Introduction

**[**The Functional Specification Introduction may include an Executive Summary section, providing a strategic statement of the contents of the Functional Specification. It should identify which foundational documents (requirements, usage scenarios, designs, etc.) comprise the Functional Specification and provide a brief statement about the content of each. The Introduction may also include an overview of the project’s vision and scope. This should include a summary of the business opportunity, solution concept, and scope sections of the Vision/Scope document. May also include link to RACI. This information is for reader context only.]

This document describes functional specifications of the TEAM socl application of the TEAM socl project. The specifications are derived to be a solution for the user needs research carried out by the use case scenario presented in the week of 17Januuary 2014. User stories follow:

Scenario 1 – Team Captain

**Paragraph 1: Customer definition and situation**

* Rick is a looking for a way to get commitments from his friends for this year’s softball league. He wants to be able to check at any time to see if his friends are signed up, in case he needs to remind them. He also wants to make sure that their contact information is saved along with their name during signups, so throughout the season he can send out email reminders for games.
* In previous years, he has posted a paper list, but each time, it was taken and passed around. The list was lost and incomplete by the time Rick needed to turn in his roster.

<magic happens>

**Paragraph 2: Happy ending**

* Rick was pleased that he was able to identify which friends had committed to his team, and which ones he still needed to contact. He was also pleased that for those who did sign up, the list was intact with all the necessary information filled out.
* Rick is confident that he has successfully put together his softball roster.

Scenario 2 – Player

**Paragraph 1: Customer definition and situation**

* Joyce is interested in signing up for Rick’s softball team. She wants to be able to quickly fill out a form and know that Rick has her information.
* In previous years, Joyce has had to follow-up with Rick to make sure he knew she was interested in being on his team.

<magic happens>

**Paragraph 2: Happy ending**

* Joyce was confident that after she had filled out the softball signup form that Rick would know she was interested in being on the team. She was pleased that she did not feel like she needed to follow-up with a phone call.

The purpose of this documentation phase is to identify specifications concerning user input, system response, system data and related hardware and logistics matters. The document will provide the specifications for building the working-model of the TEAM socl “tool” which will then be the subject of user tests before its subsequent implementation as a fully operating tool in recreation venues.

# Solution Overview

|  |  |
| --- | --- |
| **Requirement ID** | **Requirement** |
| R1 | Individual needs to be able to: Access Program to select sign up |
| R2 | Individual needs to be able to: Add their personal information to the roster |
| R3 | Individual needs to be able to: Request team name |
| R4 | Individual needs to be able to: Request Position |
| R5 | Individual needs to be able to: Enter and save personal Information |
| R6 | Individual needs to be able to: See information for other players (except email) |
| R7 | Individual needs to be able to: Delete themselves from system. |
| R8 | Individual needs to be able to: Send other players email via system. |
| R9 | Admin needs to be able to: See all player information including email addresses |
| R10 | Admin needs to be able to: Add / Delete Assign teams |
| R11 | Admin needs to be able to: Add game time and locations |
| R12 | Admin Needs to be able to: Send out mass email notification of event changes |
|  |  |

## Out of Scope

[The Out of Scope section identifies the requirements that will not be met by this project or release.This should include the identification of any requirement (business, user, system, operational, usage scenario) that cannot be met and an explanation of why it cannot be met. This section may also identify future solution releases that will satisfy these requirements.]

* TBD

## Assumptions and Dependencies

[The Assumptions and Dependencies section lists and defines the project-oriented assumptions and dependencies (as opposed to feature dependencies or environmental dependencies) that have been identified through the process of developing the Functional Specification. An example of a dependency is this: a delivery may require advanced skills in various product technologies or business processes. In addition, ensure that any dependent, custom data dictionary objects have been identified and created. If not, the corresponding functional specification for these objects needs to be referenced.

List assumptions and dependencies separately.]

User will have access to the application environment and signup features.

Primary dependencies exist with the SQL interface, the TEAM socl Beta Version and the Windows operating system. C# is being used to develop this project along with WPF WPA as it provides good flexibility for this type of system design.

The TEAM socl solution will be implemented in a package installer and will run a minimum system requirements check prior to installation.

* Minimum Hard Drive space: 15GB
* Minimum Memory Requirements: 1024

The Beta 1.0 assumptions are included below:

1. TEAM socl will need to be able to run on a local PC.
2. Centralized server installation must also be supported in an administrative role.
3. Windows 7 and higher will need to be supported.

## High Level Conceptual Design

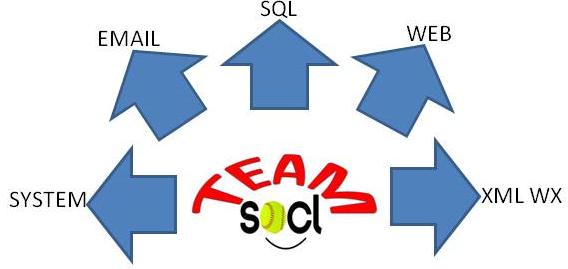
[The High Level Conceptual Design section illustrates the functions and features associated with this solution at a high level using a picture of how the features, processes and systems fit together. Use this section to quickly describe the solution detailed in the design. The “HOW” to the Business Requirements “WHAT”.]

The design features that are brought out in the TEAM socl application will enhance and produce the following;

* Want to be softball players will be able to sign up with the team.
* Team members will receive notification from the coach that their application was received.
* Team members will receive notification when their application is accepted .
* Team members will be given email updates to team practice and game schedules.
* Team members will be allowed to update their profile information.
* Coaches will be able to manipulate user data and assign to a team.
* Weather features will be available on the application.
* Team members will be allowed to delete themselves from the database.

# System Context/Overview

[This section of the functional spec describes what systems are affected by the solution and the interfaces/data flow between the systems. Use illustrations and limited text to describe the interfaces in this section.]



TEAM socl application will interface through the operating system using the minimal system resources as described in section 2.2. The above diagram refers to interfaces required for full functionality.

## Supported Platforms

[This section should specify the operating systems, browsers that will be supported by the application. If the application is in scope for the Managed Solutions(MMS/SRP) environment, this should be included.]

Windows 7 and above will be fully supported.

# System Features

[This section is the heart of the Functional Specification and addresses HOW each of the requirements in scope for the project will be addressed by the system or process. The sections in are meant to be a guideline for describing the functions for consumption by the product managers and the technical teams. Program Managers should divide the functionality as appropriate and describe as appropriate. The only MANDATORY section is the Requirements Control piece that ties what requirements from the BRD are addressed by this feature. All requirements in scope for the project MUST be included in a “Requirements Control” within the functional specification.]

<<Begin text here>>

Requirement ID Requirement

R1 Individual needs to be able to: Access Program to select sign up

R2 Individual needs to be able to: Add their personal information to the roster

R3 Individual needs to be able to: Request team name

R4 Individual needs to be able to: Request Position

R5 Individual needs to be able to: Enter and save personal Information

R6 Individual needs to be able to: See information for other players (except email)

R7 Individual needs to be able to: Delete themselves from system.

R8 Individual needs to be able to: Send other players email via system.

R9 Admin needs to be able to: See all player information including email addresses

R10 Admin needs to be able to: Add / Delete Assign teams

R11 Admin needs to be able to: Add game time and locations

R12 Admin Needs to be able to: Send out mass email notification of event changes

## Functional Area #1

[Within this section it’s important to capture the to-be process in detail. Include details on the duration of the process and identify any dependencies. Ensure you capture all scenarios including exception processing. When defining requirements for automation of a manual process or an upgrade to an existing system it may be helpful to define both the as-is and the to-be processes in this section.

Repeat this section for each Functional Area. An example of a Functional area might be the Order Entry function of the RIO application. The example text included below is from the Order Entry section of the RIO application documentation.]

[SAP - For RICEF object, provide a detailed description of the object. Provide details for custom development requirements (e.g., process flow diagram, detailed description of data manipulations, transactions required, screen flows) where appropriate.]

**R1 Individual needs to be able to: Access Program to select sign up**

-This information will include

Individual will be given location of download site or a portable install version. Conceptual design may be initialized in a recreation center where all desired players can converge on one location to sign up for a team for an off web experience.

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

<<Begin text here>>

This feature will be available to all users.

### As-Is Solution

[Describe the current state. This can be using a process diagram, system diagram, examples or text.]

Not applicable as this is a BETA version.

### Overview of Screens

*[Screens listed will be detailed in following section]*

* Screen List and Descriptions
* Screen Workflow
* Screen Performance Expectations (response times/user times)

### Screen Definition, Screen # 1

[Repeat this section as many times as needed, to cover all screens for this functional area listed above.]

|  |  |
| --- | --- |
| Title | TEAM socl sign up |
| Navigation to Screen | Clicking on the the start menu or desktop icon |
| Navigation Bar Title | TEAM socl logon |
| Security/Role of User(s) | User or admin |

### Screen Overview

Include a description of what can be done on this screen and/or why a user would come to this screen.

### The opening screen should be represented as below in such a fashion that there are minimal options and the user experience is easy to understand and easily navigable.

### Screenshot/Mock-Up

Include a mock up to represent the contents of and general layout of the screen.



### Screen Field Definitions

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Name | Field Type | Len | Format | Validation | Placement | Description |
| EMAIL | Data Entry | 30 | string | Blue | As shown | Obvious Email Address |
| Password | Data Entry | 30 | string | Blue | As shown |  |
| Signup | Click | na | object | yellow | As shown | Advances to the sign up page |
| Forgot username | Click | na | object | red | Lower Portion | Window pops to input email address |
| Forgot password | Click | na | object | red | Lower Portion | Window pops to input email address |

### Performance Expectations

Load time for the program should be under 1 minute.

### Screen Definition, Screen # 2

Repeat section 4.1.5.1 and subsections for each additional screen

|  |  |
| --- | --- |
| Title | TEAM socl user registration |
| Navigation to Screen | Clicking on “Not Registered? Click Here.” |
| Navigation Bar Title | New User Registration |
| Security/Role of User(s) | User – New user only with no duplicate data in database |

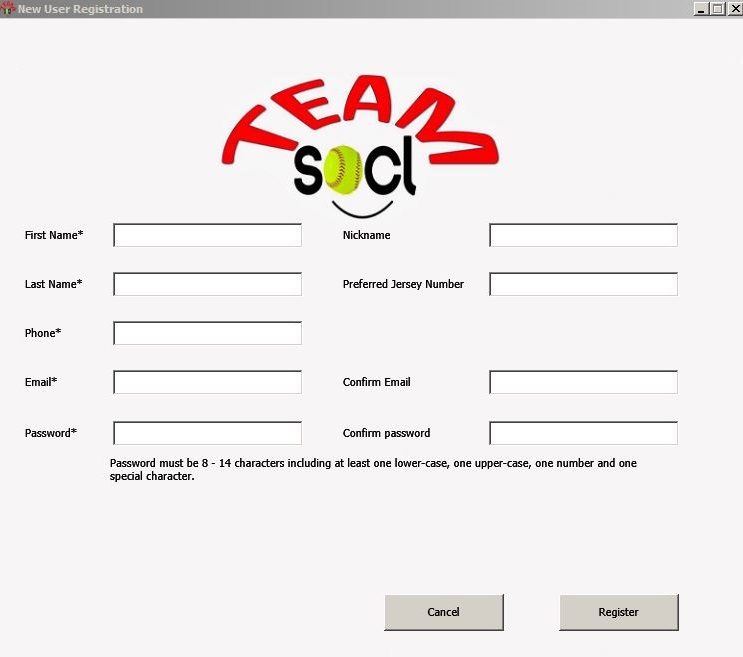
### Screen Overview

Include a description of what can be done on this screen and/or why a user would come to this screen.

The opening screen should be represented as below in such a fashion that there are minimal options and the user experience is easy to understand and easily navigable.

### Screenshot/Mock-Up

Include a mock up to represent the contents of and general layout of the screen.



### Screen Field Definitions

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Name | Field Type | Len | Format | Validation | Placement | Description |
| First Name | Data Entry | 30 | string | Blue | As shown |  |
| Last Name | Data Entry | 30 | string | Blue | As shown |  |
| Phone | Data Entry | 30 | string | blue | As shown |  |
| Email | Data Entry | 30 | string | blue | As shown |  |
| Password | Data Entry | 30 | string | blue | As shown |  |
| Confirm Email | Data Entry | 30 | string | blue | As shown |  |
| Confirm Password | Data Entry | 30 | string | blue | As shown |  |
| Nickname | Data Entry | 30 | string | blue | As shown | Optional |
| Preferred Jersey Number | Data Entry | 30 | int | blue | As shown | Optional |

### Error Handling

[Use this section to describe the error handling and exception cases associated with this functional area.]

*[List any Error Handling requirements, encompassing both potential errors and notification procedures]*

Errors will be mailed to the team social database in the background actions of the program. Friendly error messages will instruct the user of what they are performing incorrectly.

## Functional Area #2

[Continue with other features and Functional areas here. Repeat section 4.1 above]

**R2 Individual needs to be able to: Add their personal information to the roster**

-This information will include

Name

Phone

Address

Email

Position

Experience

|  |  |
| --- | --- |
| Field | Required |
| Phone | Yes |
| Address | Yes |
| Email | Yes |
| Emergency Contact | Yes |
| Privacy Option | Yes |
| Text Alerts Y/N | Yes |
| Email Alerts Y/N | Yes |
| Batting Average | No |
| Positions Trained | No |
| Positions Played | No |
| Expected Availability to Play% | No |
| Team Requested to be on | No |

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

<<Begin text here>>

This feature will be available to all users.

## Functional Area #3

**R3 Individual needs to be able to: Request team name (Assignment)**

-This information will include

Player will convey in the sign up process message window who they know or a specific team name to be assigned to.

(This makes the most out of the “TEAM socl” idea)

|  |  |
| --- | --- |
| Field | Required |
| Requested Team | No |

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #4

**R4 Individual needs to be able to: Request Position**

-This information will include

A narrative that conveys experience that supports desired position. If no experience or little experience this is optionally left blank.

|  |  |
| --- | --- |
| Field | Required |
| Requested Position | No |

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #5

**R5 Individual needs to be able to: Enter and save personal Information**

-This information will include

When requirements 1-4 are complete Functional area #5 activates. At this point the Team member will save his or her work and confirmation emails should be sent to both the coach and the team member applicant confirming that all information was submitted successfully.

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #6

**R6 Individual needs to be able to: See information for other players (except email)**

-This information will include

The overall objective of the TEAM socl application is to use it for communication purposes and information dissemination. At no time should another team member’s email address or personal information be viewable. This is to provide the privacy and security of the members and prevent legal recourse on application administrators. There will be a functional link in which one team member may be able to email another team member or coach and the email will be sent through the [TEAMsocl@outlook.com](mailto:TEAMsocl@outlook.com) email account leaving anonymity of the senders and receivers email address.

|  |  |
| --- | --- |
| Field | Required |
| First Name | Yes |
| Last Name | Yes |

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #7

**R7 Individual needs to be able to: Delete themselves from system.**

-This information will include

There will be a simple delete or unenrolled button on the user profile edit page. **TBD**

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #8

**R8 Individual needs to be able to: Send other players email via system.**

-This information will include

This concept of this functionality is described within para 4.6.

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #9

**R9 Admin needs to be able to: See all player information including email addresses**

-This information will include

Admin rights will be granted to certain individuals through database administration which will give them access to all areas of the TEAMsocl application and user information.

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #10

**R10 Admin needs to be able to: Add / Delete Assign teams**

-This information includes

When functional area 5 is complete by the player the Coach Admin will then receive the email and assign players to the respective teams. It is assumed that by the time functional area 5 is completed by the player the teams are already established in the system and the coach admin can assign easily. If not the players information will still be saved and the stored in the cue waiting for assignment. At this point of assignment the program will see a new entry to the table in the database and send an automatic email to that person confirming the team assignment and determining access rights to that team.

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #11

**R11 Admin needs to be able to: Add game time and locations**

-This information will include

The admin coach will add future game time and locations to the application. When a game time and location has been added the email handler will send out an initial notification and a \_\_ day prior to the game notification. For past games the coach or admin will be able to put in scores wins and losses.

### User Role

[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Functional Area #12

**R12 Admin Needs to be able to: Send out mass email notification of event changes**

-This information includes

The coach or admin will be able to send out mass email notifications should a game, practice or weather event change the schedule. This will allow sufficient notification to all players for planning and safety purposes. Text notification ability may be added in rapid action revisions or future growth.

### User Role

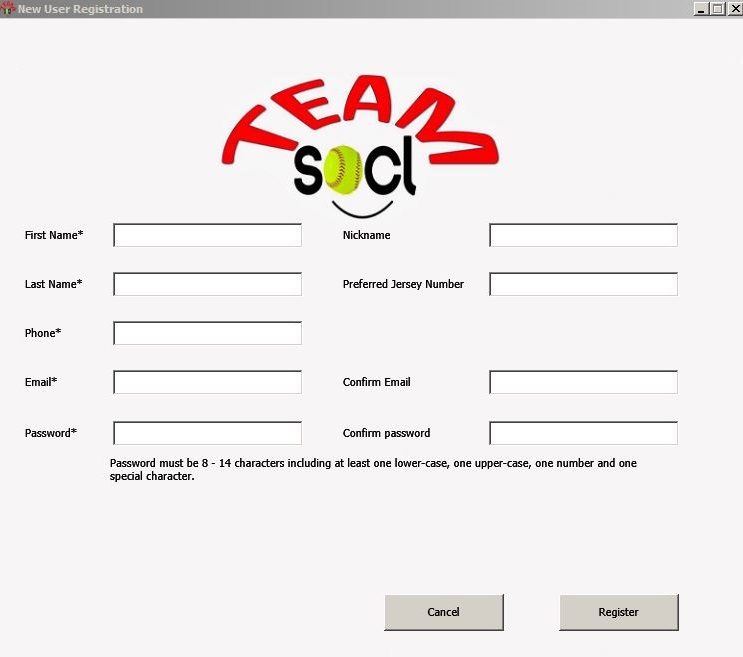
[Describe who will be involved in performing the function. For example: Orders will be entered by Retailers, and by Customer Service Representatives in the outsourced call center. Include the estimated volume of users for each role. If the application has a role-based security model ensure that this section explains both the type of user who will perform the function and the security model role that applies to the user. ]

This feature will be available to all users.

## Overview of Screens



Concept of the sign in page are listed above with an option for signing up. See below for the signup page.



Above is the concept of the sign up page that will have options for functional areas 1-5.

# Security, Privacy, Accessibility, & Disaster Recovery

## Security

[Specify security related to the entire application. This section should summarize all measures taken to secure the system or changes to the system, rather than rely on security comments scattered throughout the document. This should include all (or a summary of) the functional work items that result from the Threat Modeling exercise. This section describes the functional design impacts from the security focus of the planning phase.

The design features are made to allow or disallow any visibility or give the user the option to allow or not allow the visibility of personal information. The delete feature is to also give the user the ability to erase all data that is stored in the database so that no future reference can be made to it.

## Disaster Recovery/Business Continuance

[Define the functional approach to how the Disaster Recovery and Business Continuance plan will be implemented. The actual plan should be in a separate document, but this section should outline the approach and the high level HOW this will be met.]

Database will be backed up on a daily basis. Should recovery need to be performed an email to the help desk will provide data backup (Notional).

1. Glossary/ Definitions

Below is a list of common terms and their definitions that are used throughout this document:

| Term | Definition |
| --- | --- |
|  |  |
|  |  |
|  |  |

1. Related Documents/References

| Document | Document Location |
| --- | --- |
| User Case Specifications | Git Hub TEAM socl account |
|  |  |
|  |  |

1. Document Change History

| Version No. | Date | Name (Alias) | Description of Change |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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1. Review and Sign-off

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| C:\Users\TARC\Desktop\Team SOCL.jpg | Functional Specification  Review and Sign-off |

Sign-off of this ITLC deliverable certifies that the scope and impact of the content and/or results contained herein is fully understood and that all required information is present and of sufficient quality based on the needs and responsibilities of the individual approvers.

Project Name or Application Version: **TEAM socl 1.0, BETA**

**Document Sign-off**

*<<Insert or remove sign-off roles as appropriate based on project scope. Note, that all impacted stakeholders and core team members as well as security, privacy, and architecture teams should be considered when appropriate>>*

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Response (Approve/Reject) | Date |
| Program Manager (PGM) | Joe Maybee |  |  |
| Development Lead (DEV) | Zane Coppedge |  |  |
| Test Lead (TEST) | Kelly Murphy |  |  |
| Software Architect (SA) | Zane Coppedge |  |  |
| Information Architect (IA) | Bryan Kraus |  |  |
| Service Manager (SVM) | CarmellaRyen Macababbad |  |  |
| Solution Manager (SM) | CarmellaRyen Macababbad |  |  |
| Business Representative (BREP) | Simran Lamba |  |  |
| Service Engineer (SE) | Kelly Murphy |  |  |
| Privacy Manager (PRI) | Bryan Kraus |  |  |
| Security (ISRM-ACE) \*\* | Simran Lamba |  |  |

\*\* NOTE – ISRM-ACE only needs to review and sign-off this document if the outcome of ITLC task #184 (Perform a Streamlined Risk Assessment) results in a full-service security review of the application or service.

**Sign-off Instructions**

Attach this document to an email and use Approve/Reject voting buttons to collect all sign-off responses via reply emails. Investigate and resolve rejections and obtain approval for any exceptions from the Deliver Manager. Store and archive all responses and exceptions along with this document in the project’s information repository at project close. VSTF or SharePoint can also be used for approval tracking instead of voting email.

If this deliverable does not apply to the project due to scope, document this fact in the appropriate phase gate review materials so it can be recorded and acknowledged as part of the ITLC phase gate sign-off process.