**OE-PM Requirements Document**

Status: *(Draft or Published)*

Version: *(0.# or 1.#)*

Prepared by:

Date Created:

Date Last Revised:

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**Document Revision History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version #** | **Date** | **Requestor** | **Revised By** | **Change Description** |
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|  |  |  |  |  |

***Note:***

*Standardized version numbering convention:*

*Drafts – (Before approval signature)*

*0.#*

*0.#+1*

*0.#+2*

*Published – (Once there is an approval on the document)*

*1.0*

*1.#*

*1.#+1*

***Document Change Management and Distribution Procedures***

*Changes will be applied to this document according to the following procedure:*

1. *Direct all change requests to the author of this document.*
2. *Each change request will be considered. If accepted, the change will be incorporated into a new draft of this document.*
3. *The new draft of this document will be circulated for review by appropriate project resources.*
4. *Approval of the new draft will be by concurrence of those individuals participating in the review.*
5. *Once concurrence is achieved, the draft becomes the new version of this document, replacing any existing and previous versions.*
6. *New versions of this document are to be distributed to appropriate project resources or made accessible on-line for reference. Notification of a new version will be communicated.*

**Glossary of Terms**

|  |  |
| --- | --- |
| **Term/Acronym** | **Definition** |
|  |  |
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# Document Information

## Purpose:

Requirements define the business solution. This document is used to gain agreement with stakeholders and to provide a foundation to communicate to a technology service provider what the solution needs to do to satisfy the customer’s and business’ needs.

## Audience:

* All project team members
* Project Sponsor, Business Owner, and IT/Technical Owner
* All other key stakeholders

## 

## Criteria for Use:

* Medium and Large projects per Sizing Matrix

## Timing:

* Requirements are to completed during Planning
* Completed before the Project Management Plan

## Naming Convention:

The requirements should be saved with the following naming convention: Requirements\_ProjectName\_Author Initials\_Month\_Day\_Year (e.g. Requirements\_Wealth Management Strategy\_LL\_1\_21\_11).

## Optional Sections:

Optional sections are noted in the headers. These are sections that do not need to be filled out, but if the desire is to fill them out then the information can come directly from the Project Charter artifact.

*Delete all italic sections before completing the document. These are only for use by the person(s) completing the document.*

# Project Information - OPTIONAL

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Manager** | Overall project manager | **Project Sponsor** | Overall responsible person |
| **Business Owner** | *Escalation point in business* | **IT Owner** | *Escalation point in IT* |
| **Project Description** | *Short description of the project (i.e. What is project about? Why is the project being done? What are the high level goals of the project?)* | | |

# Project Scope - OPTIONAL

## Business Purpose, Objectives and Goals:

Briefly describe the current business environment, including structure, capability, domain and process, as well as specific goals driving the need for this project. Objectives are statements that describe what this project will achieve and deliver. Objectives should be “SMART”: Specific, Measurable, Achievable, Realistic, and Time-Based. To be specific and concrete, objectives should be deliverable-based. The completion of an objective should be evident through the creation of one or more deliverables. If the statement is at a high level and does not imply the creation of a deliverable, it may be a goal instead. If the statement is too low-level and describes features and functions, then it may be a requirement statement instead.

## Problem/Opportunity Statement:

Provide a statement summarizing the problem to be solved or opportunity being addressed by this project.

|  |  |
| --- | --- |
| **The problem of** |  |
| **affects** |  |
| **The impact of which is** |  |
| **A successful solution would** |  |

# Constraints - OPTIONAL

## Inclusions:

Provide a high level summary of what is to be included (in scope) for project completion.

## Exclusions:

Provide a high level summary of what is to be excluded (out of scope) for project completion.

## Key Assumptions:

Provide a high level summary of known assumptions about the project. Assumptions are factors that, for planning purposes, are considered to be true, real, or certain without proof or demonstration.

## Project Dependencies:

Provide a high level summary of any known project dependencies.

## Key Risks and Key Issues:

Provide a high level summary of any known project risks. A risk is an uncertain event or condition that, if it occurs, has a positive or negative effect on a project’s objectives An issue is an event or circumstance that has occurred with project impact and needs to be managed and resolved.

# Critical Success Factors - OPTIONAL

CSFs are measurable, qualitative criteria, listed in order of importance, that when present in the project’s environment are most conducive to the achievement of a successful project. Often a business sponsor’s acceptance criteria will drive the CSFs for the project. The nature of these factors will govern the response to conflicts, risks, and setting of priorities. CSFs are highly dependent on the type of complexity of the project at hand. Examples include: Project implemented on time and within budget; Service Level Agreements are met; interfaces between ABC and XYZ work per specifications; ABC reports are produced as required; all service codes are verified during ABC process according to systems design; Phone Bank reps have been properly trained; Business Continuity Planning designed into the platforms; etc. Key Success Indicators are quantitative criteria by which success will be measured in some way, at some time, on some scale.

|  |  |  |
| --- | --- | --- |
| **Critical Success Factor** | **Key Success Indicator** | **Action Steps to Assure Success** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Systems & Interfaces

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **System** | **Interface** | **Impact** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# As Is Environment

*Provide a detailed description of the As-Is Environment*

# Current Process Flow

*Show the current process flow below. Drop in a visio flow below.*



|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Detail the process step-by-step below.** | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Process Step** | **Req. #** | **Description** | | | **Input** | | **Supplier** | | **Output** | | **Receiver (Customer)** |
| 1 |  |  | | |  | |  | |  | |  |
| 2 |  |  | | |  | |  | |  | |  |
| 3 |  |  | | |  | |  | |  | |  |

# *To-Be Environment*

*Provide a detailed description of the To-Be Environment*

# To-Be Environment

*Show the to-be environment process flow below. Drop in a visio flow below.*



|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Detail the process step-by-step below.** | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Process Step** | **Req. #** | **Description** | | | **Input** | | **Supplier** | | **Output** | | **Receiver (Customer)** |
| 1 |  |  | | |  | |  | |  | |  |
| 2 |  |  | | |  | |  | |  | |  |
| 3 |  |  | | |  | |  | |  | |  |

# Gap Analysis

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identify Process Gaps Between the “As Is” Environment and the “To Be” Environment.** | | | | | | | | | | | | | | |
|  |  |  |  |  | |  | |  |  |  |  |  |  | |
| **Gap ID** | **Gap Name** | | | **Gap Type** | **Closure Type** | | **Comments** | | | | | | | **BASEL  Rule #** |
| 1 |  | | |  |  | |  | | | | | | |  |
| 2 |  | | |  |  | |  | | | | | | |  |
| 3 |  | | |  |  | |  | | | | | | |  |

# Other Concerns/Elements

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identify all other observations or factors that were not captured in any sections above.** | | | | | | | | | | | | |
|  |  |  |  |  | |  |  |  |  | |  |  | |  |
| **Description of Change(s)** | | | | | **Author(s) / Contributor(s)** | | | | | **Date** | | |
|  | | | | |  | | | | |  | | |
|  | | | | |  | | | | |  | | |
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# User Summary - OPTIONAL

Identify all end-user types, how they will be impacted by the new or modified product, service or system, and which stakeholder represents their interest. This includes all internal and external customers and businesses impacts

|  |  |  |
| --- | --- | --- |
| **End User Types** | **Impact Description** | **Stakeholder** |
|  |  |  |
|  |  |  |
|  |  |  |

# Business Requirements Approvals

Documented approvals are required from designated approvers.

|  |  |
| --- | --- |
| **Role/Name** | **Approval Date** |
| Project Sponsor: |  |
| Business Owner: |  |
| Technology Owner, if applicable: |  |

# SYSTEM OVERVIEW

*Brief description of the System:*

*Example: The <Application Name> is a vendor packaged system used for investment securities processing and accounting that houses Bank of the West’s investment portfolio. Data from <Application Name> is extracted into Excel spreadsheets where it’s further supplemented with external data (e.g. Bloomberg) by Treasury Ops to satisfy capital, exposure and regulatory reporting.*

|  |  |  |
| --- | --- | --- |
| **Type of Data in <Application Name>** | **Moving to <Application Name> (in/out)** | **Purpose/Usage** |
| *Customer/Counterparty Bank* | *In* | *Basel II/Customer/Obligor* |
| *Investment Product* | *In* | *Basel II/Product* |
| *Investment Transaction History* | *In* | *Basel II/Exposure* |
| *Collateral* | *In* | *Basel II/Market Risk Analysis* |
| *GL Journal Entries* | *In* | *Basel II/Reconciliation* |
| *User ID/Password/Security* | *Out* | *N/A* |
| *System Reporting/Printing Definitions* | *Out* | *N/A* |

# *Requirements Catalog & Dashboard*

*The Business Team members (Business Owner and Business Analyst) document high level business requirements (in columns A to D). These requirements are further decomposed to more detailed level functional specification (in columns E to J). It accurately describes the essential technical requirements of the system to be created or modified.*

*Each requirement and functional specification have unique IDs. A requirement priority is set for each functional specification. The priority provides a direction to Development and Test teams in building and validating the requirements as part of their activities.*

*The Test Team (Test Manager/Test Lead and Tester) is responsible for analyzing and reviewing if a requirement is testable or not (in column H).*

*The team reviews the testable requirements for any ambiguities and documents ambiguity description. (for columns K to N)*

*The Business Team then reviews these ambiguities and either rejects or accepts the ambiguities and provides a suitable resolution. These ambiguities are tracked to closure using the status column by the test team. The following values can be selected:*

*1. Open*

*2. Pending*

*3. Closed*

*4. Rejected*

*The test team tracks the ambiguities and documents date opened, the resolution provided and closure of ambiguity.*

# Other Attachments

|  |  |
| --- | --- |
| **Attachment #** | **Attachment Description** |
|  |  |
|  |  |
|  |  |
|  |  |

# Requirements Descriptors

|  |  |
| --- | --- |
| **Priority** | **Description** |
| P1-High | Priority 1: First priority items those should be taken into consideration first. |
| P2-Medium | Priority 2: Second priority items that should be taken care of once the P1s have been completed. |
| P3-Low | Priority 3: Third priority items that are the lowest in priority and should be taken care once the P1s and P2s are completed. |
| **Status** |  |
| Open | Any new issue identified, that needs to be addressed |
| Pending | Any issue identified, that has been assigned to the respective owner and awaiting clarifications |
| Closed | Issues that have been addressed to the satisfaction of the team |
| Rejected | Issues that are rejected by the Business Analyst |

# Functional Specification Approvals

|  |  |  |
| --- | --- | --- |
| **Name** | **Project Role** | **Approval Date** |
|  | Business Owner |  |
|  | Technology Owner |  |