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| Information Technology Services |
|  |
| Functional Design Specifications for |
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Prepared by: [Author Name]

Date: [Date of completion]

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| Revision History |
| *This section records the change history of this document.* |

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| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Change** | **Version** |
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| Project Identification | | | |
| **Project Name:** |  | **Phase:** | Initiation |
| **Version:** |  | **Date:** |  |
| **Project Sponsor:** |  | | |
| **Project Manager:** |  | | |

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| Project Description |
| Provide the project description stated in the project charter. If there are changes to the description because of project planning, clearly identify the changes or additions made to the project description. |

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| Business/Conceptual Overview(s) |
| Present a business/conceptual solution design and an overview of how business processes will be designed, structured and automated in the new system. Include a workflow diagram or other similar design diagram to convey a proposed solution design. |

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| Inter-Project Dependencies |
| Provide a list of key events in a controlling project and related key events in a dependent project. The controlling key event must finish before the dependent key event may begin. |

* N/A

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| --- | --- |
| Alternatives | *NOTE: In lieu of not having a feasibility study document for a project that would normally have contained alternatives and would have had an alternative already chosen, presentation of the alternatives may be included in this document.* |
| Provide a list of design alternatives. Each alternate should contain an evaluation including pros and cons of selecting that alternate and a comparison with other options. | |

* N/A

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| Design Requirements |
| Describe the specific design requirements for the system as a whole and for major functions or subsystems within it.  Outline the requirements on which the system design will be based.  Include a quantitative presentation of requirements, such as the number of events that must be processed, maximum allowable time from query to receipt of requested information, and flexibility required to accommodate changing user requirements. |

* N/A

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| Design Assumptions |
| List any assumed factors (as opposed to known facts) that could affect the requirements stated in the project charter. Include any third-party or commercial component, issues around the development or operating environment, or constraints. Identify any dependencies the project has on external factors, such as software components that you intend to reuse from another project, unless already documented in the vision and scope document or the project plan. |

* Assumption 1
* Assumption 2

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| Preliminary Screen/Web Page Designs |
| Describe the functionality of the system from the user’s perspective. Explain how the user will be able to use the system to complete all the expected features. Include screenshots of the user interface. |

* N/A
* Screenshot 1
* Screenshot 2

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| Interface Requirements |
| Provide a list of rules and protocols governing the interface, hardware or software interface. Hardware interface should include the logical and physical characteristics of each interface between the software product and the hardware components of the system. Software interface may include the connections between this product and other specific software components (name and version), including databases, operating systems, tools, libraries, and integrated commercial components. |

* N/A
* User Interface
* Hardware Interface
* Software Interface

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| Preliminary Report Design |
| Provide a description of the project report. List report distribution requirements, if any (include frequency for periodic reports and description of any access restrictions or security considerations) |

* N/A

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| Data Elements |
| New and existing data elements required are described here, such as how are they acquired (e.g. input, retrieved or lookup), data element properties (e.g. char/number, length etc.) and where will they be held (e.g. flat file, indexed file, data base etc.). The format here is flexible as long as it is understandable from the user’s perspective. |

**Example -** Data Elements Status legend: **N**ew, **E**xisting, **C**hange Existing, **D**erived

| **Element Description** | **Source**  **Element Status** | **Source Element**  **Location**  **(Name)** | **Target**  **Element Status** | **Target Element**  **Location**  **(Name)** | **Element Properties** | **Notes/Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| Record Type | D | Derived | D | INTERFACE  (RECORD TYPE) | 1 byte | Record Type always = ‘U’ |
| Account Operation | D | Derived | D | INTERFACE  (ACCOUNT OPERATION) | 1 byte | Derived (see RMS Interface Logic algorithm)  D = deposit  C = close |
| Social Security # | E | CC\_PERSONAL\_DIM  (PERS\_NATIONAL\_ID) | N | INTERFACE  (CAMPUS ID NUMBER) | 19 bytes | RDS LOOKUP by IX\_NATIONAL\_ID |
| Loyola Identification | E | PPLE\_T\_PERSON  (IX\_NATIONAL\_ID) | N | INTERFACE  (PID NUMBER) | 10 bytes | Leading zero is truncated |

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| Requirements Test Plan |
| Identify “high-level” procedures for unit and system testing. list the requirements to be tested. All test cases shall be derived using the current design specification. |

| **Requirement #** | **Test Description** | **Test Setup** | **Expected Results** | **Actual Results** | **Successful?**  **Y/N** |
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| Related Documentation |
| Provide a list of any referenced documents, project templates, file references, technical specification, issues log, project plan, design diagrams etc. |

* N/A

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| Project Estimates (Schedule/Costs) |
| Provide a high level project schedule and a list of any specific project related expenses / expenditures including labor (Internal, External), Material (S/W, H/W) and anticipated future expenses. |

**High Level Project Schedule**

|  |  |  |
| --- | --- | --- |
| **Date** | **Event** | **Priority**  **(Low, Medium, High)** |
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**Project Costs**

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| --- | --- | --- | --- | --- |
| **Cost Type** | **Activity** | **Time Estimate (hours)** | **Amount**  **($)** | **Comments / Assumptions** |
| **Labor (Internal)** |  |  |  |  |
| Please specify if labor costs will be managed internally |  |  |  |  |
|  |  |  |  |  |
| **Labor (External)** |  |  |  |  |
| Please specify if consultants will be used, their hourly rate and anticipated expense to the project. |  |  |  |  |
|  |  |  |  |  |
| **Material (including hardware, software)** |  |  |  |  |
| Please specify any project related expenditures for hardware and software |  |  |  |  |
|  |  |  |  |  |
| **Total** |  |  |  |  |
|  |  |  |  |  |
| **Anticipated Future Operational Expenses** |  |  |  |  |
| Please specify future project related expenditures for future maintenance, etc. |  |  |  |  |
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**Functional Design Specifications Signoff**

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| Project PSS # |  |
| **Project Short Description** |  |
| **Project User Department** |  |
| **Project Sponsor(S)** |  |
| **Primary User Contact(S)** |  |
| **IS Project Manager** |  |
| **IS Project Leader** |  |
| **Author** |  |
| **Original Date Prepared** |  |
| **Date Last Modified** |  |
| **Version** |  |

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| **Please identify your signoff role below:** | | | |
|  | Project Sponsor (mandatory) |  | IS Project Manager (mandatory) |
|  | Primary User Contact (mandatory) |  | IS Project Leader (mandatory) |
|  | Other User’s (optional) |  |  |

If your response is not received by the IS Project Leader, by end of business day

**On mm/dd/yyyy**

It will be assumed that you approve this functional design as written.

**--------------------------------------------------------------------------------------------------------------------**

**\_\_ I approve this functional design specification as written**

**\_\_ I approve this functional design specification with minor comments below**

**\_\_ I do not approve this functional design specification due to issues below**

**Comments/Issues** (add additional pages as needed)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |