Business Requirements and Functional Specifications

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# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Description of Change** | **Author** | **Date** |
| 1.0 | Initial Draft | Bill Gladwin | 9/14/14 |
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# Review History

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| --- | --- | --- | --- |
| **Date** | **Reviewer** | **Change ConTROL** | **Version** |
|  |  |  |  |

# Approval

These signatures confirm this document serves as the requirements for the Business Process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Sr. Business Analyst | Bill Gladwin |  |  |
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# Summary

Provide functional specifications to show the practices of how this Business Analyst will conduct a project.

## Terminology

|  |  |
| --- | --- |
| **Term** | **Description** |
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# Business Requirements

## Business value/Purpose

Draw up the steps involved in delivering a project and provide viable solutions. The purpose is to show the methodical steps that are taken when a project is to be successfully implementated.

## Customer’s Needs

* The assurance the time and attention will be taken.
* Must have worked as an infrastructure engineer and or as a software engineer in early career
* Exclusive experience in business analysis of Projects involving complex infrastructure, Middleware and external facing web technology Projects
* Highly Experienced with Cloud Computing and leading edge Infrastructure technologies
* Ability to work with ambiguity and minimal direction
* Understands data center architectures commensurate with 7 years of experience
* Analysis and problem solving skills
* Communication
* Accurate and detail oriented
* Persistent, creative and resourceful
* Organized
* Business/Technical Writing

## Existing Functionality

With over 30 years in the Information Technology field, I have extensive experience in all phases of a project from feasibility through post-implementation. As a Business Analyst utilizing the Standard Development Life-Cycle, I have been involved in the design of many applications that is complimented by the successful installation of many ERP systems including SAP, JD Edwards, BPCS, JDE, and JDA. All processes were thoroughly developed, tested, put through an extensive quality assurance method and all to be in compliance with the **Sarbanes-Oxley** requirements. I excelled in supporting applications in Inventory, Supply Chain, Manufacturing, Purchasing, Order Entry, Finance and Insurance Home/Auto/Personal.

# Functional and System Requirements

## Development requirements

* Provide supporting documentations and examples of professional documentation. Exhibit A.

## Business Approach

* Research sites and find their business practices and needs.
* Understand in general the needs for the position

## Technical Approach

Generate an example of Business Requirements and Functional Specifications

Process Flow





## Functional Specifications

The following are required in order to support the approach mentioned in the above process flow.

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| --- | --- | --- |
| ID | Owner | Description |

|  |  |  |
| --- | --- | --- |
| A | BA | **Define Operational Units**  **.**  **Narrative.**  A framework of the current process at hand.(As is)  **Process needed.**  Find out Staff involved in the process change. Both internal to the department and external. Determine the Business need and problems. |
| B | BA | **Define Stakeholders**  **Narrative.**  Titles vs Roles. Expected input risks all as part of  your Stakeholder Analysis.  **Process needed.**  Communication Requirements. Identify the  involved parties as part of your Communication Matrix |
| C | BA | **Define Functions**  **Narrative.**  By finding the identities you can determine the operational  cost.  What services are being provided. |
| D | BA | **Define Processes**  **Narrative.**  Determine what Task(s) will need to be changed or created.  **Process needed**.  What Data is used, and how it being used.  What Procedures have been developed  What infrastructure have been used or developed |

|  |  |  |
| --- | --- | --- |
| E | BA/PA | **High Level Analysis**  **Narrative.**  Gather information for a Gap Analysis What  are the requirements? What, if any Case Studies have been done?  What is the vision of the change and scope of the project? All part of  the RFP. |
| F | BA/PA | **Detail Analysis**  **Narrative.**  Functional and Non Functional Requirements.  **Process needed.**  Business flow of the process.  Outline the change. Data Flow,  Business Rules. |
| G | DBA | **Data Modeling**  **Narrative.**  Architectural Design  . |
| H | BA | **Understanding Technical Design and Specifications**  **Narrative.**  Work with DBA and Analyst gather requirements needed for training  . |
| I | BA | **Notification and Training**  **Narrative.**  Prepare the staff and affected areas for the change to come.  Set up training.  Present functionality and behavior changes. |
| J | BA/Developers/ Business | **Test Scenarios and scripts**  **Narrative.**  Work with the business and developers. Develop test scenarios and scripts |
| K | BA/Developers/ Business | **Create User acceptance test**  **Narrative.**  Work with the business and developers. Generate user acceptance tests. |

|  |  |  |
| --- | --- | --- |
| L | BA/Developers/ Business | **Identify New Problems**  **Narrative.**  As the user acceptance tests are performed Identify and document the issues and concerns. Keep track of the issues and provide the business with the results, |

# Constraints, Assumptions and Caveats

## Assumptions

As the project progresses all assumptions will gathered an specified.

## Restrictions and Constraints

As the project progresses all Restrictions and Constraints will gathered an specified.

## Unknown factors(Question and Answers)

Questions and Answers to be gathered

# Business Process Review

All business teams involved in the process will be responsible for the success of the project. As such, each team is required to participate in the process flow review and testing. Note that the list below is subject to change.

## Roles and Responsibilities

* Business Analyst  
  + Communicate to the business the status and progress of the project.
  + Define the framework of the current process
  + Identify Titles and Roles
  + Define what services are provided
  + Identify all tasks
  + Gap Analyst
  + Gather the Business Rules
  + Assist with Technical Design
  + Create Test scenarios
  + Create a User Acceptance Test Plan

# Exhibits

## Exhibit A.

Functional Specification

Table

Description automatically generated