**Appendix 4**

## DESIGN REPORT FORMATS

**A4.1 Project Proposal**

***Project Proposal -- The Client***

**Company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Division  Site  Department  Section | Function | Turn Over | Address | Phone  Fax  Email | In-Charge  (Designation /  Name ) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Project Proposal -- Communications***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| FROM  Company  Division  Site  Department  Section | TO  Company  Division  Site  Department  Section | LAN  OR  WAN | Distance In Metres | Communication  Method | Communication  Attachments | Communication  Software |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Project Proposal -- The Project***

|  |
| --- |
| Identification  Project Description  Project Objectives  Signing Authority From Client  Client Contact Person  Host IT Company  Signing Authority From Host  Host Contact Person  Development IT Company  Signing Authority From Development Company  Development Company Contact Person  Application Areas  Modules |

***Project Proposal -- Scope Of The Project***

**Application Area Module**

**Company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Required At : Division  Site  Department  Section | Concurrent Users | Total Users | Contact Person | Requirement Finalising  Person | Participants |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Project Proposal -- Module Contents***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Event Number and Hierarchy | Event Description | Volume | Retention | Disk Space (Approx) Requirement | Back-up Media Requirement |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Project Proposal -- Project Phases***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase Identification | Phase Description | Deliverables | Base Phase Identification | Sequence |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Project Proposal -- Projet Sub-Phases***

**Phase:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sub Phase Identification | Sub Phase Description | Deliverables | Base Sub Phase Identification | Sequence |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Project Proposal -- Project Deliverables***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Phase And  Sub Phase  Identification | Type | Deliverables | Language  Carried On | Contents | To Be Delivered By | To Be Tested And Okayed By |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Project Proposal -- Project Plan ( And Feedback)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Application  Module  Major Event  Event | Language | Alternative No  Description | Man-days  Calendar Days | Cost | Time Critical  Most Economical?  Selected? |
|  |  |  |  |  |  |

***Project Proposal -- Project Plan ( And Feedback)***

**Revision Number**

**Application Module**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location  Company  Division  Site  Department  Section | Phase  Sub-Phase | Plan Actual  Start Start  End End  Delay Reason | Man Power Requirement  Designation Skill Level  Requirement Responsibility  Plan Actual Client/Self  Explanation | Other Resources  Type Specifications Requirement By Date  Plan Actual Responsibility  Explanation Self/Client |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Budgeted Cost For Calculated Duration, With 20% Allowance, With 50% Allowance**

***Project Proposal -- Training / Presentation/Interviews***

**Revision Number**

**Activity: (Training, Presentation, Interviews)**

**Phase -Sub Phase.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company  Division  Site  Department  Section | Subject  Objectives | Schedule  Planned  Actual  Delay  Reason | Audience | Conducting  Organization | Client  Responsibility | Organization  Responsibility |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Budgeted Cost For Calculated Duration, With 20% Allowance, With 50% Allowance**

***Project Proposal --Alternative Events***

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Subject | Alternative | Duration  (Days) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Project Proposal -- Risk Management*  (Factors Causing Cost Increase, Project Delay And System Crash After Implementation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk | Type | Severity | Phase  Sub-Phase | Effect | Action Course  Organization |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Project Proposal -- Team Structure***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Parent Designation | Designation | Responsibility | Report To  Frequency | Report Contents | Inform To  Frequency | Information  Contents |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Project Proposal -- Review Meetings (Plan)***

**Application Module**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Review  Identification | Review  Frequency | Refer To  (Document File) | Presided By | Attended By | Purpose |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Project Proposal -- Review Meetings (Feed Back)***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Identification  Review Date | Review Type | Agenda | Problems | Discussions | Actions | To Be Taken  By | To Be Taken  Before | Action By  Taken On |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***Project Proposal -- Glossary***

|  |  |
| --- | --- |
| Term | Explanation |
|  |  |
|  |  |
|  |  |
|  |  |

***Project Proposal -- Project Estimate And Estimate Review : Development Cost***

**Project Phase :**

**Sub Phase : Revision No :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location**  **Company**  **Division**  **Site**  **Department**  **Section** | **Major Event** | **Event** | **Man-days**  **Planned Actual**  **Delay Reasons** | **Calendar Days**  **Planned Actual**  **Delay Reasons** | **Cost**  **Planned Actual**  **Difference Reasons** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Total :**

***Project Proposal -- Project Estimate And Estimate Review : Other Costs***

**Project Phase :**

**Sub Phase : Revision No :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location**  **Company**  **Division**  **Site**  **Department**  **Section** | **Cost Type** | **Man-days**  **Planned Actual**  **Delay Reasons** | **Calendar Days**  **Planned Actual**  **Delay Reasons** | **Cost**  **Planned Actual**  **Difference Reasons** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total :**

# A4.2 Event Analysis

***Event Analysis -- Events***

**Application Module Major Event**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event  Id | Event  Name | Event Information  Mandatory? (Event Notation) | Related Document  Information Group Parent Group  Information Elements | System Storage  Structure Parent Structure  Field Mandatory? |
|  |  |  |  |  |

***Event Analysis -- Event Storage And Usage***

**Application Module Major Event**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event  Id | Event  Name | Event Information | Volume Unit | Retention Unit | Active Life | Expected Performance | Company Total Users  Division Concurrent Users  Site  Department  Subdepartment |
|  |  |  |  |  |  |  |  |

***Event Analysis -- Conditional Execution***

**Application Module Major Event**

|  |  |  |
| --- | --- | --- |
| Event Id/ Name | Execution Condition | Notations |
|  |  |  |

***Event Analysis -- Event Relationship***

**Application Module**

|  |  |  |  |
| --- | --- | --- | --- |
| Major Event  Base Event | Module  Major Event  Related Event | Relationship | Mandatory?  Base Related Event Event |
|  |  |  |  |

**A4.3 Data Analysis**

***Data Analysis -- Data Types***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Type | Type Description | Min  Length | Max  Length | Max  Decimals | Decimal  Included ? | Special Instructions |
|  |  |  |  |  |  |  |

***Data Analysis --Data Dictionary***

**Fields**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Field | Type | Length | Decimals | General Purpose |
|  |  |  |  |  |

***Data Analysis --Data Store Dictionary***

**Structures**

|  |  |  |  |
| --- | --- | --- | --- |
| Data Structure | Drive | Directory | Purpose |
|  |  |  |  |

***Data Analysis --Storage Requirements***

|  |  |  |  |
| --- | --- | --- | --- |
| Data Structure | Volume Unit | Retention Unit | Company Maximun Disk Space Per  Division  Site  Department  Section |
|  |  |  |  |

***Data Analysis --Structure Relations***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Base Data Structure | Related Data Structure | Mandatory?  Base DS Related DS | Base Fields | Related Fields |
|  |  |  |  |  |

***Data Analysis --Data Structures And Indexes***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Base Data Structure | No | Field | Type | Length | Decimal | M ? | Value Checks |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**INDEXES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Base Data Structure | Index Name | Fields | Search Key? | Unique  Key ? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Data Analysis --Connecting Keys***

|  |  |  |
| --- | --- | --- |
| Base Data Structure | Searched By | Fields |
|  |  |  |

***Data Analysis --Operating Requirements***

|  |  |  |
| --- | --- | --- |
| Data Structure | Field | Place Operations  Identification None Refer Add Update Delete All |
|  |  |  |

***Data Analysis --Data Transfer Requirements***

|  |  |  |
| --- | --- | --- |
| Data Structure | Field | From Place id To Place Id Frequency Transmission Method |
|  |  |  |

***Data Analysis --Normalization Advice***

|  |  |  |  |
| --- | --- | --- | --- |
| No | Data Structure | Normalised? | Application - Module - Major Event-Event  Addressed Information Groups  Addressed Information Elements |
|  |  |  |  |

***Data Analysis --Non Representation Check***

|  |  |
| --- | --- |
| No | Application-Module-Major Event-Event  Addressed Information Groups  Addressed Information Elements |
|  |  |

### Data Analysis --Single Point Data Representation Violation

|  |  |
| --- | --- |
| Application-Module-Major Event-Event  Information Groups  Information Elements | Data Structure Field |
|  |  |

***Data Analysis --Single Point Data Entry Violation***

|  |  |
| --- | --- |
| Data Structure  Field Name | Company Division Site Department Section (Having Access Type ADD) |
|  |  |

***Data Analysis -- Database Procedure***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data Structure  Field Name | Execute  When? | Operate On | Operate For | Condition  Formula | Operation Sequence |
|  |  |  |  |  |  |

***Data Analysis -- Sequences***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data Structure | Sequence For | Based On | Sequence Start | Step | Sequence End |
|  |  |  |  |  |  |

***Data Analysis -- Data Structures : Which Modules Use Them ?***

|  |  |  |
| --- | --- | --- |
| No | Data Structure | Application Module Name |
|  |  |  |

**A4.4 Operation Analysis**

***Operation Analysis -- Users***

|  |  |  |  |
| --- | --- | --- | --- |
| Place Id | User Id | User name | User Type (Programmer, Administrator etc.) |
|  |  |  |  |

***Operation Analysis -- How Events Are Executed?***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Module | Major Event | Event | Program  Type/ Name | Place Id | User id | Record Option  (Add, Edit, Delete, View, All) |
|  |  |  |  |  |  |  |

***Operation Analysis -- Programs-I***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Place Id | Event Id | Program  Type/Name | Data Structure Field | Field Operation  (Update, Display, No Accessl) |
|  |  |  |  |  |

***Operation Analysis --Program Procedure***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Place Id  Program Type/Name | Data Structure  Field Name | Execute  When? | Operate On | Operate For | Condition  Formula | Operation Sequence |
|  |  |  |  |  |  |  |

***Operation Analysis -- Program And Table Joins***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program Type/Name | Structure 1 | Structure 2 | Join 1 | Join 2 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Operation Analysis -- Sort Orders And Summary Options***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type | Program Name | Sort On  Structure Field A-D Sequence | Summary Of  Structure Field | Summary On Structure Field |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Operation Analysis -- Program Contents***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Type | Name | No | Screen  Field Structure | Associated Text | Help Text | Mandatory?  Range , Check in | Display/Update Mask/  Calculations B-A  Control Transfer Condition  Transfer To  Temporary-Permanent B-A |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***Operation Analysis -- Loops***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Starts At | Ends At | Entry Condition | Exit Condition |
|  |  |  |  |  |