**Appendix 4**

## DESIGN REPORT FORMATS

**A4.1 Project Proposal**

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

**Company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DivisionSiteDepartmentSection | Function | Turn Over | Address | PhoneFaxEmail | In-Charge(Designation /  Name ) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Project Proposal -- Communications***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| FROMCompanyDivisionSite DepartmentSection | TOCompanyDivisionSiteDepartmentSection  | LAN ORWAN | Distance In Metres | Communication Method | CommunicationAttachments | CommunicationSoftware |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

|  |
| --- |
| IdentificationProject DescriptionProject ObjectivesSigning Authority From ClientClient Contact Person Host IT CompanySigning Authority From HostHost Contact PersonDevelopment IT CompanySigning Authority From Development CompanyDevelopment Company Contact PersonApplication 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 FinalisingPerson | 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 AndSub PhaseIdentification | Type | Deliverables | LanguageCarried On | Contents | To Be Delivered By | To Be Tested And Okayed By |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ApplicationModuleMajor EventEvent | Language | Alternative NoDescription | Man-daysCalendar Days | Cost | Time CriticalMost Economical?Selected? |
|  |  |  |  |  |  |

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

**Revision Number**

**Application Module**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LocationCompanyDivisionSiteDepartmentSection | PhaseSub-Phase | Plan ActualStart Start End End Delay Reason  |  Man Power RequirementDesignation Skill Level Requirement Responsibility Plan Actual Client/SelfExplanation |  Other ResourcesType Specifications Requirement By Date Plan Actual ResponsibilityExplanation 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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CompanyDivisionSiteDepartmentSection | Subject  Objectives | SchedulePlannedActualDelay Reason | Audience | ConductingOrganization | ClientResponsibility | OrganizationResponsibility |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**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  | PhaseSub-Phase | Effect | Action CourseOrganization |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Parent Designation | Designation | Responsibility | Report ToFrequency | Report Contents | Inform ToFrequency | InformationContents |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***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 TakenBy | To Be TakenBefore | Action ByTaken 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EventId | EventName  | Event InformationMandatory? (Event Notation) | Related DocumentInformation Group Parent GroupInformation Elements |  System StorageStructure Parent StructureField Mandatory? |
|  |  |  |  |  |

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

**Application Module Major Event**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event Id | EventName  | Event Information | Volume Unit | Retention Unit | Active Life | Expected Performance | Company Total Users Division Concurrent UsersSiteDepartmentSubdepartment |
|  |  |  |  |  |  |  |  |

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

**Application Module Major Event**

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

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

**Application Module**

|  |  |  |  |
| --- | --- | --- | --- |
| Major EventBase Event  | ModuleMajor 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 | MaxDecimals | 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  DivisionSiteDepartmentSection |
|  |  |  |  |

***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? | UniqueKey ? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***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-EventAddressed Information GroupsAddressed Information Elements |
|   |  |  |  |

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

|  |  |
| --- | --- |
| No | Application-Module-Major Event-EventAddressed Information GroupsAddressed Information Elements |
|   |  |

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

|  |  |
| --- | --- |
| Application-Module-Major Event-EventInformation GroupsInformation Elements | Data Structure Field |
|  |  |

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data StructureField Name | Execute When? | Operate On | Operate For | ConditionFormula | 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 | ProgramType/ 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 IdProgram Type/Name | Data StructureField Name | Execute When? | Operate On | Operate For | ConditionFormula | 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 OnStructure 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-AControl Transfer ConditionTransfer ToTemporary-Permanent B-A |
|   |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***Operation Analysis -- Loops***

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