Requirements Gathering

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Solution Overview

The document purpose is to discover the Business Needs of the project including business objectives, current problems and situations to solve, assumptions and constrains. The document should provide a clear idea on the project scope, requirements and success criteria.

# Solution Background

*Is this a brand new solution or a change? If change, why? What lead to the project initiation?*

# Business Need

*What business problems should be addressed? What benefits should the project bring?*

# Solution Timelines

* Solution Design: Click or tap to enter a date.
* Development/Feature Freeze: Click or tap to enter a date.
* QA Testing: Click or tap to enter a date.
* Bug Fixes: Click or tap to enter a date.
* UAT Testing: Click or tap to enter a date.
* Go Live: Click or tap to enter a date.
* Other Dates: *Specify other key project dates*

# Communication & Responsibilities

### Dundas Team

|  |  |  |
| --- | --- | --- |
| Team Member | Title | Role & Responsibility |
|  |  |  |

### Client Team

|  |  |  |
| --- | --- | --- |
| Team Member | Title | Role & Responsibility |
|  |  |  |

# Solution Scope/Deliverables

*Specify list of expected deliverables to be included as part of solution. Ex:*

1. *Sales Dashboard*
2. *Marketing Dashboard*
3. *Inventory Report*

## 

## Requirements (Repeat for each Deliverable)

### Mock Ups and Design

*Provide any mock up or design screenshots*

### Target Audience

|  |  |  |  |
| --- | --- | --- | --- |
| User Group | Business Need | Skill Set | User Story |
|  |  |  |  |

### Business Objective/Metrics

*Identify business need/problem this dashboard/report should solve. Add Filled in KPI Template spreadsheet*



### Interactivity

*Specify an interactivity that is desired. Ex. Filtering between KPIs, live data, drill-downs, navigations to other Views etc.*

### Access/Security

*Specify any data-level security between the different user groups. Specify any other security privileges between the user groups i.e. read access vs read and write access*

# Solution Integration

*If applicable, specify any desired integration of the BI solution. i.e. embedding in an existing web-portal, SharePoint, type of devices to be viewed on, public facing etc.*

# User Authentication

*How will users be authenticated into the solution? SSO, AD, Local Accounts, Federated Authentication, Existing User Management System etc.*

# Data Sources and Backend Architecture

*Provide list of each data source type to be used i.e. SQL, PostgreSQL, Excel etc.*

*Provide any details on required ETL, or high level relationship diagrams of data structures*.