[Solution Name] FDD

Document Sub-title

Author:

Version:

Date:

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# Document Control

## Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Description | Version | Changed By |
| *04/11/2019* | *Initial Draft* | *X.XX* | *Tom Bruce* |
|  |  |  |  |

## Review History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name | Role | Signature | Comment |
| *04/11/2019* | *David Rice* | *Project Lead* | *Signed* | *Internal Review* |
|  |  |  |  |  |

## Sign-off

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name | Role | Signature | Comment |
| *04/11/2019* | *John Smith* | *Project Sponsor* | *Signed* | *Release 1.0* |
|  |  |  |  |  |

# Related Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Reference | Document Title | Document Version | Document Link | Comment |
| *DOC01* | *Document 01* | *1.0* | *Signed* | *Related document* |
|  |  |  |  |  |

# Definitions, Acronyms and Abbreviations

## Client Terms

|  |  |
| --- | --- |
| Term | Definition |
|  |  |
|  |  |

## Analytics Terms

|  |  |
| --- | --- |
| Term | Definition |
| KPI | Key Performance Indicator |
| FDD | Functional Design Document |
| MD | Master Data |
| SDK | Software Development Kit |
| BI | Business Intelligence |

# Scope

## In Scope

The following items are explicitly in scope for this deliverable:

* *[In scope item]*

## Out of Scope

The following items are explicitly out of scope for this deliverable:

* *[Out of scope item]*

# Assumptions

The following assumptions impact the design of this solution:

|  |  |  |
| --- | --- | --- |
| ID | Feature Description | Business Contact |
| A01 | Assumption #1 | Super User #1 |
| A02 | Assumption #2 | Client Project Lead |
|  |  |  |
|  |  |  |

# Dependencies

The following dependencies impact the design of this solution:

|  |  |  |
| --- | --- | --- |
| ID | Feature Description | Business Contact |
| D01 | Dependency #1 | Super User #1 |
| D02 | Dependency #2 | Client Project Lead |
|  |  |  |
|  |  |  |

# Constraints

The following constraints impact the design of this solution:

Data constraints, such as those related to data sources which mean that not all of the requirements could be delivered.

Technical Constraints such as those related to the tools that are being used which mean that not all of the requirements could be delivered.

|  |  |  |
| --- | --- | --- |
| ID | Feature Description | Business Contact |
| C01 | Constraint #1 | Super User #1 |
| C02 | Constraint #2 | Client Project Lead |
|  |  |  |
|  |  |  |

# Summary

*[Please provide a summary of the objectives of the report and the business questions that it aims to answer]*

# Change Requests

Since the initial design that was signed off by the business, there have been change requests which have subsequently changed the design of this report. These change requests have their own documentation, however a summary of the changes is included below.

## Change Request 001

*[Details of the change request and the impact on this report]*

# Functional Report Design

## Report Access

### Desktop

### Mobile

## Authorisations

*[Details of the authorisations relating both to who can access the report, and also what data restrictions are in place]*

## Report Filters

*[Please list the filters that will be available for the users to filter which will affect the entire report (all pages)]*

## Page 1 – Page Name

### Page Mockup

*[Include a mockup of the page with each widget clearly marked]*

### Page Filters

*[Include the filters that can be applied specifically to this page if they are different to the report level filters]*

### Widget 1 – Widget Name

#### Visualisation

*[Please list explicitly the visualisation type – e.g. Crosstab, Stacked Bar Chart etc.]*

#### KPIs & Dimensions

*[Please list all of the KPIs or link to the relevant KPI dictionary with their KPI IDs, along with the dimensions which they will be viewed by]*

#### User Interactivity

|  |  |  |  |
| --- | --- | --- | --- |
| Interactivity Area | Icon | Method | Behaviour |
| Back Button |  | On Click | 1. Previous page that the user was on is navigated to |
|  |  |  |  |

#### Conditional Formatting

*[Please list the conditional formatting colours and thresholds, if not applicable then please state that conditional formatting is not applicable]*

|  |  |  |
| --- | --- | --- |
| Colour | Threshold | KPI Determined By |
|  |  |  |
|  |  |  |

#### Additional Design Considerations

### Widget 2 – Widget Name

#### Visualisation

*[Please list explicitly the visualisation type – e.g. Crosstab, Stacked Bar Chart etc.]*

#### KPIs & Dimensions

*[Please list all of the KPIs or link to the relevant KPI dictionary with their KPI IDs, along with the dimensions which they will be viewed by]*

#### User Interactivity

|  |  |  |  |
| --- | --- | --- | --- |
| Interactivity Area | Icon | Method | Behaviour |
| Back Button |  | On Click | 1. Previous page that the user was on is navigated to |
|  |  |  |  |

#### Conditional Formatting

*[Please list the conditional formatting colours and thresholds, if not applicable then please state that conditional formatting is not applicable]*

|  |  |  |
| --- | --- | --- |
| Colour | Threshold | KPI Determined By |
|  |  |  |
|  |  |  |

#### Additional Design Considerations

## KPI Definitions

*[Please link to the main KPI dictionary to ensure that KPIs are all stored in one place only]*

## Export Options

*[Provide details of how the report can be exported – Excel, PowerPoint, PDF etc.]*

## Mobile Options

*[Please state the devices that the reports will be available on]*

# Technical Report Design

*[Please add all backend design considerations in here, with lists of fields and metadata etc.]*

# Business Trackers

## Requirements and Follow-up Items

*[Link to the requirements log, and add any additional requirements into this section]*

## Deferred Items (To be addressed in a later release)

|  |  |  |  |
| --- | --- | --- | --- |
| Ref | Phase | Item | Comments |
|  |  |  |  |
|  |  |  |  |