

Company Name

Project Name

Analysis Report

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Version: 1/00

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Amendment History

Version	Author	Date	Description of changes
1/00	P Crompton	DD-Mon-YYYY	First issue

1. INTRODUCTION

This section should contain a management summary of the purpose of the analysis and its major findings. Major design issues should be brought out along with the context of the work in terms of the project.

This should be no more than one page in length.

1.1 Background

Places the work in context and details the business reasons for the work.

1.2 Aims of the Document

The aim of the document is to define the logical functional requirements necessary to support an agreed set of business requirements.

The analysis should aim to provide a more accurate resource estimate for the next stage.

1.3 Sources of Information

Details of all personnel consulted in carrying out the analysis, and all documents used, together with dates and issue numbers as appropriate.

1.4 Scope / Terms of reference

The terms of reference or boundaries for the analysis. Details of functional boundaries should be listed.

1.5 Constraints and Assumptions

All known constraints and assumptions. Some of these may have been carried forward from the initial study.

2. FUNCTIONAL REQUIREMENTS

2.1 Processes

All new and amended logical functions should be detailed.

2.2 Data

New and amended data requirements. At this stage a new logical model might be required.

2.2.1 Significant volumes and frequencies

Current projections for the amount of data to be collected and the frequency of transactions.

3. SYSTEM PROPOSALS

A high level view of the proposed system solution. NOT a detailed design!

3.1 Hardware, Software and Communication issues

Details of any additional hardware, software or communications equipment required to implement the solution.

3.2 Database sizing

An estimate of the impact in terms of additional or reduced database requirements.

3.3 Interfaces

Physical interfaces with related system, or other functional areas within the same system.

3.4 Other design issues

Any other design issues not already covered.

4. IMPLEMENTATION

4.1 Resource requirements

An estimate of the amount of effort should be made in man days. More accurate estimates will be available at the design stage. An out line plan should be produced.

4.2 System testing and user acceptance criteria

Significant items which indicate if the solution is acceptable should be listed. Some of these may be available from performance standards. This list will be carried forward and expanding into a system test plan.

4.3 Initial transition strategy

Details of a transition strategy will be listed here. This will include:- data cut over, parallel running etc. This list will be carried forward and expanded into an implementation plan.

5. OPERATION

5.1 Manual procedures

Details of changes to manual procedures not covered elsewhere.

5.2 Security and audit

Details of any special security and audit trailing required.

5.3 Backup and Recovery

Details of any special backup and recovery procedures should be defined.

5.4 Housekeeping and Archiving

Any special housekeeping and archiving procedures should be defined.

APPENDICES

- a. Detailed Entity relationship diagram**
- b. Entity and attribute definitions**
- c. Function Hierarchy**

If possible the diagrams should indicate which entities are new/changed/unchanged.

End of document