

The purpose of this document is to outline the core components of a spec just enough so that programmers and other experts could analyze the project and estimate the effort involved in a proposed development project. Includes an overview analysis of things such as which CU*BASE features will be affected, what's the ripple effect to things like inquiry programs, maintenance programs, configurations, and the like. Includes an overview of major considerations that might affect how the changes are developed, tested, documented, and rolled out to a single client, multiple clients, or across the entire network.

All amounts and times are estimates based on historical patterns and are subject to change. Detailed specifications and project requirements will be developed separately and may not conform exactly to this initial outline.

Project:

Date:

Researched by:

Project Summary

This project is to xxx

Subheading if needed

Xxxx

Must-Haves

- XXXX

Nice-to-Haves

- XXXX

Estimate of Overall Effort



Slide the red triangle to the right or left to indicate a rough estimate of effort for each section. (Tip: Holding the Shift key while dragging helps to keep it level.)

Contingencies

Description	Notes
TIPS ABOUT THE BULLETS	<ul style="list-style-type: none"><input type="checkbox"/> Tip: Copy the format of this for any items that should not be checked (triple-click here to select the <u>entire</u> paragraph, right-click and choose the Format Painter icon , then click in the paragraph to be changed)<input checked="" type="checkbox"/> Tip: Copy the format of this for any items that should be checked (triple-click here select the entire paragraph, right-click and choose the Format Painter icon , then click in the paragraph to be changed)
Contingent on completion of other pending project	<input checked="" type="checkbox"/>
Contingent on implementation of new vendor relationship	<input checked="" type="checkbox"/>

Description	Notes
Hardware/equipment/special infrastructure	<input checked="" type="checkbox"/>
Certification with 3 rd party vendor required	<input checked="" type="checkbox"/>
Regulatory compliance deadline	<input checked="" type="checkbox"/>
Conversion date/Proposed due date	<input checked="" type="checkbox"/>

CU*BASE Programs/Tables



Task	Notes	Critical for Phase 1 Implementation	Estimated Hours
New Tables	<input checked="" type="checkbox"/> Replace an existing table <input checked="" type="checkbox"/> Tack on to an existing table <input checked="" type="checkbox"/> New independent table		
Changes to Existing Tables	<input checked="" type="checkbox"/> Membership data <input checked="" type="checkbox"/> Account data <input checked="" type="checkbox"/> Transaction data <input checked="" type="checkbox"/> New columns only <input checked="" type="checkbox"/> Other: <input checked="" type="checkbox"/> Changing data format for existing column <input checked="" type="checkbox"/> Adding new value to existing column		
Configuration	<input checked="" type="checkbox"/> New configuration(s) <input checked="" type="checkbox"/> New flag(s) on existing config <input checked="" type="checkbox"/> Other changes to existing config(s)		
Maintenance	<input checked="" type="checkbox"/> New maintenance feature to allow data to be entered manually or adjusted <input checked="" type="checkbox"/> Change to existing maintenance feature		
Data Conversion	<input checked="" type="checkbox"/> Conversion program needed		
Fix to Program(s)	<input checked="" type="checkbox"/> Include fixes to existing programs		
 PITT	<input checked="" type="checkbox"/> Add a new cmd key/pushbutton to jump to another screen <input checked="" type="checkbox"/> Display new data on the main screen <input checked="" type="checkbox"/> Add a new action		
Reports	<input checked="" type="checkbox"/> New report <input checked="" type="checkbox"/> Change to existing report		
Analysis Dashboards	<input checked="" type="checkbox"/> New dashboard <input checked="" type="checkbox"/> Change to existing dashboard		
3 rd -party Interface	<input checked="" type="checkbox"/> New interface <input checked="" type="checkbox"/> New vendor relationship <input checked="" type="checkbox"/> Change to existing interface		
Tools Database (Home Page)	<input checked="" type="checkbox"/> New tool on the home page <input checked="" type="checkbox"/> Change to existing tool(s)		

CU*BASE Screen Changes



Task	Notes	Critical for Phase 1 Implementation	Estimated # of screens/hours
Adding a field(s) to existing screen(s)	<input checked="" type="checkbox"/>		
Rearranging existing screen elements	<input checked="" type="checkbox"/>		
New function key or change to existing function key	<input checked="" type="checkbox"/>		
Brand-new screens	<input checked="" type="checkbox"/>		
Special GOLD treatments needed	<input checked="" type="checkbox"/>		
Exports/PDF/CSV	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		

Processing / Posting



Task	Notes	Critical for Phase 1 Implementation	Estimated Hours
New processing feature	<input checked="" type="checkbox"/>		
Change to existing process	<input checked="" type="checkbox"/>		
Change to transaction posting programs	<input checked="" type="checkbox"/>		
Impact on general ledger	<input checked="" type="checkbox"/>		
Impact on EOD/BOD, EOM, year-end/tax processing	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		

It's Me 247 Changes



Scope

System	Notes	Critical for Phase 1 Implementation
Online Banking	<input checked="" type="checkbox"/>	
Mobile Web Banking	<input checked="" type="checkbox"/>	
Mobile App Banking	<input checked="" type="checkbox"/>	
Third-party Mobile App APIs	<input checked="" type="checkbox"/>	

Tasks

Task	Notes	Critical for Phase 1 Implementation	Estimated Hours
New data to be exchanged between the host and the It's Me 247 server	<input checked="" type="checkbox"/>		
Change to existing data exchange	<input checked="" type="checkbox"/>		

Task	Notes	Critical for Phase 1 Implementation	Estimated Hours
New pages	<input checked="" type="checkbox"/>		
Change to existing page(s)	<input checked="" type="checkbox"/>		
New navigation	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		

Quality Control Effort



Task	Notes	Estimated Hours
Special test environment needed	<input checked="" type="checkbox"/>	
Date manipulation	<input checked="" type="checkbox"/>	
EOD/BOD testing	<input checked="" type="checkbox"/>	
EOM testing	<input checked="" type="checkbox"/>	
YE testing	<input checked="" type="checkbox"/>	
Coordination with other team	<input checked="" type="checkbox"/>	
Credit union beta testing required	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	

Documentation Effort



Task	Notes	Critical for Phase 1 Implementation	Estimated Hours
Booklet(s)	<input checked="" type="checkbox"/>		
Online help	<input checked="" type="checkbox"/>		
Marketing/release materials	<input checked="" type="checkbox"/>		
Grand opening/special rollout program	<input checked="" type="checkbox"/>		
	<input checked="" type="checkbox"/>		

Implementation Considerations



Description	Notes
Deployment option(s) for this project <i>(see "Implementation Planning: How Are Deployment Decisions Made?" in the SDLC)</i>	<input checked="" type="checkbox"/> Major release(includes beta-testing) <input checked="" type="checkbox"/> Release without beta <input checked="" type="checkbox"/> GOLD update <input checked="" type="checkbox"/> On-demand priority mod <input checked="" type="checkbox"/> On-demand minor mod

Description	Notes
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Active (live) beta (<i>minimal testing, typically for new analytical dashboards only</i>) <input checked="" type="checkbox"/> Custom release <input checked="" type="checkbox"/> Special beta <input checked="" type="checkbox"/> Passive beta
Priority and risk considerations (including regulatory requirements)	<input checked="" type="checkbox"/>
Client considerations	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Promised to XX credit union <input checked="" type="checkbox"/> Contractual commitment for XX credit union by XX/XX/XXXX
Training considerations	<input checked="" type="checkbox"/>
Beta-test considerations	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Includes changes to major files; must block Xtend Shared branch clients from beta-test <input checked="" type="checkbox"/> Beta can be passive <input checked="" type="checkbox"/> No beta possible; must activate for all CUs at once
Operations and daily/monthly processing cycles considerations	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>