



Functional Business Requirement

Document No.: FM-SS-07.04
Effective date: November 23, 2019
Revision No.: 0
Department: Information Technology



{Title of the Project / Request}

Functional Business Requirement

CLIENT: {Name of BU / Dept / Principal}
Version: **1.**

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VERSION CONTROL

Version	Date	Author	Change Reference
1.0	Date when modified the version	Name / Initial that modified the version	Initial Document Creation

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FUNCTIONAL BUSINESS REQUIREMENT

System	<i>F2 System / WMS / etc.</i>	Date	Saturday, 23 November 2019
Title	<i>{Title of Project / Request}</i>		
Ticket #			<i>{Target Implementation Date - Optional}</i>

1 Description of Business Requirement

(This **section** is to be filled in by the BU/ Dept/ Principal)

Acceptable formats: (*Paragraphs, Bullets, Tables, Flowcharts, Screenshots*)

1.1 Objectives:

Guidelines:

- What is the existing business process before the changes?*
- What is the precise objective of the changes?*
- How will the changes affect your business process?*
- What are the benefits when these changes are implemented?*
- Business justification for the changes.*

1.2 Input:

Guidelines:

- What are the required information / data in order to do the changes?*
- What are the systems or modules required in order to get the information / data?*
- What are the formula, validation, input required?*

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1.3 Process:

Guidelines:

- *How can we get the information / data?*
- *What are the systems or modules required in order to get the information / data?*
- *Do we need interface mapping or API? If yes, provide and discuss the **required format**.*
- *What are the processes we need to undertake?*
- *How do want to use the information?*
- *What are the formulas and validations required?*

1.4 Output:

Guidelines:

- *How do want to display / use the processed information?*
- *What kind of reports are you expecting? Provide detailed and required format.*
- *Do you want to cascade the processed information in interested parties?*

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1.5 Test Scenarios:

Guidelines:

- *What are the critical scenarios do you want to test?*
- *Specify special case scenarios in order to test thoroughly.*

No	Scenario	Test Steps	Expected Results

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2 Technical Acceptance Signoff

Prepared By, <hr/> Name (Signature) / Designation / Date	Reviewed By, <i>{Project Sponsor, BU Head}</i> <hr/> Name (Signature) / Designation / Date
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{This section is fill in by the Technical Lead}

Reviewed By, <i>{Developer}</i> <hr/> Name (Signature) / Designation / Date	Agreed By, <i>{IT Head}</i> <hr/> Name (Signature) / Designation / Date
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