CU COLUMBIA UNIVERSITY
IT INFORMATION TECHNOLOGY

High Level Design Document

Directions *(Please read):*

CUIT follows an industry-standard Software Development Life Cycle (SDLC) to guide the process of application systems development. The steps of the SDLC include:

- Requirements and Analysis
- Systems Design
- Development and Unit Test
- Testing
- Implementation

Good applications development facilitates the rapid development of software with a minimum of rework and 'trial-and-error' development. Subsequently, we rely on Functional Owners to provide thorough requirements gathering and high-level design. The request can only be assessed, the effort estimated, and subsequently prioritized into System's Development queue after this phase has been satisfactorily completed. This phase includes the following steps:

1. Complete the High-Level Design document (Functional Owner) and review with Systems Development for completeness and questions. The Development Manager provides an <u>initial</u> estimate of work effort. Functional Owner creates a Remedy Ticket to track this request.
2. Committee and Business Owner review request. Approval must be given to proceed.
3. If approved, the request is put into the enhancement queue and proceeds to the Detail Design phase

Meeting the design specification is the benchmark of a successful development effort. Changes to the requirements will result in implementing the Change Management Process and repeating steps 1-3.

Following the High-Level Design phase, the Functional Owner is responsible for:

- Functional portion of Detail Design, System testing, Product testing, User Acceptance testing, and participation in Performance testing. Since test facilities are in high demand, testing must be completed within the agreed to timeline; otherwise, testing may need to be rescheduled to a later time.
- Documentation, Training and Communications
- Approval to move the software into production

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Enterprise Reporting Systems, High Level Design	Remedy Ticket #:_____
(To be completed by functional owners)	

Date: _____

Contact Name: _____   Title: _____

Department: _____   Uni: _____

Phone: _____   Email: _____

Application: ☐ Data Warehouse   ☐ DARTS   ☐ COB

☐ Business Objects Report   ☐ Other: _____

Sponsor(s): *Required for Enhancement and New Project Requests. Provide name and title.*

Business Owner(s): *Provide name and title.*

Description/Objective: *Provide general description of the project (what will be accomplished).*

Category: ☐ Break/Fix   ☐ Maintenance   ☐ Enhancement   ☐ New Project
                                                                (under 200 hrs)   (over 200 hrs)

User Population: *Provide information regarding the anticipated audience, Who?, How many?*

Business Benefits:

Priority: ☐ High   ☐ Medium   ☐ Low

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Business Benefit Category: *Please check all that apply*	
	Efficiency – Time/Cost Savings
	Process Improvement/Best Practices
	Provide Timely/Accurate Financial Information
	High ROI (Maximum Benefit/Minimum Effort)
	Compliance/Regulatory
	Improved Customer Service
	Internal Controls/Audit Requirement
	New Process and/or Reporting Requirement
	Improved Communications
	Training/Certification
	Upgrade to Infrastructure

Implications of NOT doing:

Potential Business Resources:

Preliminary Implementation Timeframe:

Timing and Resources to Complete Requirements Analysis:

Will a Project Plan be provided:

Additional Comments/Special Instructions:
Please provide supporting arguments if your priority rating for this request is marked "HIGH."

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Enterpri...

CUIT Internal Use Only/Authorization for Services

Received/Processed By: _____   **Date:** _____

Steering Committee Approval Required: ☐ Yes   ☐ No   Meeting Date: _____

Anticipated CUIT Team Resources:

☐ **University Systems**
- ☐ Program Management Office
- ☐ Data Warehouse
- ☐ DARTS
- ☐ Management Reporting
- ☐ Web Services
- ☐ Student Information Systems
- ☐ UDAR
- ☐ Grants Management Project
- ☐ Tenant Management Project
- ☐ RASCAL

☐ **Enterprise Systems**
- ☐ Human Resources
- ☐ Finance Applications
- ☐ ID Recarding & Conversion
- ☐ Benefits Admin & Call Center
- ☐ Systems Integration

☐ **Client Services**
- ☐ Client Services Center
- ☐ Client Technology Services

☐ **Technology Infrastructure**
- ☐ Communication Software
- ☐ Networking
- ☐ Operations
- ☐ Database & Storage
- ☐ Windows Systems
- ☐ UNIX & Email Systems
- ☐ Disaster Preparedness
- ☐ Mainframe Systems

Additional Requirements:

- ☐ Conceptual Design Document
- ☐ Project Initiation Request
- ☐ Project Charter
- ☐ Technical Design
- ☐ Report Layout
- ☐ File Layout – Data Mapping
- ☐ Process Flow Document

Notes/Comments: *Please provide initial estimate of work effort, at minimum for analysis phase.*