

IQ Retail (PTY) Ltd Specifications Document Example

Introduction

This document serves as example of what we require in terms of a specifications document. The aim of this document is to help you put in words what your expectations are in terms of development contracted.

Example:

Text in blue: My Comment

Text in black: Specifications document

For my example, I will show a simple example of a specifications document defining a program that captures CD catalogues.

CD Catalogue Specifications Document:

Document revision:

Date Last Modified: Wednesday, August 23, 2006

Revision: 1

Author List:

1. John Doe (Rev 1)
2. ...

Index:

1. Problem Statement
2. Etc.....

Problem statement:

We have a music shop were we catalogue all our CD's we have in stock in a file cabinet. This is influencing our CD sales because we can't tell clients quickly enough if we have the CD Title that they are looking for in stock.

Program requirement:

We need a program that will allow us to capture all the CD titles and other CD specific data such as song titles etc. The program must be fast.

It must be able to generate a webpage that can be published on the internet. The program must be able to export information to text files.

Program Layout:

The program layout is where the details of what is important to the client are defined. If there is specific information that we should know about certain aspects of your program, this would be the best place to define them.

Capture screen – CD Data:

1. CD data capture screen:
 - a. CD ID
 - i. This will be used to uniquely identify the CD
 - ii. The CD id may not exceed 15 characters
 - iii. The CD id can be alpha numeric
 - iv. The CD id may not be blank.
 - b. CD Title
 - i. Contains the Title of the album that may not exceed 50 characters.
 - c. CD Artist
 - i. The artist of the CD not exceeding 50 characters.
 - ii. Must be indexed to allow easy searching.
2. This process then continues until everything has been defined that is important to you as the client.

HTML – Generation (Webpage):

1. Data Items to be exported to the webpage
 - a. CDID
 - b. CDTITLE
 - c. CDARTIST
2. We are not too worried about the appearance of the webpage, we will employ CSS style sheets to style the look and feel of the webpage.
3. We do not know if all our requirements are covered here but we need this section to enable us to better determine the functionality we should have. Specification documents will follow after revision.

Program Database

This is not always a requirement in a specifications document. A specific database or have a specific layout for his data tables maybe required. This should then be defined here.

Database Requirement:

1. We need a MySQL Database.
 - a. The database will run on a dedicated server.
 - b. IP details will be supplied.
 - c. A Database administrator will administer the database. A test database will be defined and user name + password details will be supplied to you.
2. Table Definitions:

- a. Please refer to relevant XLS file titled “DATABASEFields”.xls. (This document should only be defined if there is a specific requirement. There should be an excel file defined for each and every table with the relevant field descriptions as well as relevant indexes. UML definitions are preferable but xls – Excel files are acceptable.

Program GUI – Graphical User Interface

If there is any special requirement, it should be noted here.

Touch Screen Capability:

1. No keyboard will be used. The program must show an onscreen keyboard.
2. Any buttons must be big enough to allow touch screen navigation.
3. This is only valid on the menu screen of the program.
4. The program must be able to load a logo onto the screen.

Program Details:

1. Program Name
 - a. CdCatalogue.exe
2. Version Numbering:
 - a. Version numbering should be in the form 1.1 starting at 1.1 and incrementing with .1 every release for minor versions. It must increase with 1 for every major release.
3. Private Directory (Install Path):
 - a. Program Directory: “C:\Program Files\CDCatalog”
 - b. Export Directory: “C:\Program Files\CDCatalog\WebExport”
4. Windows Menu
 - a. Start -> Programs -> CdCatalogGroup
5. Icon
 - a. Icon will be supplied. It is currently being designed by our marketing company.

Support Expectancy:

1. We would require an extensive support schedule during the implementation stage. Please quote accordingly.
 - a. Support installations.
 - b. Bug fixes.
 - c. Specification and Program enhancements.
2. General support
 - a. Emergency support
 - i. Bugs
 - b. Email
 - c. Telephonic

Delivery Expectancy:

1. Date we expect delivery:
 - a. 2007-01-31
2. Installation:
 - a. Our internal IT department will install and administrate the software.

A specifications document is never a set thing. It can be expanded and in most cases it is unavoidable to expand the document. It gives us a better idea of what you, the client, are expecting in terms of the money that you are going to spend.

The rule of thumb for specifications documents is “More is better”.
