

# Report Design Specification(RDS) Template Guideline

The RDS represents the final criteria for constructing a report. All requirements for the report must be accurately and concisely described in this document in order for empowerT to begin constructing the report. Once the completed document is received and approved, we will provide an estimated timeframe for completion of your report. Of course, we cannot foresee emergencies that may delay routine development, and we reserve the right to adjust the dates as necessary. We usually return a preliminary report within one week.

Any missing information may result in an incomplete or erroneous design and may cause additional billing to the client and/or delays in development. That said, the RDS is fairly comprehensive and may be overkill for your report. Let common sense prevail and feel free to mark N/A or leave blank.

To aid in the completion of a Report Design Specification please adhere to the following guidelines. For specific information regarding project deliverables, or any questions about this document, please contact empowerT at [reports@empowerT.com](mailto:reports@empowerT.com).

<b>Definition</b>	A Report Design Specification defines the definition needed to satisfy a requested business report, including the data required. It should be part of a larger Technical Specification document package that describes the detailed technical solution for the report methodology.
<b>Purpose</b>	The Report Design Specification forms the basis for technical design, technical development, workflows, and procedures for using the report and all testing plans. They describe how the business requirements will be translated into the system and application components. Its goal is to help ensure a clear understanding of what the developers are supposed to build in satisfying overall business intelligence needs, and to ensure internal standards and best practices are met.
<b>Ownership</b>	The project development team is responsible for preparing Report Design Specification documents. <b>Prior to proceeding, the Report Design Specification document(s) must include approvals from the key Stakeholders.</b>
<b>When</b>	Report Design Specification documents are completed during the Design phase of the Solution Delivery Life Cycle. It is started once the Business Requirements Definition document is more finalized, since business requirements supply core information needed to begin a Report Design Specification, and in conjunction with any system architecture and data specifications to ensure alignment between the documents. It is important to note that the Report Design Specification serves a different purpose than the general Technical Design Specification documents.  A Report Design Specification is a required deliverable for all business intelligence and management information reports.

<p><b>Template Flexibility</b></p>	<p>This Report Design Specification template includes data input fields that support internal controls and processes, policies and risk mitigation principles, governance drivers, and/or project management control standards and proven best practices. It provides the minimum basic fields required to successfully complete a Report Design Specification document deliverable in meeting empowerT requirements for all system development projects requiring reporting. The amount of detail included in the template will depend on the size, complexity and type of project, as well as the kinds of systems involved and information required.</p> <p>The project development leads/teams are empowered to utilize this template as necessary to best serve the needs of the project and business owner. <i>Each data input field provided in this template should be considered for applicability and relevance to the project at hand.</i> Multiple Report Design Specification documents may need to be created for the entire library of reports.</p>
<p><b>Template Completion</b></p>	<ol style="list-style-type: none"> <li>1. This Template Guidelines section is for reference purposes only. It should be printed and deleted prior to completing the final document.</li> <li>2. To input text within a text field (     ), place the cursor inside the field and just start typing.</li> <li>3. Enter the required information on the Title Page and add additional fields as needed.</li> <li>4. Complete the document utilizing suggested text where applicable and entering text/fields where shown within &lt;blue text&gt; brackets. Note that the blue text does NOT need to be included in your final document. Its purpose is to either provide guidance for completing requested information, or to show where text is to be input.</li> </ol>
<p><b>Template Completion</b></p>	<ol style="list-style-type: none"> <li>5. As changes are made to the document, ensure that the Document Contributors, Document Revision History and Table of Contents (TOC) sections are updated accordingly.</li> <li>6. The development team needs to ensure that the Report Design Specification documents (and all design solutions) <b>traces back</b> to and addresses the requirements as defined in the Business Requirements Document and <b>traces forward</b> to the Test Plans and Test Cases.</li> <li>7. Prior to finalizing the Report Design Specification documents, the Project Manager should schedule and facilitate a design walk-thru meeting with all appropriate parties. The developers should use their specific knowledge and judgment to make the final determination as to who should be reviewers and/or approvers of this design document.</li> <li>8. Complete the Design Review &amp; Approval (see PMO website) per the provided instructions, listing all necessary final reviewers, approvers and others who only require acknowledgement. Route accordingly.</li> <li>9. Upon receipt of the Review &amp; Approval, notify the reviewers and approvers of any critical design recommendations that will NOT be incorporated and the rationale.</li> <li>10. Once Report Design Specification is completed and after the project has been closed, this document is to be retained with other project documentation in accordance with the records management policy and the business line's records schedule, storage and destruction requirements.</li> </ol>
<p><b>Template Version</b></p>	<p>As this template may be updated, it is recommended that you access a blank template from the empowerT website (<a href="http://www.empowerT.com/resources">http://www.empowerT.com/resources</a>) each time you need one for a new project and not merely use one from a previous project.</p>
<p><b>For more information</b></p>	<p>Please email <a href="mailto:reports@empowerT.com">reports@empowerT.com</a> or call 972-464-5790 office or 214-906-8632 cell.</p>