[Design Specification  
for the Web  
- template]

[version]

[name]

[date]

Document Control

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| --- | --- |
| Purpose |  |
| Document Title |  |
| Owner |  |
| Author |  |
| Date Drafted |  |
| Date Approved | dd/mm/yy |
| Version: | [Start each new document at version 0.1. Increase the version number to 0.2, 0.3 etc. each time the document is changed significantly during the review stages. When the document has been signed-off, increase the version number to 1.0. Repeat this process for all subsequent versions, e.g. ‘1.1, 1.2, 1.3, etc.’ until it is ‘Approved’ again, when it is updated to 2.0 etc. |
| Ref Number: | Enter any applicable reference number. For example: WI-ICR-12, FM-CDS-13, PR-CSSD-17 |
| Document Status | Final |

Revision History

[Add the details of the changes you are making to the table below. Make the comments as accurate and meaningful as possible to enable future users to easily establish the history of how the document has developed.]

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Template description

Grey italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.

Grey italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.

Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats

To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for text is Normal. Any part of source code should use style Code. Use Caption style to describe images, figures etc.

To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”

Guidelines for naming files:

# Introduction

## Project Purpose

[Sentences/Bullet Points: What business need does this project satisfy. What is the current state? What is the proposed state/method (future mode of operation)? What criteria determine success to the business stakeholders? Describe goals and aims]

## Definitions and Acronyms

# Planning

## Audience overview

[General information about target audience and potential users]

## Deliverables

## Requirements

### Business Requirements

[Describe here the business requirements that the project work will fulfil and how and/or where the completed project product will fit into any existing systems. Assign a unique ID number to each requirement.]

### Functional requirements

[Functional requirements capture and specify specific intended behaviour of the system being developed. They define things such as system calculations, data manipulation and processing, user interface and interaction with the application, and other specific functionality that show how user requirements are satisfied. Assign a unique ID number to each requirement.  
The requirements set out here are ranked in “MoSCoW”[[1]](#footnote-1) order:  
M – Must Have   
S – Should Have   
C – Could Have   
W – Won’t have]

### Non-functional requirements

[In addition to functions required, describe the characteristics of each interface between the product and its users (e.g., required screen formats/organization, report layouts, menu structures, error and other messages, or function keys)]

## Potential risk

[Identify possible threats. Split risk into: EXTERNAL - factors outside of the project and outside of your control, INTERNAL - factors internal to the project and under your control or can be influenced by you]

## Testing strategy

[Describe testing objectives, guidelines roles and responsibilities. Outline a mechanism for handling and responding to feedback from stakeholders on testing progress and outcomes]

## Resources and tools

Describe needed/assigned resources to the project: people, equipment, facilities, funding, or anything else capable of definition required for the completion of a project activity.

### Team

### Tools

## Methodology on approach

[Describe project management tools and overview of the process or methodology]

## Project plan

[Insert timescale, milestones, task breakdown and assigned resources. If possible create Gantt Chart[[2]](#footnote-2)].

# Design and Development

## Design

[Insert here any wireframes, prototypes, screenshots and any other related information]

### Visual style

### Layout

### Colour scheme

### Typography

## Development and implementation

[Insert here description of technologies, frameworks and techniques and any other related information]

### Technologies

### Architecture

### Site map

# Testing and evaluation

## Testing

[Describe major issues and undertaken methods. Provide description about the quality of the product or service under test. Use typical testing types: functionality testing, regression testing, usability testing, accessibility testing, device testing, browser testing, security testing and performance testing]

### Functionality testing

### Usability testing

### Accessibility testing

### Device/OS testing

### Browser testing

### Performance Testing

### Security testing

### Regression testing

## Evaluation

[Describe which planned and unplanned objectives and outcomes were achieved, to identify the factors of success or failure, to assess the sustainability of the benefits generated, and to draw conclusions that may inform future programming, policy making and overall organizational learning. What is lesson learned?]

# Appendices

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]

## Backlog

[Score as follows, High = H, Medium = M, Low = L]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Case** | **Task** | **Priority** | **Status** | **Issues** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
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| 10 |  |  |  |  |  |

## Risk Log

[Score as follows, for Likelihood and Impact: High = H, Medium = M, Low = L]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of Risk or Uncertainty | Likelihood  High/  Medium/  Low | Impact  High/  Medium/  Low | Likelihood  x Impact  [Score] | Actions required and who will take responsibility to manage the risk |
|  |  |  |  |  |

1. Practice based on software development process - Dynamic Systems Development Method [↑](#footnote-ref-1)
2. A Gantt chart is helpful when monitoring a project's progress. A Gantt chart is a type of bar chart that illustrates a project schedule. Gantt charts illustrate the start and finish dates of the terminal elements and summary elements of a project. [↑](#footnote-ref-2)