**Rapid Deployment Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PPM #** |  | | **Project Name** |  |
| **Author** | |  | **Date** |  |

**This document is used when attempting to quickly deploy a vetted product or service, which already informally undergone initial project efforts.**

**Problem or Opportunity Statement(s)**

Provide reasoning for implementing this request.

[INSERT STATEMENT HERE]

**Goals and Objectives**

Provide a list of the business goals or objectives which need to be achieved in the desired future state. Ideally, goals should elaborate on the future benefits, and objectives should be specific, measurable, attainable, realistic and time-bound (SMART).

1. [LIST GOAL 1 HERE]
   1. [LIST OBJECTIVE 1.1 HERE]
2. [LIST GOAL 2 HERE]
   1. [LIST OBJECTIVE 2.1 HERE]

**UFIT Rise to Five Goal**

Select one goal and provide reasoning for whichever UFIT Rise to Five Goal this request will contribute toward the most.

| Goal | Select One with an “X” | Reasoning |
| --- | --- | --- |
| Enable Student Success |  | Insert reasoning here |
| Build Faculty a 21st-Century Research Computing Ecosystem |  | Insert reasoning here |
| Enable the Six Billion Dollar Go Greater Campaign |  | Insert reasoning here |
| Improve Customer/Constituent Experience |  | Insert reasoning here |
| Build an Analytics Platform |  | Insert reasoning here |
| Manage Risk |  | Insert reasoning here |

**Scope**

Clearly define the project scope by elaborating what should be included and excluded from the project.

**In Scope**

**Out of Scope**

**Deliverables**

Populate the provided table with any project deliverables, such as new documentation and services.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | Acceptance Criteria | Approver(s) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Timeline**

|  |  |  |
| --- | --- | --- |
| Planned Start Date | Planned Go Live Date | Planned Finish Date |
| [MM/DD/YYYY] | [MM/DD/YYYY] | [MM/DD/YYYY] |

**Known Considerations**

List any assumptions, constraints and risks in the sections below.

**Assumptions**

**Constraints**

**Risks**

**Strategies**

Elaborate on any of the following applicable strategies and/or approaches for your project. Be sure to address instance management and integrations across the different systems when defining approaches.

**Architectural Approach**

[DESCRIBE APPROACH HERE]

**Design Approach**

[DESCRIBE APPROACH HERE]

**Development Approach**

[DESCRIBE APPROACH HERE]

**Quality Assurance Approach**

[DESCRIBE APPROACH HERE]

**Communication Approach**

[DESCRIBE APPROACH HERE]

**Training Approach**

[DESCRIBE APPROACH HERE]

**Deployment Approach**

[DESCRIBE APPROACH HERE]

**Requirements**

**Business Requirements**

List any requirements describing the higher-level needs of the organization, such as business issues or opportunities. Business requirements are the rationale for why an initiative is being undertaken. For example, “Improve customer service by reducing customer complaints by 10% over the next year.”

| ID # | Business Requirement |
| --- | --- |
| B1 |  |
| B2 |  |
| B3 |  |
|  |  |

**Functional Requirements**

List any functional requirements, which describe product behavior, in the table below. For example, “The system shall provide a tool that allows a user to retrieve a forgotten User ID.”

| ID # | Functional Requirement |
| --- | --- |
| F1 |  |
| F2 |  |
| F3 |  |

**Nonfunctional Requirements**

List any nonfunctional requirements related to design, policies and technical restrictions for the final product to be effective in the table below. For example, “The system shall send a response with User ID retrieval instructions within 2 minutes of the user selecting the option.”

| ID # | Non-functional Requirement |
| --- | --- |
| N1 |  |
| N2 |  |
| N3 |  |

**Transition Requirements**

List any transition requirements, which are temporary capabilities, such as data conversion and training or communications, needed to transition from the current state to the future state in the table below. For example, “The system shall convert User IDs to the new system without interruption of service to end-users.”

| ID # | Transition Requirement |
| --- | --- |
| T1 |  |
| T2 |  |
| T3 |  |

**Roles and Permissions**

The UFIT Identity Services team can ensure all the below information is accurately recorded.

**Page Access**

This section is specific to PeopleSoft page access.

|  |  |
| --- | --- |
| Information Needed | Details |
| Navigation: |  |
| Content Reference Name: |  |
| Authorized Actions:  (e.g., Create, Read, …) |  |
| Display Only (Yes/No): |  |
| Add to Permissions List: |  |
| Remove from Permissions List: |  |

**New Permission Lists**

This section is specific to PeopleSoft permission lists.

|  |  |
| --- | --- |
| Information Needed | Details |
| Name (30 char max): |  |
| Short Description (30 char max): |  |
| Add to Roles: |  |

**New Role**

|  |  |
| --- | --- |
| Information Needed | Details |
| Name (30 char max): |  |
| Short Description (30 char max): |  |
| Long Description (256 char max): |  |
| End User Description: |  |
| User Type  (e.g., End, Core, Self-Service): |  |
| Role Type  (e.g., PS, non-PS, Reporting): |  |
| Training Coursework Required: |  |
| Password Policy Level: |  |
| ARS Approval Type: |  |
| Approver Group: |  |
| Setups Required in ARS: |  |

**Permission list changes other than page access:**

List any other permission list changes, such as PeopleTools, queries or processes below.



**Testing**

This section is a list of the tests that will be executed by the UFIT Testing team. This section is generated by the testing team in order to give the business, development team or management the opportunity to see what has been tested at a glance. Any additional testing can be requested or suggested for this section.

If a separate Testing Strategy exists, then please remove the table below and provide a link to the documentation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Name | Test Execution Environment(s) | Test Case Parameters | Test User IDs | Test Type |
|  |  |  |  |  |
|  |  |  |  |  |

**Institutional Costs**

This section refers to any costs against the University of Florida, including resource and financial costs.

**Resources**

|  |  |  |
| --- | --- | --- |
| Team | Resource | Average Hours per Month |
|  |  |  |
|  |  |  |
|  |  |  |

**Financial Costs**

|  |  |  |
| --- | --- | --- |
| Cost Description | Amount ($) | Frequency (e.g., Once, Annually) |
|  | $ |  |

**Sign-Off**