

# Templates

All DA&AI App documentation follows the structure below.

To ensure consistency in how we work, we have created Templates to help you order and track new projects and small enhancements from DA&AI, please use the Templates as set out below.

Documentation Structure and Templates		
Change Type	Phase	Required Document
Major Change - Project	Envision	<ul style="list-style-type: none"> <li>Project Quality Plan (PMO templates - replacing Initiative Brief) - update Oct 24</li> <li>DA&amp;AI - High Level Solution Design _Official template) - update Oct 24</li> <li>Workload Calculation (DA&amp;E template) - update Oct 24</li> <li>Data Governance Scoping (in HLSD template) - update Oct 24</li> </ul> <p>Check more templates required for this project phase in the <b>PMO view within DAAI - <a href="#">TEMPLATE - Checklist in Envision</a> or in <a href="#">Accolade</a></b></p>
	Strategize	<p>Check templates required for this project phase in the <b>PMO view within DAAI - <a href="#">TEMPLATE - Checklist in Strategize</a> or in <a href="#">Accolade</a></b></p>
	Plan	<p>Check templates required for this project phase in the <b>PMO view within DAAI - <a href="#">TEMPLATE - Checklist in Plan Value</a> or in <a href="#">Accolade</a></b></p>
	Delivery	<p>Check more templates required for this project phase in the <b>PMO view within DAAI - <a href="#">TEMPLATE - Checklist in Delivery</a> or in <a href="#">Accolade</a></b></p> <p><b>Delivery &gt; Release</b></p> <ul style="list-style-type: none"> <li>Template to document DA&amp;AI applications - update Oct 24</li> <li>DA&amp;AI Test Document - update Oct 24</li> <li>RFW &amp; Knowledge Transfer (to CGI) - update Oct 24</li> <li>CAB template (for major changes) - update Oct 24</li> <li>Talend M2P &amp; Tableau M2P - update Oct 24</li> <li>DA&amp;AI Release Notes - update Oct 24</li> </ul>
	Closure	<p>Check templates required for this project phase in the <b>PMO view within DAAI - <a href="#">TEMPLATE - Checklist in Closure</a> or in <a href="#">Accolade</a></b></p>
	Project Management	<p>To update</p> <ul style="list-style-type: none"> <li>(Project Charter (a Project Charter example, also a template if available)</li> <li>Governance Meeting Minutes</li> <li>RACI</li> <li>Project Plan (template)</li> <li>Project Status (template)</li> </ul>