

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	• Project Quality Plan (PMO templates - replacing Initiative Brief) - update Oct 24 • DA&AI - High Level Solution Design _Official template - update Oct 24 • Workload Calculation (DA&E template) - update Oct 24 • Data Governance Scoping (in HLSD template) - update Oct 24 Check more templates required for this project phase in the PMO view within DAAI - TEMPLATE - Checklist in Envision or in Accolade
	Strategize	Check templates required for this project phase in the PMO view within DAAI - TEMPLATE - Checklist in Strategize or in Accolade
	Plan	Check templates required for this project phase in the PMO view within DAAI - TEMPLATE - Checklist in Plan Value or in Accolade
	Delivery	Check more templates required for this project phase in the PMO view within DAAI - TEMPLATE - Checklist in Delivery or in Accolade Delivery > Release • Template to document DA&AI applications - update Oct 24 • DA&AI Test Document - update Oct 24 • RFX & Knowledge Transfer (to CGI) - update Oct 24 • CAB template (for major changes) - update Oct 24 • Talend M2P & Tableau M2P - update Oct 24 • DA&AI Release Notes - update Oct 24
	Closure	Check templates required for this project phase in the PMO view within DAAI - TEMPLATE - Checklist in Closure or in Accolade
	Project Management	To update • <i>(Project Charter (a Project Charter example, also a template if available))</i> • <i>Governance Meeting Minutes</i> • <i>RACI</i> • <i>Project Plan (template)</i> • <i>Project Status (template)</i>