|  |  |
| --- | --- |
| **Ticket ID** | *Enter Ticket ID* |
| **Ticket description** | *Enter ticket description* |
| **Created by** | *@created by name* |
| **Created on** | *// created date* |
| **Priority**  | *Very high/ high/ medium/ low* |
| **Version**  | *Enter the version number* |

**Version**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Version no** | **Version Date** | **User name** | **User department** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Approvals**

|  |  |  |
| --- | --- | --- |
| **Field** | **Name of the User** | **Approved date by the user** |
| **Actual User Name** |  |  |
| **Actual User Department** |  |  |
| **Organization Name** |  |  |
| **Sign-off**  |  |  |
| **Assigned BA** |  |  |
| **Assigned Developer** |  |  |
| **Assigned Tester** |  |  |

**Estimation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department name** | **Estimated Time (In hr)** | **Scheduled Date (Starting date )** | **Estimated date** | **Actual delivery date** |
| **BA** |  |  |  |  |
| **Development** |  |  |  |  |
| **Testing** |  |  |  |  |
|  |  |  |  |  |

**Abbreviations & terms**

*Enter all the abbreviations used in the document.*

**Introduction**

*Enter brief introduction of the ticket.*

**Business requirement**

*Enter details of the ticket requirement.*

**Existing system**

*Enter all the data related to the existed system and attach all the necessary attachments provided by the user.*

**Proposed system**

*Enter the process overview step-by-step in detail.*

**Input table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIELDS** | **INPUT TYPE**  | **MANDATORY/ OPTIONAL** | **DESCRIPTION** | **CONDITIONS IF ANY** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**UI Design**

*Draw the necessary the user interface designs using figma, paint etc.*

**Sampled reports**

*Attach all the sample reports required at the time of documentation.*

**Process flow**

*Explain the process flow using the flowcharts.*

**ODUS ( Open Discussed Unhanded scenarios )**

|  |  |
| --- | --- |
| **Topic**  | *The topic of the point*  |
| **Reported by** | *@reported by* |
| **Reported on** | *// reported date* |
| **Details**  | *Enter the description of the ODUS point* |
| **Status**  | *Incomplete/ work-in-process/ completed* |
| **Priority**  | *Very high/ high/ medium/ low* |
| **Estimated time** | *Enter the time required to finish the ODUS point* |
| **Completion date**  | *The date of completion of ODUS point* |

**References of the users**

|  |  |  |  |
| --- | --- | --- | --- |
| **User** | **Name** | **Mail** | **Contact number** |
| **Actual user** |  |  |  |
| **Ticket created by (if any)** |  |  |  |
| **Assigned business analyst** |  |  | 8669917920 |
| **Assigned developer** |  |  |  |
| **Assigned tester**  |  |  |  |