Specification Workbook			
State			
Planning Team Members			

### Part A - What Works Well? What Should Change? Assess Your Current System's Strengths

During the *Discovery Process*, you have an opportunity to think about the strengths (and weaknesses) of your current data system and identify the specific needs that the new one will address. What features are critical, which could you do without? Are any missing? Does the system function reliably, even when lots of people are using it? Is it capable of sharing data with other agency systems?

Finding answers to these questions may require effort, but the process will help assure that your new system has all needed features and that it functions well. You may want to talk with current users, partners in other agencies about how your system will interact with theirs, and whether you definition of certain common data fields are consistent with theirs. You should also discuss aspects of the system with your agency's IT staff.

With input from others, address the questions below. Your answers will help you identify gaps in your current system, and considerations for developing a new one.

Requirements	Rating Completely, Partially, or Not Enough	What Is Needed to address in NEW system? What to Add, Remove, Fix
Completeness		
Does your system offer all required functions and features?		
Does your system generate all required NRS/WIOA tables?		
Features to Provide Usability, Data Quality or Impactful Data Use		
Reliability		
Does system operate consistently and reliably, even under load?		
Does system provide sufficiently fast response time, even under load?		
Does system appropriately enforce agency's business rules?		
Does system provide sufficient data validation checks and alerts?		
Compatibility		
Will system function within agency's prescribed operating environment? Operating systems? Databases?		
Does system meet agency's security/privacy requirements?		
Is system capable of receiving and sharing interagency data, as needed for data matching and other needs?		
Vendor Considerations		
Is agency ownership of data assured? Can data be easily exported for use in another system?		
Is continuity of service assured, should vendor cease operations?		

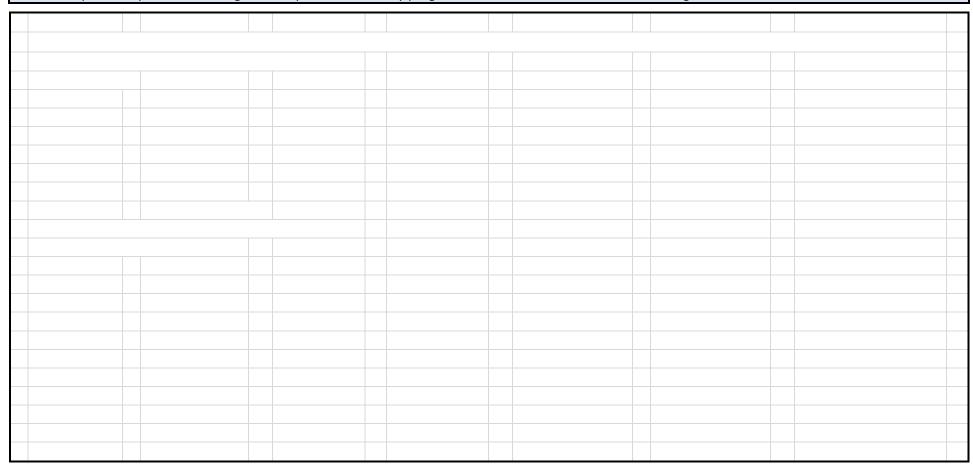
Requirements	Rating Completely, Partially, or Not Enough	What Is Needed to address in NEW system? What to Add, Remove, Fix
Vendor Considerations		
Does vendor take appropriate steps to secure state and participant data?		
Can changes in the system be made to address changes in state policies/procedures, if necessary?		
Is vendor/developer responsive and helpful?		
Cost		
Is cost/budget sufficient to meet maintenance and support needs		

#### Part B - Report Mockups

Report mockups provide a visual prototype upon which developers can base your systems outputs. Creating them helps you think through the kinds of reports that will be useful, and enables you to test ideas about how best to present information.

Create a mockup below that illustrates the content and format of a report you would like to see in your new data system. In mocking-up the report consider its purpose and the information required. What kind of layout will help your key audience get needed information quickly and effectively?

The mockup below specifies the design for a report to be used by program administrators and teachers to manage and schedule assessments.



#### Part C - Use Cases

Use Cases describe tasks that individuals will be able to complete using the data system. In the far left column, enter a user role (intake specialist, program administrator, instructor, state staff member, etc.). In the next column, list a use with which the data system will assist. In the third column, enter the steps a user in that role will go through to complete the task -- with the help of the system. You will often have multiple rows for each user role, each describing a different task. We will fill-in the last two columns when describing the actual functions that the system will provide to complete these tasks (see Part D - System Functions).

In the spaces below, create a few cases for a particular user role.

Uses (Tasks)	Steps User Will Complete Using System	System Functions Required	Function Grouping
	Uses (Tasks)	Uses (Tasks)  Steps User Will Complete Using System	Uses (Tasks)  Steps User Will Complete Using System  Required  System Functions Required

#### Part D - System Functions

Functions built into a system provide a means for users to complete tasks described in their Use Cases (see Part C). These functions may stand alone, or be used in combination with others on data entry or other pages to provide a complete set of tools for system users. Consider which tools are needed to support records management for student intake, enrollment, assessment, and other activities. Identify which ones would logically be grouped together on a particular data entry page. It is helpful to be specific. Enter information about function groups (e.g. entry pages) and specific functions they provide in the spaces below. Base your function descriptions on tasks specified in the Use Cases you created on the Part C tab of this workbook. When done, enter the functions that apply to each Use Case in the last two columns in the prior tab, Part C - Use Cases.

System Page/Screen	Description	Functions	Roles
Where would a user find this function?	Describe the task(s) these functions address	List and describe each function	Who uses the function?

#### Part E - Inputs and Data Shares

Data needed to generate NRS, program, and state reports may come from a variety or sources, and there may be a lot of it. To specify the kinds of data needed, start by identifying specific entities (nouns) about which data will be acquired and managed. Program participants may be one entity, programs, classes, assessments and outcomes are others. From these entities, you can begin to build a data dictionary to describe the characteristics of all data items that the system will need to manage.

In the spaces below, list and describe the entities for which your system will need to manage information.

Entity	What's Included

### Part F - Data Dictionary

The data dictionary provides detailed information about system entities you identified in Part E - Inputs & Data Shares and the elements that characterize them. Its contents will help your system developer or vendor understand the characteristics of each element, how it should be stored, how to check it for accuracy, and information about how it may be used. If you are sharing or receiving data from another agency, you can use the data dictionary to verify that your data definitions match.

In the spaces below, list and describe elements associated with each entity identified in Part E - Inputs & Data Shares (previous tab), and provide details about its format, validation collection, use, and sharing.

Entity	Data Item	Format	Validation	How Acquired	How Used	Sharing
Entity to which element applies		Format used to store element	Applicable Data Checks	How data get into database	How element is used	Whether/how element is shared