



Common term for System Development Lifecycle element				Requirement Traceability element										Test Case		
The organization's methodology term for System Development Lifecycle element				Functional criteria	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document	Configuration Document	Configuration Document	Reference	Work Instruction	Quality Centre Test ID	Test Cases	
2.1.1.1.01			Generate Employee Records (Determine Appointment Reason) Continued	Section 6.2.3.1, 6.2.3.1.1	CHIC Scope Definition CD 007-0000 Version 1.0 dated 21st February 2008 CHIC Scope Definition CD 007-0000 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR184 dated 20th June 2009 SOW 8 Statement of Work, Lattice Replacement Design, Implant and Deploy v1.2 dated 20th June 2009 SOW 12 Statement of Work, Workbrain Restoring Built Requirements v2.0 dated 11th July 2008		CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3						1538 - [1]15 Contract - HDA across Awards 1539 - [1]16 Progression 1540 - [1]17 Secondment - Internal 1541 - [1]18 Secondment - External 1542 - [1]19 Demotion 1544 - [1]21 Position modification 1545 - [1]22 Secondment - From other agency 1546 - [1]23 Secondment - Return to agency 1547 - [1]24 Reassignment - Non-employee 1548 - [1]25 Relieving at Level Backfilling 1549 - [1]26 Relieving at Level Vacant Pos 1550 - [1]27 Std Pay and Allowances 04 End-to-End (SAP-WB-SAP) Testing 01 Std Pay, Allowances and Leave Accrual 02 Std Pay and Allowances - FT Emp less than 76 hrs 03 CH_DHSSEA_FT_ADMIN 04 CH_DHSSEA_FT_HP 05 CH_DHSSEA_FT_OPER 06 CH_ENG_FT 07 CH_ENG_FT 08 CH_PSA_FT_72HRS_FLEX 09 CH_GPH_CAS_RNS 10 CH_GPH_FT_ANVSTU 11 CH_GPH_FT_RNS 12 CH_SMO_RMO_FT_SMO 13 CH_SMO_PT 14 CH_GPH_FT_RNS_CONTSHT 15 CH_GPH_FT_RNS_CONTSHT 16 CH_DHSSEA_FT_ADMIN 17 CH_DHSSEA_FT_OPER		
2.1.1.1.01			Generate Employee Records (Determine Appointment Reason) Continued	Section 6.2.3.1, 6.2.3.1.1			CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3						NA	04 End-to-End (SAP-WB-SAP) Testing 01 Std Pay, Allowances and Leave Accrual 02 CH_DHSSEA_FT_OT 03 CH_DHSSEA_FT_OTODD 04 CH_DHSSEA_FT_OPER_CONTSHT_PEN-MS-LOAD 05 CH_SMO_RMO_FT_RMO_SHIFT_WKPH 06 CH_ENG_CAS 07 CH_GPH_CAS_RNS 08 CH_GPHSB_FT_ANVSTU 09 CH_MS-ROPP_PT	
2.1.1.1.01			Generate Employee Records (Manual, Internal)				CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009 CHIC Work Product Index - Required to update employee records in SAP for new CH employees Current version - CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3							NA	04 End-to-End (SAP-WB-SAP) Testing 01 Std Pay, Allowances and Leave Accrual 02 CH_DHSSEA_FT_OT 03 CH_DHSSEA_FT_OTODD 04 CH_DHSSEA_FT_OPER_CONTSHT_PEN-MS-LOAD 05 CH_SMO_RMO_FT_RMO_SHIFT_WKPH 06 CH_ENG_CAS 07 CH_GPH_CAS_RNS 08 CH_GPHSB_FT_ANVSTU 09 CH_MS-ROPP_PT
2.1.1.1.01			Generate Employee Records (Manual, External)				CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009 CHIC Work Product Index - Required to update employee records in SAP for new CH employees Current version - CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3							NA	04 End-to-End (SAP-WB-SAP) Testing 01 Std Pay, Allowances and Leave Accrual 02 CH_DHSSEA_FT_OT 03 CH_DHSSEA_FT_OTODD 04 CH_DHSSEA_FT_OPER_CONTSHT_PEN-MS-LOAD 05 CH_SMO_RMO_FT_RMO_SHIFT_WKPH 06 CH_ENG_CAS 07 CH_GPH_CAS_RNS 08 CH_GPHSB_FT_ANVSTU 09 CH_MS-ROPP_PT
2.1.1.1.01			Generate Employee Records (Manual, Department Agency)				CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009 CHIC Work Product Index - Required to update employee records in SAP for new CH employees Current version - CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3							NA	04 End-to-End (SAP-WB-SAP) Testing 01 Std Pay, Allowances and Leave Accrual 02 CH_DHSSEA_FT_OT 03 CH_DHSSEA_FT_OTODD 04 CH_DHSSEA_FT_OPER_CONTSHT_PEN-MS-LOAD 05 CH_SMO_RMO_FT_RMO_SHIFT_WKPH 06 CH_ENG_CAS 07 CH_GPH_CAS_RNS 08 CH_GPHSB_FT_ANVSTU 09 CH_MS-ROPP_PT
2.1.1.1.01			Generate Employee Records (Manual, Department and Assigned Employee)				CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009 CHIC Work Product Index - Required to update employee records in SAP for new CH employees Current version - CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3							NA	04 End-to-End (SAP-WB-SAP) Testing 01 Std Pay, Allowances and Leave Accrual 02 CH_DHSSEA_FT_OT 03 CH_DHSSEA_FT_OTODD 04 CH_DHSSEA_FT_OPER_CONTSHT_PEN-MS-LOAD 05 CH_SMO_RMO_FT_RMO_SHIFT_WKPH 06 CH_ENG_CAS 07 CH_GPH_CAS_RNS 08 CH_GPHSB_FT_ANVSTU 09 CH_MS-ROPP_PT
2.1.1.1.01			Generate Employee Records (Manual, Recruitment)				CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009 CHIC Work Product Index - Required to update employee records in SAP for new CH employees Current version - CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3							NA	04 End-to-End (SAP-WB-SAP) Testing 01 Std Pay, Allowances and Leave Accrual 02 CH_DHSSEA_FT_OT 03 CH_DHSSEA_FT_OTODD 04 CH_DHSSEA_FT_OPER_CONTSHT_PEN-MS-LOAD 05 CH_SMO_RMO_FT_RMO_SHIFT_WKPH 06 CH_ENG_CAS 07 CH_GPH_CAS_RNS 08 CH_GPHSB_FT_ANVSTU 09 CH_MS-ROPP_PT
2.1.1.1.01			Generate Employee Records (Manual)				CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009 CHIC Work Product Index - Required to update employee records in SAP for new CH employees Current version - CHIC_FDR 2.1.1 Create Employee Records, v4.0, Final dated 25th September 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3							NA	04 End-to-End (SAP-WB-SAP) Testing 01 Std Pay, Allowances and Leave Accrual 02 CH_DHSSEA_FT_OT 03 CH_DHSSEA_FT_OTODD 04 CH_DHSSEA_FT_OPER_CONTSHT_PEN-MS-LOAD 05 CH_SMO_RMO_FT_RMO_SHIFT_WKPH 06 CH_ENG_CAS 07 CH_GPH_CAS_RNS 08 CH_GPHSB_FT_ANVSTU 09 CH_MS-ROPP_PT

Common term for System Development Lifecycle element				Requirement Traceability element												
Req ID	Req Description	Source	Target	Req ID	Req Description	Source	Target	Req ID	Req Description	Source	Target	Req ID	Req Description	Source	Target	
	The organisation's methodology term for System Development Lifecycle element	QHIC Scope Definition CD-007-0002 Version 1.0 dated 21st February 2008	QHIC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	SOW # Statement of Work, Labour Replacement Design, Implement and Deploy v1.2 dated 30th June 2009	SOW 12 Statement of Work, Workbrain Rostering Build Requirements v2.0 dated 11th July 2008	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workbrain Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project QHIC - Test Lab @ 25th November 2009)		
14	2.1.1.7.01	Approve Commencement Advice (Manual)	Section 6.2.3.1	QHIC_PDR 2.1.1 Create Employee Records, v0.0, Final dated 19th December 2008 - functionality removed in this version	Revision History dated 19/12/2008 v0.0 states as follows: 2.1.1.10-01 and 2.1.1.7.01 combined into one business process titled Complete Commencement Forms (Manual)	OOB	NA	NA	NA	NA	NA	NA	NA	NA	UAT	
15	2.1.1.7.02	Complete Commencement Forms (Manual)	Section 6.2.3.1	QHIC_PDR 2.1.1 Create Employee Records, v0.0, Final dated 19th December 2008	Revision History dated 19/12/2008 v0.0 states as follows: 2.1.1.10-01 and 2.1.1.7.01 combined into one business process titled Complete Commencement Forms (Manual)	OOB	NA	NA	NA	NA	NA	NA	NA	NA	NA	UAT
16	2.1.1.7.03	Complete Commencement Forms (Manual)	Section 6.2.3.1	QHIC_PDR 2.1.1 Create Employee Records, v0.0, Final dated 19th December 2008	Revision History dated 19/12/2008 v0.0 states as follows: 2.1.1.10-01 and 2.1.1.7.01 combined into one business process titled Complete Commencement Forms (Manual)	OOB	NA	NA	NA	NA	NA	NA	NA	NA	NA	UAT
17	2.1.2	Maintain Employee Records	Section 6.2.3, 6.2.3.1	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3	OOB	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3	QHIC Solution Blueprint v1.0 Final dated 19 July 08 section 6	1.3 Payroll Distribution Point V1.2, Approved	1.4 Personal Data V1.2, Approved	1.5 Personal Actions V1.2, Approved	NA	NA		
18	2.1.2.3.01	Complete Personal & Payroll Forms (Manual, Employee Initiated)	Section 6.2.3.1	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3	OOB	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3	QHIC HRR 2.1.2 SAP CONF Data Monitoring & Date Spec v0.1	QHIC HRR 2.1.2 SAP CONF Inc Conf Design v0.1	QHIC HRR 2.1.2 SAP CONF Licenses & Registrations v0.1	QHIC HRR 2.1.2 SAP CONF Personal Data Intotype v0.1	QHIC HRR 2.3.1 SAP TS - EMP Declaration Details to ATD v0.1	NA	UAT	
19	2.1.2.3.02	Complete Personal & Payroll Forms (Manual, Line Manager Initiated)	Section 6.2.3.1	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.2, 5.2.1, 5.2.2, 5.2.3	OOB	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.2, 5.2.1, 5.2.2, 5.2.3	NA	NA	NA	NA	NA	NA	UAT	
20	2.1.2.3.03	Update IHRIS - Personal & Payroll Details	Section 6.2.3.1	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.3, 5.3.1, 5.3.2, 5.3.3	OOB	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.3, 5.3.1, 5.3.2, 5.3.3	NA	NA	NA	NA	21255 to 26258	System Test - Phase 1 02. Workbrain 12. Leave Validation (Test Results attached at folder level) 12. Leave Validation (Test Results attached at folder level) See above for Personal details, EZE test cases for Payroll results		
21	2.1.2.3.04	Update IHRIS - Personal & Payroll Details (Manual, Increments)	Section 6.2.3.1	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.4, 5.4.1, 5.4.2, 5.4.3	OOB	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.4, 5.4.1, 5.4.2, 5.4.3	NA	NA	NA	NA	3432 - 1101 Full Time Employee Standard Increment 3454 - 1102 Casual Employee Standard Increment 3453 - 1103 Part Time Employee Standard Increment 3472 - 1104 Additional Hours Increment 3461 - 1105 Age 21 Increment 3457 - 1106 Higher Duties Standard Increment 3459 - 1107 Higher Duties 12 Month Increment over 24 Months	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 08. Increments 01. Full Time Employee Standard Increment 02. Casual Employee Standard Increment 03. Part Time Employee Standard Increment 04. Additional Hours Increment 05. Age 21 Increment 06. Higher Duties Standard Increment 07. Higher Duties 12 Month Increment over 24 Months		
22	2.1.2.3.05	Update IHRIS - Personal & Payroll Details (Recognition of Prior Service)	Section 6.2.3.1	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.5, 5.5.1, 5.5.2, 5.5.3	OOB	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.5, 5.5.1, 5.5.2, 5.5.3	NA	NA	NA	NA	3529 - 1101 Not recognised 3530 - 1102 Recognised 3531 - 1103 Fully Recognised	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 08. Prior Service 01. Not recognised 02. Recognised 03. Fully Recognised		
23	2.1.2.3.06	Update IHRIS - Personal & Payroll Details (Record Key Dates)	Section 6.2.3.1	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.6, 5.6.1, 5.6.2, 5.6.3	OOB	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.6, 5.6.1, 5.6.2, 5.6.3	NA	NA	NA	NA	05. RD464 - Date Monitoring Report 2787	System Test 01. SAP (HR / Payroll) - non CE and AE 04. Reports 02. Standard Offering 06. RD464 - Date Monitoring Report 05. RD464 - Date Monitoring Report		
24	2.1.2.3.07	Update IHRIS - Personal & Payroll Details (Confirm Appointment)	Section 6.2.3.1	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.7, 5.7.1, 5.7.2, 5.7.3	OOB	QHIC_PDR 2.1.2 Maintain Employee Records, v4.1, Final dated 4 December 2009	Section 5.7, 5.7.1, 5.7.2, 5.7.3	NA	NA	NA	NA	05. RD464 - Date Monitoring Report 2787	System Test 01. SAP (HR / Payroll) - non CE and AE 04. Reports 02. Standard Offering 06. RD464 - Date Monitoring Report 05. RD464 - Date Monitoring Report		

		Common term for System Development Lifecycle element		Functional criteria		Source Work Product		Requirement Traceability element				Test Case		
		The organisation's methodology term for System Development Lifecycle element		GHIC Scope Definition CD-007-0002 Version 1.0 dated 21st February 2008		GHIC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		SOW 8 Statement of Work, Licence Replacement, Design, Implement and Deploy V1.2 dated 30th June 2009		SOW 12 Statement of Work, Worktrain Rollout Build Requirements V2.0 dated 11th July 2008		SOW 13 Statement of Work, Worktrain Rollout Build Requirements V2.0 dated 11th July 2008		
								Process Design Report (PDR)		Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint		Configuration Tracking Document (CTD) v1.2 Approved		
										Reference		Work Instruction		
												Quality Centre Test ID		
												Test Cases (sourced from Quality Centre, Domain SSS, Project GHIC - Test Lab @ 25th November 2009)		
25	2.1.2.8-06							Update HRIS - Personnel & Payroll Details (Purchased Leave)					1286 1287 1288	01. SAP (HR) Payroll 01. Personnel Administration (3.1 Manage Employee Information) 04. Master Data 01. Inquiries 02. Change Monitoring of Tasks_IT0019 04. Create Recurring Payments and Deductions_IT0014 08. Create Employee Data_IT0045
26	2.1.2.8-07							Personnel and Payroll Details (Payments MED)					05. RID484 - Data Monitoring Report 07.07 03. R-433 Employee Balance Report 06. RID484 - Data Monitoring Report & 03. R-433 Employee Balance Report 05. RID484 - Data Monitoring Report 06. RID484 - Data Monitoring Report 05. RID484 - Data Monitoring Report 05. Verify report names 05. Verify report layout 04. Verify report inclusion 05. Verify correct balance calculation	System Test - Phase 1 01. SAP (HR) Payroll - non CE and AE 04. Reports 03. R-433 Employee Balance Report 06. RID484 - Data Monitoring Report & 03. R-433 Employee Balance Report 05. RID484 - Data Monitoring Report 06. RID484 - Data Monitoring Report 05. RID484 - Data Monitoring Report 05. Verify report names 05. Verify report layout 04. Verify report inclusion 05. Verify correct balance calculation
27	2.1.2.8-01							Validate Data Entry - Personnel and Payroll Details (SAP)	Section 6.2.3.1				06.02	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 12. Payroll (3.1 Manage Payroll Cycle) 01. Process and Recalculate Payroll (2.3.1)
28	2.1.2.19-01							Complete Staff Movement Forms (Manual, Line Manager Initiated)	Section 6.2.3.1				NA	UAT
29	2.1.2.19-02							Complete Staff Movement Forms (Manual, Employee Initiated)	Section 6.2.3.1				NA	UAT
30	2.1.2.17-01							Approve Staff Movement Details (Manual, Line Manager Initiated)	Section 6.2.3.1				NA	UAT
31	2.1.2.17-02							Approve Staff Movement Details (Manual, Employee Initiated)	Section 6.2.3.1				NA	UAT
32	2.1.2.19-01							Update HRIS - Staff Movements (Manual)	Section 6.2.3.1				2211 - [1]01. Change in Hours - Increase in PT hours 2218 - [1]01. Change in Hours - Decrease in PT hours 2241 - [1]03. Change in Hours - PT to FT 24100 - [1]03. Change in Hours - Decrease in PT hours 24104 - [1]04. Change in Hours - FT to PT 2218 - [1]02. Contract - Temp extension 2219 - [1]01. Duration 2268 - [1]01. Higher Duties - Greater than 12 months 24100 - [1]03. Higher Duties - Less than 12 months 2411 - [1]03. Higher Duties - One Day via WB 2221 - [1]01. Machinery of Government 2220 - [1]01. Transfer - Merit 2268 - [1]01. Position Modification 2218 - [1]01. Progression	01. System Test 04. End-to-End (SAP-WB-SAP) Testing 06. Movements 01. Casual to Permanent 05. Change in Hours - Increase in PT hours 04. Change in Hours - Decrease in PT hours 05. Change in Hours - PT to FT 04. Change in Hours - FT to PT 05. Contract - Temp extension 01. Duration 01. Higher Duties - Greater than 12 months 02. Higher Duties - Less than 12 months 03. Higher Duties - One Day via WB 04. Machinery of Government 01. Temporary to Permanent 01. Transfer - Merit 01. Position Modification 01. Progression
33	2.1.2.19-02							Update HRIS - Staff Movements (Manual, Contractors)	Section 6.2.3.1, 6.2.3.1.1				2248 - [1]01. Contract - New Temp Contract 2216 - [1]02. Contract - Temp extension	01. System Test 04. End-to-End (SAP-WB-SAP) Testing 06. Movements 01. Position Modification 01. Progression
34	2.1.2.19-03							Update HRIS - Staff Movements (Manual, Recruitment Record/Events Out)	Section 6.2.3.1, 6.2.3.1.1				2214 - [1]02. Recordment - Internal 24708 - [1]05. Recordment - External 2220 - [1]101. Transfer - Merit	01. System Test 04. End-to-End (SAP-WB-SAP) Testing 06. Movements 05. Recordment - Internal 08. Recordment - External 01. Transfer - Merit
35	2.1.2.19-04							Update HRIS - Staff Movements (Manual, Record/Events Out Extension)	Section 6.2.3.1				2268 - [1]02. Recordment - From other agency 2028 - [1]01. Recordment - External 24708 - [1]05. Recordment - External 05. Recordment - External	01. System Test 04. End-to-End (SAP-WB-SAP) Testing 06. Movements 10. Recordment - From other agency 11. Recordment - External 05. Recordment - External





Common term for System Development Lifecycle element				Requirements Traceability element										
Req ID	Req Description	Req Category	Req Status	Functional Usage	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases
	The organization's methodology term for System Development Lifecycle element			OHRC Scope Definition CD-007-002 Version 1.0 dated 21st February 2006	OHRC Scope Definition CD-007-002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR184 dated 30th June 2009	SOW # Statement of Work, License Requirement Design, Implement and Deploy v1.2 dated 30th June 2009	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workbrain Blueprint		Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project OHRC - Test Lab @ 25th November 2009)
2.2.1.240	Request Planned Leave - R (Manual)			Section 6.2.3.2, 6.2.3.2.1			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.1.5.1.1, 5.1.2, 5.1.3					N/A	UAT
2.2.1.241	Approve Planned Leave - R (Manual)			Section 6.2.3.2			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.2, 5.2.1, 5.2.2, 5.2.3					N/A	UAT
2.2.1.242	Update HRIS - Planned Leave - R (New Leave Application)			Section 6.2.3.2			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.3, 5.3.1, 5.3.2, 5.3.3					19698 to 23253 3480 - (1) Leave Request Form 25255 to 26256 3527 - 01, Approved Leave 24091 - 02, Unapproved Leave	System Test - Phase 1 02, Workbrain 01, Leave Taking 01, Award Template & 02, Leave validation & 06, Forms System Test - Phase 1 04, End-to-End (SAP-WB-SAP) Testing 02, Sid Pay with Workbrain initiated chgs 02, Leave and Absences 01, Approved Leave & 03, Unapproved leave & 03, Cancel Approved Leave 01, Award Template Leave Request Form 12, Leave Validation (Test Results attached at folder level) 15 Tests under 01, Approved Leave 04 Tests under 02, Unapproved Leave
2.2.1.243	Update HRIS - Planned Leave - R (Amend Leave Application)			Section 6.2.3.2		OOB	The requirement was originally in Scope in v2.0 of the PDR dated 13 June 2008.  The requirement was removed in v2.1 dated 30/10/2008 as stated in the revision history. The current version of the PDR OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009.  OHRC Work Product Index - Process no longer required. Workbrain functionality does not enable leave applications to be amended, rather existing application is cancelled and new application for amended dates entered.	Section 6.4, 6.4.1, 6.4.2, 6.4.3					3500 - (1) Leave Cancellation Form 3480 - (1) Leave Request Form 24096 - (1)03, Cancel Approved Leave 24540 - (1)02, Cancel Approved Leave-Already Paid	System Test - Phase 1 02, Workbrain 01, Leave Taking 01, Award Template & 02, Leave validation & 06, Forms System Test - Phase 1 04, End-to-End (SAP-WB-SAP) Testing 02, Sid Pay with Workbrain initiated chgs 02, Leave and Absences 01, Approved Leave & 02, Unapproved leave & 03, Cancel Approved Leave Leave Cancellation Form 03, Cancel Approved Leave 02, Cancel Approved Leave-Already Paid note: to amend the leave request in WB the leave to be amended needs to be cancelled from request via forms
2.2.1.244	Update HRIS - Planned Leave - R (Cancel Leave Application)			Section 6.2.3.2			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.4, 5.4.1, 5.4.2, 5.4.3					3500 - (1) Leave Cancellation Form 3480 - (1) Leave Request Form 24096 - (1)03, Cancel Approved Leave 24540 - (1)02, Cancel Approved Leave-Already Paid	System Test - Phase 1 02, Workbrain 01, Leave Taking 01, Award Template & 02, Leave validation & 06, Forms System Test - Phase 1 04, End-to-End (SAP-WB-SAP) Testing 02, Sid Pay with Workbrain initiated chgs 02, Leave and Absences 01, Approved Leave & 02, Unapproved leave & 03, Cancel Approved Leave Leave Cancellation Form 03, Cancel Approved Leave 02, Cancel Approved Leave-Already Paid
2.2.1.270	Verify Accuracy Of Data - R (Leave Requests)			Section 6.2.3.2			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.4, 5.4.4, 5.4.5, 5.4.6					25255 to 26256 03, R-833 Employee Balance Report	System Test - Phase 1 02, Workbrain 01, Leave Taking 01, Award Template & 02, Leave validation & 06, Forms System Test - Phase 1 04, End-to-End (SAP-WB-SAP) Testing 02, Sid Pay with Workbrain initiated chgs 02, Leave and Absences 01, Approved Leave & 02, Unapproved leave & 03, Cancel Approved Leave 01, Award Template 12, Leave Validation (Test Results attached at folder level) 03, R-833 Employee Balance Report - test results attached in the test steps
2.2.1.271	Verify Accuracy Of Data - R (Pay In Advance)			Section 6.2.3.2			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.5, 5.5.1, 5.5.2, 5.5.3					3477 3478 3481 3482 3879 3896 3480 1503 2209	System Test - Phase 1 02, Workbrain 06, Reports 04, R-661 Overrides Report - 01, Verify security access 04, R-561 Overrides Report - 02, Verify input screen 04, R-561 Overrides Report - 03, Verify report layout 04, R-561 Overrides Report - 04, Verify include system generated overrides functionality 04, R-561 Overrides Report - 05, Verify grouping and sorting 04, R-561 Overrides Report - 06, Verify crossing periods of override records System Test - Phase 1 02, Workbrain 06, Forms Leave Request Form System Test - Phase 1 01, SAP (HR / Payroll) 04, Reports 02, R0270 - HR-PA Audit Report1/5/3 07, File Content - PIA Absence
2.2.1.272	Verify Accuracy Of Data - R (Leave Balances)			Section 6.2.3.2		OOB	The requirement was originally in Scope in v2.0 of the PDR dated 13 June 2008.  OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v3.0, Final dated 19 December 2008.  Functionality removed in v3.0 on 19 December 2008 as stated in revision history. The current version of the PDR OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009.  OHRC Work Product Index - Process no longer required. Employee leave balance expiry and payout of excess leave balances is no longer available.	Section 5.8, 5.8.1, 5.8.2, 5.8.3 & 6.10					3477 3478 3481 3482 3879 3896 2209 S493 - Obsolete	04, R-561 Overrides Report - 01, Verify security access 04, R-561 Overrides Report - 02, Verify input screen 04, R-561 Overrides Report - 03, Verify report layout 04, R-561 Overrides Report - 04, Verify include system generated overrides functionality 04, R-561 Overrides Report - 05, Verify grouping and sorting 04, R-561 Overrides Report - 06, Verify crossing periods of override records TimeSheet Navigation Balance Expiration Accrual
2.2.1.300	Calculate and Verify Leave Adjustment - R			Section 6.2.3.2			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.6, 5.6.1, 5.6.2, 5.6.3					N/A	See above for reports see below for Leave Taking System Test - Phase 1 02, Workbrain 06, Forms Leave Cancellation Form Leave Request Form
2.2.1.310	Update HRIS - Leave Adjustment - R			Section 6.2.3.2			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.7, 5.7.1, 5.7.2, 5.7.3					24141 3477 3478 3481 3482 3879 3896	System Test - Phase 1 02, Workbrain 01, Leave Taking 01, Award Template & 02, Leave validation & 06, Forms 07, Adjust Leave Balances 04, R-561 Overrides Report - 01, Verify security access 04, R-561 Overrides Report - 02, Verify input screen 04, R-561 Overrides Report - 03, Verify report layout 04, R-561 Overrides Report - 04, Verify include system generated overrides functionality 04, R-561 Overrides Report - 05, Verify grouping and sorting 04, R-561 Overrides Report - 06, Verify crossing periods of override records
2.2.1.320	Validate Accuracy of Data - R (Leave Adjustment)			Section 6.2.3.2			OHRC_PDR 2.2.1 Mantain Leave Entitlements Roster_v4.1, Final dated 31 July 2009	Section 5.8, 5.8.1, 5.8.2, 5.8.3					24141 3477 3478 3481 3482 3879 3896	System Test - Phase 1 02, Workbrain 01, Leave Taking 01, Award Template & 02, Leave validation & 06, Forms 07, Adjust Leave Balances 04, R-561 Overrides Report - 01, Verify security access 04, R-561 Overrides Report - 02, Verify input screen 04, R-561 Overrides Report - 03, Verify report layout 04, R-561 Overrides Report - 04, Verify include system generated overrides functionality 04, R-561 Overrides Report - 05, Verify grouping and sorting 04, R-561 Overrides Report - 06, Verify crossing periods of override records
2.2.1.330	Admin Leave Requests (Manual)													





Common term for System Development Lifecycle element				Requirement Traceability element									
Functional criteria	Source Work Product	Configuration Document	Configuration Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases						
	<p>The organisation's methodology term for System Development Lifecycle element</p> <p>QHC Scope Definition CD-B07-0002 Version 1.0 dated 21st February 2008</p> <p>QHC Scope Definition CD-B07-0002 Version 1.0 Final as amended by Scope Clarification Document reproduced as part of CR184 dated 30th June 2009</p> <p>SOW 8 Statement of Work, Lattice Replacement Design, Implement and Deploy v1.2 dated 20th June 2009</p> <p>SOW 12 Statement of Work, Workbench Restoring Build Requirements v2.0 dated 11th July 2008</p>						<p>Test Cases (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab @ 25th November 2009)</p>						
2.2.4	Award Interpretation	Section 6.2.3.2 - Award interpretation will occur within the Workbench Application, and accordingly no DPDRs exist for this process.				NA	QOS						
2.3	Manage Payroll Cycle	Section 6.2.2, 6.2.3.3				NA	<p>Testing for the payroll process has been done in PPRIT and UAT some individual components of the process were done in System Test. The Automation Process for each of the pay runs - interim, final, ad-hoc etc - were not developed in the System test Time Frame</p>						
2.3.1	Process & Reconcile Payroll	Section 6.2.2, 6.2.3.3	<p>QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009</p> <p>QHC Solution Blueprint v1.0 Final dated 18 July 08 section 6</p> <p>QHC HR 2.3.1 R SAP FS HR-FI Nurses PDE Cost Report v3.1</p> <p>QHC HR 2.3.1 TS R HR-FI Nurses PDE Cost Report v3.1</p> <p>QHC HR 2.0 SAP Design HRFI Company Loans &amp; Nurses PDE Costing v3.1</p> <p>Functional Specification - QHC HR 2.3.1 E-1371 Annual Leave Central Scheme</p> <p>QHC HR 2.3.1 E-1371 SAP FS Annual Leave Central Scheme v3.1</p> <p>QHC HR 2.3.1 E-1371 SAP TS ALCS Full Solution v3.1</p> <p>QHC HR 2.3.1 SAP FS ALCS Cumulative Report v3.1</p> <p>QHC HR 2.3.1 SAP TS ALCS Recon Movement and Cumulative Report v3.1</p> <p>QHC HR 2.3.1 SAP FS ALCS Movement Report v3.1</p> <p>Technical Specification - QHC HR 2.3.1 E-1371 Annual Leave Central Scheme</p> <p>QHC HR 2.3.1 SAP FS SAP to DSS HR_ADV_LIC Extract v3.1</p> <p>Technical Specification - QHC HR 2.3.1 SAP to DSS Loans Interface</p> <p>QHC HR 2.3.1 SAP FS SAP to DSS HR_ADV_QUAL Extract v3.1</p> <p>Technical Specification - HR 2.3.1 SAP to DSS HR_ADV_QUAL Extract</p> <p>QHC HR 2.3.1 SAP FS SAP to DSS HR_ADV_REV Extract v3.1</p> <p>QHC HR 2.3.1 SAP TS SAP to DSS HR_ADV_Review Interface v3.1</p> <p>QHC HR 2.3.1 SAP FS SAP to DSS HR_Job Extract v3.1</p>	1.8 Payroll & Time Management V1.2	NA	NA							
2.3.1.1	Run Interim Pay Run	Section 6.2.3.3	<p>Changed from Run Time (Daily) in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.0_Final dated 4th April 2008.</p> <p>Current version QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p>	Section 5.1, 5.1.1, 5.1.2, 5.1.3		<p>1661 - 01 Run Time Evaluation (not SAP)</p>	<p>System Test - Phase 1</p> <p>04. End-to-End (SAP-WB-SAP) Testing</p> <p>12. Payroll (2.3 Manage Payroll Cycle)</p> <p>01. Process and Reconcile Payroll (2.3.1)</p> <p>System Test - Phase 1</p> <p>04. End-to-End (SAP-WB-SAP) Testing</p> <p>02. Workbench to SAP</p> <p>01. Run Time Evaluation (not SAP)</p>						
2.3.1.2	Cancel Workbench Payroll Close-out	Section 6.2.3.3, 6.2.3.4	<p>Changed from Run Time (Daily) - includes modification in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.0_Final dated 4th April 2008.</p> <p>Changed from Run Interim Pay Run including Loans Interface in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p> <p>Current version QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p>	Section 5.2, 5.2.1, 5.2.2, 5.2.3		<p>2008 to 20250</p>	<p>System Test - Phase 1</p> <p>04. End-to-End (SAP-WB-SAP) Testing</p> <p>12. Payroll (2.3 Manage Payroll Cycle)</p> <p>01. Process and Reconcile Payroll (2.3.1)</p> <p>02.3.1.4. Impacted Software: SAP, Workbench (Adjust Month-Old Data)</p> <p>02.3.1.3. Impacted Software: Workbench (not Supervisor Data, monthly Schedule Compliance Violations and Time Codes by Team Reports, update Workbench, not Supervisor Data, can Workbench Interface, update Workbench Interface Status)</p> <p>02. WG-SAP File Transfer before switching system tests</p>						
2.3.1.3	Run Final Interim Pay Run	Section 6.2.3.3, 6.2.3.4	<p>Changed from Interim Final Payroll File (Daily) - includes modification in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.0_Final dated 4th April 2008.</p> <p>Changed from Interim Workbench Payroll (Weekly) in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p> <p>Current version QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p>	Section 5.2, 5.2.1, 5.2.2, 5.2.3		<p>2001</p> <p>2282</p> <p>2402</p> <p>1715</p> <p>1740</p> <p>1750</p> <p>17018</p> <p>2548</p>	<p>System Test - Phase 1</p> <p>06. Internal Interface</p> <p>02. Workbench to SAP</p> <p>04. Payment and Reconciliation Interface File (datatypes 2002) tests</p> <p>System Test - Phase 1</p> <p>04. End-to-End (SAP-WB-SAP) Testing</p> <p>12. Payroll (2.3 Manage Payroll Cycle)</p> <p>01. Process and Reconcile Payroll (2.3.1)</p> <p>03. Payroll Reports</p>						
2.3.1.4	Generate Workbench CR-cycle Report by Group	Section 6.2.3.4	<p>Changed from Payment Report in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.0_Final dated 4th April 2008.</p> <p>Changed from Report for Final Pay Run in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p> <p>Current version QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p>	Section 6.4, 6.4.1, 6.4.2, 6.4.3		<p>2684 - [1]01 CR Cycle Report - Generate File</p> <p>2685 - [1]02 CR Cycle Report - Generate Work Detail, Adjustment</p> <p>2686 - [1]03 CR Cycle File Import - GATB to SAP - Data Load</p> <p>2687 - [1]04 CR Cycle File Report into SAP - Absence Data Load</p>	<p>System Test - Phase 1</p> <p>04. End-to-End (SAP-WB-SAP) Testing</p> <p>02. Workbench to SAP</p> <p>04. CR Cycle Reports (RD 1887)</p> <p>01. CR Cycle Report - Generate File</p> <p>02. CR Cycle File - Generate Work Detail, Adjustment</p> <p>03. CR Cycle File Import - GATB to SAP - Data Load</p> <p>04. CR Cycle File Report into SAP - Absence Data Load</p>						
2.3.1.5	Generate Workbench CR-cycle Report by Individual	Section 6.2.3.4	<p>Changed from Run Time (Daily) in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.0_Final dated 4th April 2008.</p> <p>Changed from Final Pay Run in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p> <p>Current version QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p>	Section 6.4, 6.4.1, 6.4.2, 6.4.3		<p>2684 - [1]01 CR Cycle Report - Generate File</p> <p>2685 - [1]02 CR Cycle Report - Generate Work Detail, Adjustment</p> <p>2686 - [1]03 CR Cycle File Import - GATB to SAP - Data Load</p> <p>2687 - [1]04 CR Cycle File Report into SAP - Absence Data Load</p>	<p>System Test - Phase 1</p> <p>04. End-to-End (SAP-WB-SAP) Testing</p> <p>02. Workbench to SAP</p> <p>04. CR Cycle Reports (RD 1887)</p> <p>01. CR Cycle Report - Generate File</p> <p>02. CR Cycle File - Generate Work Detail, Adjustment</p> <p>03. CR Cycle File Import - GATB to SAP - Data Load</p> <p>04. CR Cycle File Report into SAP - Absence Data Load</p>						
2.3.1.6	Report Transfer	Section 6.2.3.4	<p>Changed from Run Time (Daily) in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.0_Final dated 4th April 2008.</p> <p>Changed from Interim Final Pay Run File in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p> <p>Current version QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p>	Section 6.6, 6.6.1, 6.6.2, 6.6.3		NA	<p>GAT</p>						
2.3.1.7	Generate Final Pay Run File	Section 6.2.3.3, 6.2.3.4	<p>Changed from Interim Final Payroll File (Daily) - includes modification in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.0_Final dated 4th April 2008.</p> <p>Changed from Final Pay Run in QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p> <p>Current version QHC_PDR 2.3.1 Process and Reconcile Payroll_v4.2_Final dated 4th December 2009.</p>	Section 5.7, 5.7.1, 5.7.2, 5.7.3		<p>1662</p> <p>1684</p> <p>1685</p> <p>1726</p>	<p>System Test - Phase 1</p> <p>04. End-to-End (SAP-WB-SAP) Testing</p> <p>12. Payroll (2.3 Manage Payroll Cycle)</p> <p>01. Run Time Evaluation (not SAP)</p> <p>01. Release Payroll (not SAP)</p> <p>01. Short Payroll - Monthwork W (not SAP)</p> <p>01. Run Final Batch Job</p>						

Common term for System Development Lifecycle element				Requirement Traceability element													
Functional criteria	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document	Functional Specification	Design Brief	Technical Specification	Solution Blueprint	Data Migration Strategy	Workplan Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases	
	The organisation's methodology term for System Development Lifecycle element	CHIC Scope Definition CD-007-0002 Version 1.0 dated 27th February 2008	CHIC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR14 dated 30th June 2009	SOW 8 Statement of Work Letter Replacement Design, Hardware and Deploy v1.2 dated 30th June 2009	SOW 12 Statement of Work Workplan Restoring Build Requirements v2.0 dated 11th July 2008											Test Cases (sourced from Quality Centre, Domain SSS, Project CHIC - Test Lab # 25th November 2009)	
82	2.2.1.9		Finalise Pay Run	Section 6.2.3.3											28 Payroll Reports 2281 2282 1300 1715 1740 1750 2281 1287 2848	System Test - Phase 1 04 End-to-End (SAP-WS-SAP) Testing 12 Payroll (2.3 Manage Payroll Cycle) 25 Payroll Reports Payroll Exception Report (PCH48) Health Report (PCH76) Deduction in Absence (PCH48) 01 EFT Test Data Extract (PCH129) 01 Simulation FICO (SAP) 05 Output Interface (PCH367) Payroll Reconciliation Report (PCH600) Deduction History Report (SAP) Deduction Time Results (PCH796)	
83	2.2.1.9		Reprocess Payroll	Section 6.2.3.3											1884 1602 1603 1885 1886 1884	System Test - Phase 1 04 End-to-End (SAP-WS-SAP) Testing 12 Payroll (2.3 Manage Payroll Cycle) 01 Run Time Evaluation (SAP) 01 Release Payroll (SAP) 01 Start Payroll (SAP) 01 Payroll Conversion (SAP) 01 Simulate FICO (SAP) 01 Generate Daily Batch Job	
85	2.2.1.10		Request Ad-Hoc Payment	Section 6.2.3.3											1708	System Test - Phase 1 04 End-to-End (SAP-WS-SAP) Testing 12 Payroll (2.3 Manage Payroll Cycle) 14 Run CH Cycle Payroll (2.3.1.12) 01 Error CH Cycle Payment Details (SAP)	
86	2.2.1.11		Process Ad-Hoc Payment Request	Section 6.2.3.3												Test Plan 0410 0410 0207 0480 0441 0204 0202 0401 0402	Test Plan 04 Employee in WS 04 EMPLOYEE_EMP_TERMINATION_DATE record NOT in WS 04 Termination Form - Screen Layout and Simulation Checks 04 Overview EMPLOYEE_EMP_TERMINATION_DATE record via form 04 Termination Form - Leave Balance, Work_Defect_File Simulation 01 CH Cycle Export - Generate File 02 CH Cycle Form - Generate Work Defect_Adjustment 01 CH Cycle Form - Reset Employee Paid_Termination 02 CH Cycle Form - Reset Employee Paid_Cheques
85	2.2.1.12		Generate Ad-Hoc Payment	Section 6.2.3.3											1707 1708 0207	System Test - Phase 1 04 End-to-End (SAP-WS-SAP) Testing 12 Payroll (2.3 Manage Payroll Cycle) 14 Run CH Cycle Payroll (2.3.1.12) 01 Payroll Simulation (SAP) 01 Error CH Cycle Payment Details (SAP) 01 EFT Data Extract (PCH1296)	
86	2.2.1.13		Process Third Party Returns	Section 6.2.3.3											1712 - 01 Employee Payments Returned to Agency Bank Account - EFT Payment (SAP)	System Test - Phase 1 04 End-to-End (SAP-WS-SAP) Testing 12 Payroll (2.3 Manage Payroll Cycle) 01 Employee Payments Returned to Agency Bank Account - EFT Payment (SAP) - Confidential	
87	2.2.1.14		Process Stop Pay	Section 6.2.3.3											NA	UAT	
88	2.2.1.15		Alert Fixed Third Party Returns	Section 6.2.3.3											1712	01 Employee Payments Returned to Agency Bank Account - EFT Payment (SAP)	
89	2.2.1.19-01		Validate Data Entry (SAP)												1824 - 1102, PCH792 - 104-PA Audit Report	System Test - Phase 1 01 SAP QRI (Payroll) 04 Reports 01 Personnel Administration 02c PCH792 - 104-PA Audit Report - 1 02b PCH792 - 104-PA Audit Report - 2 02c PCH792 - 104-PA Audit Report - 3	
100	2.2.1.19-02		Validate Data Entry (Workplan)												0414 0477 0478 0481 0482 0479 0480	System Test - Phase 1 01 SAP QRI (Payroll) 04 Reports 01 Personnel Administration 07 Adjust Leave Balance 04 PCH81 Cheques Report - 01 Vary security access 04 PCH81 Cheques Report - 02 Vary input screen 04 PCH81 Cheques Report - 03 Vary input layout 04 PCH81 Cheques Report - 04 Vary input system generated estimates functionality 04 PCH81 Cheques Report - 05 Vary grouping and sorting 04 PCH81 Cheques Report - 06 Vary security controls of describe records	
101	2.2.1.19		Admin Absence Reports	Section 6.2.3.3											NA	UAT - generate PSA reports in SAP & VMO (Absence Reporting) Report Authoring	

Common terms for System Development Lifecycle element				Requirement Traceability element										Test Cases						
				Functional criteria	Source Work Product															
			The organization's methodology term for System Development Lifecycle element	CHC Scope Definition CD-007-0007 Version 1.0 dated 21st February 2008	CHC Scope Definition CD-007-0007 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	SOV # Statement of Work, Labour Replacement Design, Equipment and Deploy v1.2 dated 30th June 2009	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief	Configuration Document Functional Specification Solution Blueprint Data Migration Strategy Workplan Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases				
103	2.3.1.17		Process Stop Pay													1713				01. Stop Pay process (ad SAP)
	2.3.1.17		Daily Payroll Processing													1439 1486 1587 1776 1776 2024				System Test - Phase 1 01. SAP (611 / Payroll) 04. Reports 01. Personnel Administration LABT - CSP Contractor Pay Plan PST Reporting Solution (PST1181) 01. Exit Payroll (ad SAP) 01. Database Line Posting File - FICO (FICO02) 01. Upload Users (PDI148) 01. Upload Interlocks (PDI148) 01. Run Final Payroll A3
	2.3.2		Process & Reconcile Regulatory Information													NA				NA
105	2.3.2.1		Send Reportable PDI Data													1422 1422 1424				System Test (2.3 Manage Payroll Cycle) 02. Process and Reconcile Regulatory Information (2.3.2 Payment Summaries) 01. Run Preliminary Payment Summary Activities (2.3.2.1) 01. Update PDI values in TTD16 through upload program 02. Delete PDI values in TTD16 through upload program 01. WT Allocation specified in Evaluation Class 11
106	2.3.2.2		Manage Payment Summary Overrides													1428 1428				System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing Additional Pay & Leave Testing (extra) 02. Process and Reconcile Regulatory Information (2.3.2 Payment Summaries) 01. PAYG Payment Summary Issues match RT values as per Wage Type Reporter 01. ETP Payment Summary Issues match RT values as per Wage Type Reporter
107	2.3.2.3		Complete Preliminary Payment Summary Activities													1428 1401 1428 1428 1424 1426 1426 1420 1421 1428 1428 1424				System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing Additional Pay & Leave Testing (extra) 02. Process and Reconcile Regulatory Information (2.3.2 Payment Summaries) 01. ADP 1 01. New Starter - within financial year 02. New Starter - before start of current financial year 03. New Starter - with prior service from other agency 04. PDI with basics in payroll 04. PDI with basics in payroll 01. LBL account older 19 Aug 1979 (underwork, holiday, redundancy) 01. LBL account before 19 Aug 1979 01. RT less than \$1848 02. RT greater than \$1848 01. VEH Payment 02. Back Payment (Jump Sum E) less than \$400
108	2.3.2.4		Prepare for Payment Summary Creation													1517 1518				System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing Additional Pay & Leave Testing (extra) 02. Process and Reconcile Regulatory Information (2.3.2 Payment Summaries) 01. Run Wrapper Program in test mode (in-test required) 02. Run Wrapper Program to update mode
109	2.3.2.5		Generate Payment Summaries													1511 1512 1513				System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing Additional Pay & Leave Testing (extra) 02. Process and Reconcile Regulatory Information (2.3.2 Payment Summaries) 01. Report Payment Summary 01. PAYG idrac payment summary generation 02. ETP Payment Summary generation
110	2.3.2.6		Generate Payment Summary Files													1512 1512				System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing Additional Pay & Leave Testing (extra) 02. Process and Reconcile Regulatory Information (2.3.2 Payment Summaries) 02. ETP Payment Summary generation 01. Report Payment Summary
111	2.3.2.7		Generate Payment Summary Files													00A				00A
112	2.3.2.8		Generate Payment Summaries													00A				00A
113	2.3.2.9		Generate Ad-Hoc Payment Summary													1512 1512 1513				01. Ad-Hoc Payment Summary Generation 02. ETP Payment Summary generation 01. Report Payment Summary 01. Report Payment Summary
114	2.3.2.10		Validate Data Entry													1520 - (1)dc, W0792 - 165-PA Audit Report				System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing Additional Pay & Leave Testing (extra) 02. Process and Reconcile Regulatory Information (2.3.2 Payment Summaries) 01a. W0792 - 165-PA Audit Report - 1 01b. W0792 - 165-PA Audit Report - 2 01c. W0792 - 165-PA Audit Report - 3
115	2.3.3		Maintain Employee & Payroll Reference Data													NA				NA
116	4.0		Manage Separations													NA				NA
117	4.1		Manage Organisation Initiated Separation													NA				NA
118	4.1.4		Fixed Term Separations													NA				NA
119	4.1.4.01		Review Temporary Separations													NA				UAT
120	4.1.4.01		Review Casual Separations													NA				UAT
121	4.1.4.01		Review Full Time Separations													NA				UAT
122	4.1.4.02		Review Business Day Off Separations													NA				UAT
123	4.3		Manage Employee Initiated Separation													NA				NA

Common term for System Development Lifecycle element			Functional criteria	Source Work Product	Requirement Traceability element	Test Cases
Req ID	System Development Lifecycle Element	Functional Criteria	Source Work Product	Requirement Traceability Element	Test Case	Test Case
	The organization's methodology term for System Development Lifecycle element	QHC Scope Definition CD-007-0002 Version 1.0 dated 21st February 2008	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 20th June 2009 SOW # Statement of Work, (Jobe Replacement Design, Implant and Deploy v1.2 dated 20th June 2009) SOW # Statement of Work, (Workman Restoring Built Requirements v2.0 dated 11th July 2008)	Process Design Report (PDR) Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workman Blueprint		Test Cases (sourced from Quality Centre, Downen SSS, Project QHC - Test Lab @ 25th November 2009)
125	4.2.1.01	Administer Age Retirement	Section 6.2.2, 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.1_Final dated 21 September 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 5	NA
126	4.2.2.01	Administer Resignation	Section 6.2.2, 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.1_Final dated 21 September 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 5	NA
127	4.2.2.1.02	Private Separation (Manual)	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.1_Final dated 21 September 2009	Section 5.1.5.1.1, 5.1.2.5.1.3	NA
128	4.2.2.1.02	Private Separation (Manual)	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.1_Final dated 21 September 2009	Section 5.1.5.1.1, 5.1.2.5.1.3	NA
129	4.2.2.3.02	Coordinate Separation (Manual)	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.1_Final dated 21 September 2009	Section 5.2.5.2.1, 5.2.2.5.2.3	NA
130	4.2.2.4	Perform Exit Activities	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.1_Final dated 21 September 2009	Section 4.1.2.1	NA
131	4.2.2.4.01	Perform Initial Separation Activities	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.1_Final dated 21 September 2009	Section 5.3.5.3.1, 5.3.2.5.3.3	5696 5698 5699 5564 25666 25668 25670 25672 25696 25697 5604 5603 5606 5605 5611 5612 5607 5600 5601 5607 5609 5608 5610 5612 5616 5616 5617 5618 5619 5620 5621 5622 5623 5624 5625
132	4.2.2.4.02	Simulate Separation	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.0_Final dated 14 August 2009	Section 5.4.5.4.1, 5.4.2.5.4.3	24141 2384 24504 1623 24176 2233 2257 2254 2255 2256
133	4.2.2.4.03	Final Separation	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.0_Final dated 14 August 2009	Section 5.5.5.5.1, 5.5.2.5.5.3	5696 5698 5699 5564 25666 25668 25670 25672 25696 25697 5604 5603 5606 5605 5611 5612 5607 5600 5601 5607 5609 5608 5610 5612 5616 5616 5617 5618 5619 5620 5621 5622 5623 5624 5625
134	4.2.2.4.04	Final Separation	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.0_Final dated 14 August 2009	Section 5.5.5.5.1, 5.5.2.5.5.3	5696 5698 5699 5564 25666 25668 25670 25672 25696 25697 5604 5603 5606 5605 5611 5612 5607 5600 5601 5607 5609 5608 5610 5612 5616 5616 5617 5618 5619 5620 5621 5622 5623 5624 5625
135	4.2.2.4.05	Final Separation	Section 6.2.4.2	QHC_PDR 4.2.1 & 4.2.2 Age Retirement & Resignation_v4.0_Final dated 14 August 2009	Section 5.5.5.5.1, 5.5.2.5.5.3	5696 5698 5699 5564 25666 25668 25670 25672 25696 25697 5604 5603 5606 5605 5611 5612 5607 5600 5601 5607 5609 5608 5610 5612 5616 5616 5617 5618 5619 5620 5621 5622 5623 5624 5625
136	6.0	Manage Workplace Health & Safety	Section 6.2.1, 6.2.2, 6.2.5			NA
137	6.1	Manage Claims	Section 6.2.2, 6.2.6.1			NA
138	6.1.1	Administer Claims Applications	Section 6.2.2, 6.2.6.1	QHC_PDR 6.1.1 Administer Claims Applications_v4.1_Final dated 18 October 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 5	NA
139	6.1.1.1	Administer Claims Applications	Section 6.2.2, 6.2.6.1	QHC_PDR 6.1.1 Administer Claims Applications_v4.1_Final dated 18 October 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 5	NA
140	6.1.1.1.1	Administer Claims Applications	Section 6.2.2, 6.2.6.1	QHC_PDR 6.1.1 Administer Claims Applications_v4.1_Final dated 18 October 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 5	NA

Common term for System Development Lifecycle element				Functional criteria		Requirement Traceability element										Test Cases
The organization's methodology term for System Development Lifecycle element				Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workplan Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project QRC - Test Lab # 25th November 2009)			
140	8.4.1.19.01	Variable Data Entry (SAP)	Variable Data Entry (SAP)	QRC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document appended as part of CR164 dated 30th June 2009	QRC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document appended as part of CR164 dated 30th June 2009	SOW # Statement of Work, Latex Replacement Design, Implement and Deploy v1.2 dated 20th June 2009	SOW 12 Statement of Work Workplan Rastering Build Requirements v2.0 dated 11th July 2008						System Test - Phase 1 01. SAP (HR / Payroll) 04. Reports 07. Personnel Administration 08. HR/PA Audit Report			
141	8.4.1.19.02	Variable Data Entry (Workman)	Variable Data Entry (Workman)	QRC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document appended as part of CR164 dated 30th June 2009	QRC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document appended as part of CR164 dated 30th June 2009	SOW # Statement of Work, Latex Replacement Design, Implement and Deploy v1.2 dated 20th June 2009	SOW 12 Statement of Work Workplan Rastering Build Requirements v2.0 dated 11th July 2008						System Test - Phase 1 02. Workplan 06. Reports 04. HR/PA Audit Report 07. Personnel Administration 08. HR/PA Audit Report			
142	8.4.5	Reconcile Compensation Payments	Reconcile Compensation Payments	Section 6.2.5.1	Section 6.2.5.1		QRC PDR 6.4.5 Reconcile Compensation Payments v4.1 Final dated 18 October 2009	QRC Solution Blueprint v1.0 Final dated 18 July 08 section 6				N/A	N/A			
143	8.4.5.1.01	Track Claim Details	Track Claim Details	Section 6.2.5.1	Section 6.2.5.1		QRC PDR 6.4.5 Reconcile Compensation Payments v4.1 Final dated 18 October 2009	Section 5.1.5.1.1.5.1.2.5.1.3				1608 - [1]01. Create Work Cover Claim. IT9006	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 07. Workcover System Test 01. SAP (HR / Payroll) - non CE and AE 02. Standard Offering 01. Personnel Administration System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 07. Workcover 01. Create Work Cover Claim. IT9006			
144	8.4.5.2.01	Review & Update Employee Attendance-Work Related (Rostered)	Review & Update Employee Attendance-Work Related (Rostered)	Section 6.2.5.1	Section 6.2.5.1		QRC PDR 6.4.5 Reconcile Compensation Payments v4.1 Final dated 18 October 2009	Section 5.2.5.2.1.5.2.2.2.2				1608 - [1]01. Create Work Cover Claim. IT9006 2310 - [1]02. Work Cover Claim Reimbursement 24117 - [1]03. Work Cover Claim Rejected	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 07. Workcover 01. Create Work Cover Claim Reimbursement 02. Work Cover Claim Reimbursement 03. Work Cover Claim Rejected See 5.4.1.15-01 & 02 for review element			
145	8.4.5.5.01	Review Reimbursement Payment	Review Reimbursement Payment	Section 6.2.5.1	Section 6.2.5.1		QRC PDR 6.4.5 Reconcile Compensation Payments v4.1 Final dated 18 October 2009	Section 5.3.5.3.1.5.3.2.5.3.3				2310 1303 2231 18323 23650	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 07. Workcover 02. Work Cover Claim Reimbursement 02. HR/PA Audit Report 03. Work Cover Claim Reimbursement - Rostered - AE 03.1 Work Cover Claim Reimbursement - Rostered - CE			
146	8.4.3.01	Variable Data Entry (SAP)	Variable Data Entry (SAP)	QRC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document appended as part of CR164 dated 30th June 2009	QRC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document appended as part of CR164 dated 30th June 2009	SOW # Statement of Work, Latex Replacement Design, Implement and Deploy v1.2 dated 20th June 2009	SOW 12 Statement of Work Workplan Rastering Build Requirements v2.0 dated 11th July 2008						System Test - Phase 1 01. SAP (HR / Payroll) 04. Reports 07. Personnel Administration 08. HR/PA Audit Report			
147	8.4.3.02	Variable Data Entry (Workman)	Variable Data Entry (Workman)	QRC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document appended as part of CR164 dated 30th June 2009	QRC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document appended as part of CR164 dated 30th June 2009	SOW # Statement of Work, Latex Replacement Design, Implement and Deploy v1.2 dated 20th June 2009	SOW 12 Statement of Work Workplan Rastering Build Requirements v2.0 dated 11th July 2008						System Test - Phase 1 02. Workplan 06. Reports 04. HR/PA Audit Report 07. Personnel Administration 08. HR/PA Audit Report			
148	8.0	Manage Business Unit Resources	Manage Business Unit Resources	Section 6.2.1, 6.2.2, 6.2.6	Section 6.2.1, 6.2.2, 6.2.6			QHC HR 8.0 CONF WB Field Utilisations and Localisations v0.1 Configuration Specification - Workman Scheduler Automation QHC HR 8.0 WB CONF Workman Job Scheduler Configuration v0.1 QHC HR 8.2.2 SAP CONF Work Sched Conf Design v0.1				N/A	N/A			
149	8.2	Manage Roster	Manage Roster	Section 6.2.2, 6.2.6.1	Section 6.2.2, 6.2.6.1			QHC HR 8.2 WB CONF Registry Parameters v0.1 Program 42 Workman Scalability Assessment Test Completion Report v1.1 Final				N/A	N/A			
150	8.2.1	Plan Roster	Plan Roster	Section 6.2.2, 6.2.6.1	Section 6.2.2, 6.2.6.1		QHC PDR 8.2.1 Plan Roster v4.0 Final dated 9 October 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 6 QHC HR 8.2.1 WB CONF Employee Data Management v0.1 QHC HR 8.2.1 WB CONF Employee Data Management-Appendix A v0.1				N/A	N/A			
151	8.2.1.1.01	Develop Roster Plan	Develop Roster Plan	Section 6.2.6.1	Section 6.2.6.1		QHC PDR 8.2.1 Plan Roster v4.0 Final dated 9 October 2009	Section 5.1.5.1.1.5.1.2.5.1.3				N/A	UAT			
152	8.2.1.2.01	Develop Staffing Requirements Template	Develop Staffing Requirements Template	Section 6.2.6.1	Section 6.2.6.1		QHC PDR 8.2.1 Plan Roster v0.0 Final dated 19 December 2008 Functionality removed from v2.0 of the PDR dated 18/09/08 as per revision history 8.2.1.2.01 & 8.2.1.5.01 - Clarification provided on purpose of Staffing Requirements Template (i.e. for coverage) removed task of generating un-staffed shifts. Work Product Index v0.7 - No longer required. Forms part of Mainstem Staffing Requirements Template					N/A	OOS			
153	8.2.1.4.01	Design Roster (Manual)	Design Roster (Manual)	Section 6.2.6.1	Section 6.2.6.1		QHC PDR 8.2.1 Plan Roster v4.0 Final dated 9 October 2009	Section 5.2.5.2.1.5.2.2.5.2.3				N/A	UAT			

Common term for System Development Lifecycle element				Requirement Traceability element																	
Requirement ID	Requirement Description	Source Work Product	Traceability Path	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases										
154	8.2.2	Create Roster	Section 6.2.2, 6.2.8.1	QHC PDR 8.2.2 Create Roster_v4.0, Final dated 9 October 2009	QHC Solution Blueprint v1.0 Final dated 19 July 08 section 5	QHC HR 8.2.2 WB CONF Schedule Compliance Configuration v3.1	QHC HR 8.2.2 WB CONF Security Group Matrix and Layout Appen 1 v3.1	QHC HR 8.2.2 WB CONF Security Group Matrix and Layout v3.1	QHC HR 8.2.2 WB CONF Team User Localisation & Config Document v3.1	QHC HR 8.2.2 WB CONF Shift Localisation & Config v3.1	QHC HR 8.2.2 WB CONF Reason Codes and Assignments v3.1	QHC HR 8.2.2 WB CONF Reason Codes, Assignments, Skills App A v3.1	QHC HR 8.2.2 WB CONF Employee Availability v3.1	QHC HR 8.2.2 WB CONF Reports v3.1	QHC HR 8.2.2 WB CONF Reports Local & Config - Appendix A v3.1	QHC HR 8.2.2 CONF MVS - Workbrain v3.1	QHC HR 8.2.2 WB CONF MVS - Workbrain_Appendix A v3.1	QHC HR 8.2.3.1 SAP CONF Allowances v3.1	QHC HR 8.2.2 WB CONF Payroll Settings Local & Config Document v3.1	NA	NA
155	8.2.2.3.01	Manage Resource Shortage	Section 6.2.6.1, 6.2.6.1.1	QHC PDR 8.2.2 Create Roster_v4.0, Final dated 9 October 2009	Section 5.3, 5.3.1, 5.3.2, 5.3.3																02, R-833 Employee Balance Report 24024 6139 6140 6168 6141 6142 14, R-1275 Availability Report 26617 3759 3761 3852 3844
156	8.2.2.6.01	Allocate Staff to Unit Roster (Online)	Section 6.2.6.1	QHC PDR 8.2.2 Create Roster_v4.0, Final dated 9 October 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3																2408 24437 24523 24525 24527 25968 24537 24510 24519 24511 24512 24513 24517 24518 24516 24515 24510 24511 25655 3761 3852 3844
157	8.2.2.8.01	Allocate Shifts to Staff (Online)	Section 6.2.6.1, 6.2.6.1.1	QHC PDR 8.2.2 Create Roster_v4.0, Final dated 9 October 2009	Section 5.2, 5.2.1, 5.2.2, 5.2.3																MVS 2486 2606 2507 2511 2512 2632 18845 2716 2841 18844 2724 24120 2634 9588 9589 2723 2728 2718 14058 14057 22288 23300 23304 24014 24127 24130 24131 24134 24131 26006 26017 26009 26011 26013 26010 26014 26012 26016

Common term for System Development Lifecycle element				Requirement Traceability element									
Requirement ID	Requirement Description	Source Work Product	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Case			
8.2.3.10.01	Manage Resource Excess	QHC Scope Definition CD-B07-002 Version 1.0 dated 21 Feb 2009 SOW 8 Statement of Work, Lateral Replacement Design, Implementation and Deploy v1.2 dated 30th June 2009 SOW 12 Statement of Work, Worktrain Rostering Build Requirements v2.0 dated 11th July 2009	QHC_PDR_8.2.2 Create Roster_v4.0_Final dated 9 October 2009	Section 5.4, 5.4.1, 5.4.2, 5.4.3					03_R-832 Employee Balance Report 26604 0120 0140 0168 0141 0142 08_R-832 Leave Takings Report 26617 2759 3761 3852 3844 10_R-1187 Loan-Out Report 26612 3440 3430 3437 3438 Additional Operational Requirements - MVS See 8.2.2.9-01 for MVS test ids	System Test - Phase 1 02. Worktrain 05. Reports 08. R-832 Employee Balance Report & 08. R-832 Leave Takings Report 09. R-832 Employee Balance Report 01. Verify Security Access 02. Verify report screen 03. Verify report layout 04. Verify report inclusion 05. Verify current balance calculation 06. R-832 Leave Takings Report 01. Verify security access 02. Verify report form 03. Verify report layout 04. Verify report grouping and sorting 05. Verify data filters and error handling 06. Verify approved leave takings 14. R-1275 Availability Report 01. Verify security access 02. Verify report screen 03. Verify report layout 04. Verify report grouping and sorting 05. Verify report data 10. R-1187 Loan-Out Report 01. Verify security access 02. Verify team assignment visibility 03. Verify report form and error handling 04. Verify report layout 05. Verify report grouping and sorting See 8.2.2.9-01 for MVS test cases			
159	8.2.3.11.02	Maintain Employee Availability (Assisted Self Service)	QHC_PDR_8.2.2 Create Roster_v4.0_Final dated 9 October 2009	Section 5.5, 5.5.1, 5.5.2, 5.5.3					3160 3500 3477 3478 3481 3482 3879 3896	System Test - Phase 1 02. Worktrain 05. Reports 04. R-641 Overrides Report Leave Request Form Leave Cancellation Form 04. R-641 Overrides Report - 01. Verify security access 04. R-641 Overrides Report - 02. Verify report screen 04. R-641 Overrides Report - 03. Verify report layout 04. R-641 Overrides Report - 04. Verify include system generated overrides functionality 04. R-641 Overrides Report - 05. Verify grouping and sorting 04. R-641 Overrides Report - 06. Verify crossing periods of override records			
160	8.2.3.14.01	Finalise Roster Data Entry (Manual)	QHC_PDR_8.2.2 Create Roster_v4.0_Final dated 9 October 2009	Section 5.6, 5.6.1, 5.6.2, 5.6.3					MVS 2486 2506 2507 2511 2512 2632 18845 2716 2841 18844 2724 24120 2634 9588 9580 2723 2728 2718 14058 14057 22928 23300 23304 24014 24127 24130 24131 24134 26899	System Test - Phase 1 02. Worktrain 03. MVS 01. Create Vacant Shift 02. Change Shift End Time (Staffed) 03. Change Shift End Time (Unstaffed) 04. Change Shift Start Time (Staffed) 05. Change Shift Start Time (Unstaffed) 06. Manually Assign Employee to Unstaffed Shift 07. Manually Assign Employment Agency Employee to Unstaffed Shift 08. Book Off Function - Full Day - ABSENCE 09. Book Off Function - Part Day - STRK_NP 10. Copy shift to same and different day 11. Override Assignment Costing Details - Staffed Shift 12. Override Assignment Costing Details - Unstaffed Shift 13. Override Job Details Staffed Shift 14. Override Job Details Unstaffed Shift 15. Override Shift Details - Staffed Shift 16. Override Shift Details - Unstaffed Shift 17. Print MVS Roster 18. Remove Shift 19. Shift Swaps SWAP_IN, SWAPOUT Function (being looked into by Brad) 20. Mutual Agreement SWAP_IN, SWAPOUT Function (being looked into by Brad) 21. Remove staffed shift from MVS 22. Delete unstaffed shift from MVS 23. Book Off - Part Day - STRK_NP Permanent Empl 25. Employee Availability and Allocation to Shift 26. Approve Compliance Violation 27. Rectify Compliance Violation 28. Create, Maintain Rostering Template			
161	8.2.3.14.01	Finalise Roster Data Entry (Manual)	QHC_PDR_8.2.2 Create Roster_v4.0_Final dated 9 October 2009	Section 5.6, 5.6.1, 5.6.2, 5.6.3					MVS 2486 2506 2507 2511 2512 2632 18845 2716 2841 18844 2724 24120 2634 9588 9580 2723 2728 2718 14058 14057 22928 23300 23304 24014 24127 24130 24131 24134 26899	System Test - Phase 1 02. Worktrain 03. MVS 01. Create Vacant Shift 02. Change Shift End Time (Staffed) 03. Change Shift End Time (Unstaffed) 04. Change Shift Start Time (Staffed) 05. Change Shift Start Time (Unstaffed) 06. Manually Assign Employee to Unstaffed Shift 07. Manually Assign Employment Agency Employee to Unstaffed Shift 08. Book Off Function - Full Day - ABSENCE 09. Book Off Function - Part Day - STRK_NP 10. Copy shift to same and different day 11. Override Assignment Costing Details - Staffed Shift 12. Override Assignment Costing Details - Unstaffed Shift 13. Override Job Details Staffed Shift 14. Override Job Details Unstaffed Shift 15. Override Shift Details - Staffed Shift 16. Override Shift Details - Unstaffed Shift 17. Print MVS Roster 18. Remove Shift 19. Shift Swaps SWAP_IN, SWAPOUT Function (being looked into by Brad) 20. Mutual Agreement SWAP_IN, SWAPOUT Function (being looked into by Brad) 21. Remove staffed shift from MVS 22. Delete unstaffed shift from MVS 23. Book Off - Part Day - STRK_NP Permanent Empl 25. Employee Availability and Allocation to Shift 26. Approve Compliance Violation 27. Rectify Compliance Violation 28. Create, Maintain Rostering Template			
162	8.2.3	Maintain Roster	QHC_PDR_8.2.3 Maintain Roster_v4.0_Final dated 9 October 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 6					N/A	N/A			
163	8.2.3.14.01	Employee Shift Swap (Manual)	QHC_PDR_8.2.3 Maintain Roster_v4.0_Final dated 9 October 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3					N/A	LAT			
164	8.2.3.2.01	Employee Shift Change Request (Manual)	QHC_PDR_8.2.3 Maintain Roster_v4.0_Final dated 9 October 2009	Section 5.2, 5.2.1, 5.2.2, 5.2.3					N/A	LAT			
165	8.2.3.3.01	Assess Roster Impacts (Online)	QHC_PDR_8.2.3 Maintain Roster_v4.0_Final dated 9 October 2009	Section 6.2.6.1					N/A	OOS			
166	8.2.3.4.01	Record Roster Variation	QHC_PDR_8.2.3 Maintain Roster_v4.0_Final dated 9 October 2009	Section 5.3, 5.3.1, 5.3.2, 5.3.3					N/A	LAT			
168	8.2.3.5.01	Update Roster (Manual)	QHC_PDR_8.2.3 Maintain Roster_v4.0_Final dated 9 October 2009	Section 5.4, 5.4.1, 5.4.2, 5.4.3					MVS 2486 2506 2507 2511 2512 2632 18845 2716 2841 18844 2724 24120 2634 9588 9580 2723 2728 2718 14058 14057 22928 23300 23304 24014 24127 24130 24131 24134 26899	System Test - Phase 1 02. Worktrain 05. MVS 06. MVS 01. Create Vacant Shift 02. Change Shift End Time (Staffed) 03. Change Shift End Time (Unstaffed) 04. Change Shift Start Time (Staffed) 05. Change Shift Start Time (Unstaffed) 06. Manually Assign Employee to Unstaffed Shift 07. Manually Assign Employment Agency Employee to Unstaffed Shift 08. Book Off Function - Full Day - ABSENCE 09. Book Off Function - Part Day - STRK_NP 10. Copy shift to same and different day 11. Override Assignment Costing Details - Staffed Shift 12. Override Assignment Costing Details - Unstaffed Shift 13. Override Job Details Staffed Shift 14. Override Job Details Unstaffed Shift 15. Override Shift Details - Staffed Shift 16. Override Shift Details - Unstaffed Shift 17. Print MVS Roster 18. Remove Shift 19. Shift Swaps SWAP_IN, SWAPOUT Function (being looked into by Brad) 20. Mutual Agreement SWAP_IN, SWAPOUT Function (being looked into by Brad) 21. Remove staffed shift from MVS 22. Delete unstaffed shift from MVS 23. Book Off - Part Day - STRK_NP Permanent Empl 25. Employee Availability and Allocation to Shift 26. Approve Compliance Violation 27. Rectify Compliance Violation 28. Create, Maintain Rostering Template 51. STD Schedule Compliance Violations Report 51. STD Schedule Compliance Violations Report 01. Verify Report Reasonableness			
167	8.2.3.6.01	Print Roster Amendments	QHC_PDR_8.2.3 Maintain Roster_v4.0_Final dated 9 October 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3					N/A	OOS			
169	8.3	Manage Job Details	QHC_PDR_8.3.1 Maintain Job Documentation_v4.1_Final dated 17 July 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 6					N/A	N/A			
170	8.3.1.0.01	Maintain Job Documentation	QHC_PDR_8.3.1 Maintain Job Documentation_v4.1_Final dated 17 July 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3					1515 1521	System Test - Phase 1 01. SAP (RR / Payroll) 02. Organizational Management 01. Maintain Job Documentation - Job Evaluation not required 01. Display Job Description (PP01_DISP) 02. Create Job Description (PP02)			
171	8.3.3	Conduct Job Evaluation	QHC_PDR_8.3.3 Conduct Job Evaluation_v4.1_Final dated 17 July 2009	QHC Solution Blueprint v1.0 Final dated 18 July 08 section 6					N/A	N/A			
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Common term for System Development Lifecycle element			Source Work Product			Requirement Traceability element				Test Events	
Functional criteria	Source	Scope	Process Design Report (PDR)	Configuration Document	Reference	Work Instruction	Quality Centre Test ID	Test Class			
The organisation's methodology term for System Development Lifecycle element			SOW 8 Statement of Work - Rolling Replacement Design, Implement and Deploy v1.2 dated 30th June 2009 SOW 12 Statement of Work, Workman Rostering Build Requirements v2.0 dated 11th July 2009			Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workbrain Blueprint				Returned from Quality Centre, Domain SSS, Project ORHC - Test Lab # 25th November 2009	
8.3.2.0-02	Conduct Job Evaluation (Internal - Manual)	Section 6.2.2, 6.2.2.1	DHC, PDR # 3.2 Conduct Job Evaluation, v4.1, Final dated 17 July 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3			1468 1469 1470 1471	System Test - Phase 1 01. SAP (HR) Payroll 02. Organizational Management 03. Maintain Org Management 04. Evaluated Job Description 05. Create Evaluated Job Description (FP03) 06. Change Evaluated Job Description (FP01) 07. Display Evaluated Job Description (FP01) 08. Display Evaluated Job Description (FP01) 09. Create Evaluated Job Description Action (ZP22)			
173	8.3.2.0-04	Conduct Job Evaluation (External - Manual)	Section 6.2.2, 6.2.2.1	DHC, PDR # 3.2 Conduct Job Evaluation, v4.1, Final dated 17 July 2009	Section 5.2, 5.2.1, 5.2.2, 5.2.3		1468 1469 1470 1471	System Test - Phase 1 01. SAP (HR) Payroll 02. Organizational Management 03. Maintain Org Management 04. Evaluated Job Description 05. Create Evaluated Job Description (FP03) 06. Change Evaluated Job Description (FP01) 07. Display Evaluated Job Description (FP01) 08. Display Evaluated Job Description (FP01) 09. Create Evaluated Job Description Action (ZP22)			
174	8.3.3	Maintain Job Details	Section 6.2.2, 6.2.2.2	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	DHC Solution Blueprint v1.0 Final dated 18 July 08 section 6		N/A	N/A			
175	8.3.3.0-01	Maintain Job Details (Create/Modify Person - Manual)	Section 6.2.2	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		1378 1379 1380 1381 1382 1383 1384 1385 1386	System Test - Phase 1 01. SAP (HR) Payroll 02. Organizational Management 03. Maintain Org Management 04. Create Position 05. Change Position 06. Define Position 07. Assign Chief to Position (NA) 08. Remove Chief from Position (NA) 09. Change Job 10. Create Job 11. Define Job 12. Change Job Name for Rostering Team			
176	8.3.3.0-03	Maintain Job Details (Create/Modify Organisation - Manual)	Section 6.2.2	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.2, 5.2.1, 5.2.2, 5.2.3		1376 1377 1378 1379 1380	System Test - Phase 1 01. SAP (HR) Payroll 02. Organizational Management 03. Maintain Org Management 04. Create Organizational Unit 05. Change Organizational Unit 06. Move Organizational Unit 07. Delete Organizational Unit 08. View Organizational Hierarchy			
177	8.3.3.0-05	Human Capital Management (HCM)	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		1376 1377 1378 1379 1380	System Test - Phase 1 01. SAP (HR) Payroll 02. Organizational Management 03. Maintain Org Management 04. Create Organizational Unit 05. Change Organizational Unit 06. Move Organizational Unit 07. Delete Organizational Unit 08. View Organizational Hierarchy			
178	8.3.3.1-01	Human Resource Management (HRM)	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		1376 1377 1378 1379 1380	System Test - Phase 1 01. SAP (HR) Payroll 02. Organizational Management 03. Maintain Org Management 04. Create Organizational Unit 05. Change Organizational Unit 06. Move Organizational Unit 07. Delete Organizational Unit 08. View Organizational Hierarchy			
179	8.3.3.1-02	Human Resource Management (HRM)	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		1376 1377 1378 1379 1380	System Test - Phase 1 01. SAP (HR) Payroll 02. Organizational Management 03. Maintain Org Management 04. Create Organizational Unit 05. Change Organizational Unit 06. Move Organizational Unit 07. Delete Organizational Unit 08. View Organizational Hierarchy			
180	SAP Modules/Components	Component/Module	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		N/A	N/A			
181		Human Capital Management (HCM)	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		N/A	N/A			
182		Employee Administration	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		2018 e.g./ 2054 1271 332 etc	System Test - Phase 1 01. SAP (HR) Payroll 02. Personnel Administration (2.1 Manage Employee Information) 03. End-to-End (SAP-WB-SAP) Testing Numerous tests under 01 Personnel Administration (2.1 Manage Employee Information) includes new hires, movements, releases, master data updates, terminations eg 03 Hiring Initial Hire - EE Group A, Full, Test 01 Higher Duties - Internal 01 Release - Permanent,			
183		Organizational Management	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		1307	Various Org management Tests System Test - Phase 1 01. SAP (HR) Payroll 02. Personnel Administration (2.1 Manage Employee Information) 03. Organizational Management 04. RD664 - Org Management Audit Report			
184		Time Evolution	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		2249	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 12. Payroll (2.3 Manage Payroll Cycle) 03. Payroll Reports Distribute Time Results (RD756)			
185		Payroll and Legal Reporting	Section 6.3.1	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		2221	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 12. Payroll (2.3 Manage Payroll Cycle) 03. Payroll Reports Payroll Reconciliation Report (RD500)			
186	Workbrain Modules/Components	Component/Module	Section 6.3.4	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		N/A	N/A			
187		MYS Rosters	Section 6.3.4	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		1420 1423 1444 1445 1446 1447 1448 1449 1450 24502 1441 1419 1421 24154 1424 1415 1561 1618 1562 1555 1414 1416 1417 1619 3409 1416 24134	2.5 MYS V1.2, Approved System Test - Phase 1 02. Workbrain 03. MYS 01. Job Data Export - Full Load 02. Job Data Export - Delta 03. Job Data Export - Create Job 04. Job Data Export - Empty Delta 05. Job Data Export - Remove Job 06. Job Data Export - Job - Attribute Agency ID 07. Job Data Export - Find highest level job 01. Job Data Import - Full Load 02. Job Data Import - Load with errors 03. Job Data Import - Re-load Rejects 04. Job Data Import - Create Job 05. Job Change Import - Job Removal 01. Org structure Export - Full Load 02. Org structure Export - Add Org Unit 03. Org structure Export - Remove Org Unit 01. Team structure Import - Full Load 02. Team structure Import - Load with errors 03. Team structure Import - Re-load Rejects 04. Team structure - Add new & remove existing org unit 05. Team structure - Workbrain Team Structure Cleanup 06. Team name update 07. Team structure update 08. Create_Maintain Rostering Template			
188		Availability Management	Section 6.3.4	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3		24127 2728	System Test - Phase 1 02. Workbrain 03. MYS 25. Employee Availability and Allocation to Shift 17. Print MYS Roster			
189		Employees availability patterns	Section 6.3.4	DHC, PDR # 3.3 Maintain Job Details, v4.2, Final dated 6th November 2009	Section 5.1, 5.1.1, 5.1.2, 5.1.3						





Common term for System Development Lifecycle element				Requirements Traceability Matrix									
Functional Objectives	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workbrain Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project QIRC - Test Lab @ 25th November 2009)			
The organisation's methodology term for System Development Lifecycle element	QIRC Scope Definition CD-007-0002 Version 1.0 dated 21st February 2008 QIRC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR184 dated 30th June 2009 SOW 8 Statement of Work, Labour Replacement Design, Implement and Deploy v1.2 dated 30th June 2009 SOW 12 Statement of Work, Workbrain Floating Bulk Requirements v2.0 dated 11th July 2008												
All aspects of maintaining leave entitlements - Continued	Section 6.3.4									23777 23778 23779 23780 23781 23782 23783 23784 23785 23786 23787 23788 23789 23790 23791 23792 23793 23794 23795 23796 23797 23798 23799 23800 23801 23802 23803 23804 23805 23806 23807 23808 23809 23810 23811 23812 23813 23814 23815 23816 23817 23818 23819 23820 23821 23822 23823 23824 23825 23826 23827 23828 23829 23830 23831 23832 23833 23834 23835 23836 23837 23838 23839 23840 23841 23842 23843 23844 23845 23846 23847 23848 23849 23850 23851 23852 23853 23854 23855 23856 23857 23858 23859 23860 23861 23862 23863 23864 23865 23866 23867 23868 23869 23870 23871 23872 23873 23874 23875 23876 23877 23878 23879 23880 23881 23882 23883 23884 23885 23886 23887 23888 23889 23890 23891 23892 23893 23894 23895 23896 23897 23898 23899 23900 23901 23902 23903 23904 23905 23906 23907 23908 23909 23910 23911 23912 23913 23914 23915 23916 23917 23918 23919 23920 23921 23922 23923 23924 23925 23926 23927 23928 23929 23930 23931 23932 23933 23934 23935 23936 23937 23938 23939 23940 23941 23942 23943 23944 23945 23946 23947 23948 23949 23950 23951 23952 23953 23954 23955 23956 23957 23958 23959 23960 23961 23962 23963 23964 23965 23966 23967 23968 23969 23970 23971 23972 23973 23974 23975 23976 23977 23978 23979 23980 23981 23982 23983 23984 23985 23986 23987 23988 23989 23990 23991 23992 23993 23994 23995 23996 23997 23998 23999 24000 24001 24002 24003 24004 24005 24006 24007 24008 24009 24010 24011 24012 24013 24014 24015 24016 24017 24018 24019 24020 24021 24022 24023 24024 24025 24026 24027 24028 24029 24030 24031 24032 24033 24034 24035 24036 24037 24038 24039 24040 24041 24042 24043 24044 24045 24046 24047 24048 24049 24050 24051 24052 24053 24054 24055 24056 24057 24058 24059 24060 24061 24062 24063 24064 24065 24066 24067 24068 24069 24070 24071 24072 24073 24074 24075 24076 24077 24078 24079 24080 24081 24082 24083 24084 24085 24086 24087 24088 24089 24090 24091 24092 24093 24094 24095 24096 24097 24098 24099 24100 24101 24102 24103 24104 24105 24106 24107 24108 24109 24110 24111 24112 24113 24114 24115 24116 24117 24118 24119 24120 24121 24122 24123 24124 24125 24126 24127 24128 24129 24130 24131 24132 24133 24134 24135 24136 24137 24138 24139 24140 24141 24142 24143 24144 24145 24146 24147 24148 24149 24150 24151 24152 24153 24154 24155 24156 24157 24158 24159 24160 24161 24162 24163 24164 24165 24166 24167 24168 24169 24170 24171 24172 24173 24174 24175 24176 24177 24178 24179 24180 24181 24182 24183 24184 24185 24186 24187 24188 24189 24190 24191 24192 24193 24194 24195 24196 24197 24198 24199 24200 24201 24202 24203 24204 24205 24206 24207 24208 24209 24210 24211 24212 24213 24214 24215 24216 24217 24218 24219 24220 24221 24222 24223 24224 24225 24226 24227 24228 24229 24230 24231 24232 24233 24234 24235 24236 24237 24238 24239 24240 24241 24242 24243 24244 24245 24246 24247 24248 24249 24250 24251 24252 24253 24254 24255 24256 24257 24258 24259 24260 24261 24262 24263 24264 24265 24266 24267 24268 24269 24270 24271 24272 24273 24274 24275 24276 24277 24278 24279 24280 24281 24282 24283 24284 24285 24286 24287 24288 24289 24290 24291 24292 24293 24294 24295 24296 24297 24298 24299 24300 24301 24302 24303 24304 24305 24306 24307 24308 24309 24310 24311 24312 24313 24314 24315 24316 24317 24318 24319 24320 24321 24322 24323 24324 24325 24326 24327 24328 24329 24330 24331 24332 24333 24334 24335 24336 24337 24338 24339 24340 24341 24342 24343 24344 24345 24346 24347 24348 24349 24350 24351 24352 24353 24354 24355 24356 24357 24358 24359 24360 24361 24362 24363 24364 24365 24366 24367 24368 24369 24370 24371 24372 24373 24374 24375 24376 24377 24378 24379 24380 24381 24382 24383 24384 24385 24386 24387 24388 24389 24390 24391 24392 24393 24394 24395 24396 24397 24398 24399 24400 24401 24402 24403 24404 24405 24406 24407 24408 24409 24410 24411 24412 24413 24414 24415 24416 24417 24418 24419 24420 24421 24422 24423 24424 24425 24426 24427 24428 24429 24430 24431 24432 24433 24434 24435 24436 24437 24438 24439 24440 24441 24442 24443 24444 24445 24446 24447 24448 24449 24450 24451 24452 24453 24454 24455 24456 24457 24458 24459 24460 24461 24462 24463 24464 24465 24466 24467 24468 24469 24470 24471 24472 24473 24474 24475 24476 24477 24478 24479 24480 24481 24482 24483 24484 24485 24486 24487 24488 24489 24490 24491 24492 24493 24494 24495 24496 24497 24498 24499 24500 24501 24502 24503 24504 24505 24506 24507 24508 24509 24510 24511 24512 24513 24514 24515 24516 24517 24518 24519 24520 24521 24522 24523 24524 24525 24526 24527 24528 24529 24530 24531 24532 24533 24534 24535 24536 24537 24538 24539 24540 24541 24542 24543 24544 24545 24546 24547 24548 24549 24550 24551 24552 24553 24554 24555 24556 24557 24558 24559 24560 24561 24562 24563 24564 24565 24566 24567 24568 24569 24570 24571 24572 24573 24574 24575 24576 24577 24578 24579 24580 24581 24582 24583 24584 24585 24586 24587 24588 24589 24590 24591 24592 24593 24594 24595 24596 24597 24598 24599 24600 24601 24602 24603 24604 24605 24606 24607 24608 24609 24610 24611 24612 24613 24614 24615 24616 24617 24618 24619 24620 24621 24622 24623 24624 24625 24626 24627 24628 24629 24630 24631 24632 24633 24634 24635 24636 24637 24638 24639 24640 24641 24642 24643 24644 24645 24646 24647 24648 24649 24650 24651 24652 24653 24654 24655 24656 24657 24658 24659 24660 24661 24662 24663 24664 24665 24666 24667 24668 24669 24670 24671 24672 24673 24674 24675 24676 24677 24678 24679 24680 24681 24682 24683 24684 24685 24686 24687 24688 24689 24690 24691 24692 24693 24694 24695 24696 24697 24698 24699 24700 24701 24702 24703 24704 24705 24706 24707 24708 24709 24710 24711 24712 24713 24714 24715 24716 24717 24718 24719 24720 24721 24722 24723 24724 24725 24726 24727 24728 24729 24730 24731 24732 24733 24734 24735 24736 24737 24738 24739 24740 24741 24742 24743 24744 24745 24746 24747 24748 24749 24750 24751 24752 24753 24754 24755 24756 24757 24758 24759 24760 24761 24762 24763 24764 24765 24766 24767 24768 24769 24770 24771 24772 24773 24774 24775 24776 24777 24778 24779 24780 24781 24782 24783 24784 24785 24786 24787 24788 24789 24790 24791 24792 24793 24794 24795 24796 24797 24798 24799 24800 24801 24802 24803 24804 24805 24806 24807 24808 24809 24810 24811 24812 24813 24814 24815 24816 24817 24818 24819 24820 24821 24822 24823 24824 24825 24826 24827 24828 24829 24830 24831 24832 24833 24834 24835 24836 24837 24838 24839 24840 24841 24842 24843 24844 24845 24846 24847 24848 24849 24850 24851 24852 24853 24854 24855 24856 24857 24858 24859 24860 24861 24862 24863 24864 24865 24866 24867 24868 24869 24870 24871 24872 24873 24874 24875 24876 24877 24878 24879 24880 24881 24882 24883 24884 24885 24886 24887 24888 24889 24890 24891 24892 24893 24894 24895 24896 24897 24898 24899 24900 24901 24902 24903 24904 24905 24906 24907 24908 24909 24910 24911 24912 24913 24914 24915 24916 24917 24918 24919 24920 24921 24922 24923 24924 24925 24926 24927 24928 24929 24930 24931 24932 24933 24934 24935 24936 24937 24938 24939 24940 24941 24942 24943 24944 24945 24946 24947 24948 24949 24950 24951 24952 24953 24954 24955 24956 24957 24958 24959 24960 24961 24962 24963 24964 24965 24966 24967 24968 24969 24970 24971 24972 24973 24974 24975 24976 24977 24978 24979 24980 24981 24982 24983 24984 24985 24986 24987 24988 24989 24990 24991 24992 24993 24994 24995 24996 24997 24998 24999 25000			
All aspects of maintaining leave entitlements - Continued	Section 6.3.4									23791 23792 23793 23794 23795 23796 23797 23798 23799 23800 23801 23802 23803 23804 23805 23806 23807 23808 23809 23810 23811 23812 23813 23814 23815 23816 23817 23818 23819 23820 23821 23822 23823 23824 23825 23826 23827 23828 23829 23830 23831 23832 23833 23834 23835 23836 23837 23838 23839 23840 23841 23842 23843 23844 23845 23846 23847 23848 23849 23850 23851 23852 23853 23854 23855 23856 23857 23858 23859 23860 23861 23862 23863 23864 23865 23866 23867 23868 23869 23870 23871 23872 23873 23874 23875 23876 23877 23878 23879 23880 23881 23882 23883 23884 23885 23886 23887 23888 23889 23890 23891 23892 23893 23894 23895 23896 23897 23898 23899 23900 23901 23902 23903 23904 23905 23906 23907 23908 23909 23910 23911 23912 23913 23914 23915 23916 23917 23918 23919 23920 23921 23922 23923 23924 23925 23926 23927 23928 23929 23930 23931 23932 23933 23934 23935 23936 23937 23938 23939 23940 23941 23942 23943 23944 23945 23946 23947 23948 23949 23950 23951 23952 23953 23954 23955 23956 23957 23958 23959 23960 23961 23962 23963 23964 23965 23966 23967 23968 23969 23970 23971 23972 23973 23974 23975 23976 23977 23978 23979 23980 23981 23982 23983 23984 23985 23986 23987 23988 23989 23990 23991 23992 23993 23994 23995 23996 23997 23998 23999 24000 24001 24002 24003 24004 24005 24006 24007 24008 24009 24010 24011 24012 24013 24014 24015 24016 24017 24018 24019 24020 24021 24022 24023 24024 24025 24026 24027 24028 24029 24030 24031 24032 24033 24034 24035 24036 24037 24038 24039 24040 24041 24042 24043 24044 24045 24046 24047 24048 24049 24050 24051 24052 24053 24054 24055 24056 24057 24058 24059 24060 24061 24062 24063 24064 24065 24066 24067 24068 24069 24070 24071 24072 24073 24074 24075 24076 24077 24078 24079 24080 24081 24082 24083 24084 24085 24086 24087 24088 24089 24090 24091 24092 24093 24094 24095 24096 24097 24098 24099 24100 24101 24102 24103 24104 24105 24106 24107 24108 24109 24110 24111 24112 24113 24114 24115 24116 24117 24118 24119 24120 24121 24122 24123 24124 24125 24126 24127 24128 24129 24130 24131 24132 24133 24134 24135 24136 24137 24138 24139 24140 24141 24142 24143 24144 24145 24146 24147 24148 24149 24150 24151 24152 24153 24154 24155 24156 24157 24158 24159 24160 24161 24162 24163 24164 24165 24166 24167 24168 24169 24170 24171 24172 24173 24174 24175 24176 24177 24178 24179 24180 24181 24182 24183 24184 24185 24186 24187 24188 24189 24190 24191 24192 24193 24194 24195 24196 24197 24198 24199 24200 24201 24202 24203 24204 24205 24206 24207 24208 24209 24210 24211 24212 24213 24214 24215 24216 24217 24218 24219 24220 24221 24222 24223 24224 24225 24226 24227 24228 24229 24230 24231 24232 24233 24234 24235 242			

Common term for System Development Lifecycle element		Functional element	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Case
	The organization's methodology term for System Development Lifecycle element		QHRC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Classification Document executed as part of CH164 dated 30th June 2009 QHRC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Classification Document executed as part of CH164 dated 30th June 2009 SOW 8 Statement of Work Letter Requirement Design Implement and Deploy v1.2 dated 30th June 2009 SOW 12 Statement of Work Workstream Reporting Build Requirements v2.0 dated 11th July 2008				Configuration Document Functional Specification Design Brief Technical Specification Solution Strategy Data Migration Strategy Workstream Blueprint					Test Case Inherited from Quality Centre, Domain SSS, Project QHRC - Test Lab # 25th November 2009
199	Alerts	Workmail messages sent to users - reports	Section 6.3.4				QHRC HQR 2.2.1 WB CONF Alert Configuration v3.1				20427 20428 18920 20070 20065 20083 20451 20452 18922 20072 20451 20432 18926 20079 20445 20446 18927 20060 20447 20448 18923 20073 20433 20434 20004 20005 20425 20426 20074 20435 20426 20440 18924 20075 20457	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 02. S4 Pay with Workbrain Initiated chgs 02. Leave and Absences 02. Leave Annual Exclusions and LWOP Results of test can be found in G.117 - SSS - Prime Contractor - IBM14, Base Information/CHRC Test Team/Information/People/LEAVE WITHOUT PAY Results of test can be found in G.117 - SSS - Prime Contractor - IBM14, Base Information/CHRC Test Team/Information/People/LEAVE WITHOUT PAY (48 Tests)
200		Return from LWOP in 6 weeks	Section 6.3.4								24532	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 02. S4 Pay with Workbrain Initiated chgs 02. Leave Annual Exclusions and LWOP 01. Leave Exclusions - PSA emp's LWOP Unpaid Special Leave > 9 days and < 3 mths 02. Leave Exclusions - PSA emp's LWOP Unpaid Special Leave > 3 mths
201		Return from LWOP within current pay period	Section 6.3.4								24532	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 02. S4 Pay with Workbrain Initiated chgs 02. Leave Annual Exclusions and LWOP 07. Leave Exclusions - PSA emp's Unpaid Special Lve < 9 days
202	Core Elements	Key configuration data	Section 6.3.4									Test Plan 19 Edt Core System Data 19 Edt Core System Data 19 Edt Core System Data 19 Edt Core System Data
203	Pay Rates	Calculate employee's timesheet	Section 6.3.4					2.11a Pay Rules Configuration - Payrules V1.2. Approved 2.11b Pay Rules Configuration - CalcGrps V1.2. Approved				Database with Award Testing is located: G.117 - SSS - Prime Contractor IBM14 - Base Information/CHRC Test Team/Workbrain/Information/PR/D/GTD12_Final
204	6.6	Reports	Section 6.6									NA
205		Standard Offering										NA
206		L.S.L. Central Scheme Report (RD1142) - SAP	Section 6.6.1				HQR 2.2.1 R-1142 - L.S.L. Central Scheme v3.5.9.0 uploaded L.S.L. Central Scheme Report Technical Specification - Standard Offering 3.7.9.0				1360	System Test - Phase 1/01. SAP (HR / Payroll) /04. Reports / 02. Standard Offering / 01. RD1142 - L.S.L. Central Scheme Report Note: This is a Standard Offer report
207		Statement of Service including Directive 1705 (R-D474) - SAP	Section 6.6.1				QHRC HQR 4.2.2 R-474 SAP FS Directive 1705 Report v3.1 QHRC HQR 4.2.2 R-474 SAP TS Directive 1705 Report v3.1				1425	System Test - Phase 1 01. SAP (HR / Payroll) 04. Reports 04. RD474 - Statement of Service including Directive 1705 Defects 2347 & 2666 linked to this test case (Closed to QC project P42/ QH_UAT as defect #481) Due to the number of defects subsequently raised on this report the continued testing is via Project P42/ QH_UAT defects Defect #481 was closed in Project P42/ QH_UAT Further defects raised by UAT: Defect #54 Defect #253 Defect #265 Defect #317 Defect #365 Defect #950 Defect #2153 Defect #2159
207		Audit Report (RD792) - SAP	Section 6.6.1				HQR 2.1.2 R-792 Audit Report v3.5.9.0 uploaded Audit Report Technical Specification - Standard Offering 3.5.9.0				1303	System Test - Phase 1 01. SAP (HR / Payroll) 04. Reports 02a. RD792 - HR-PA Audit Report - 1 02b. RD792 - HR-PA Audit Report - 2 02c. RD792 - HR-PA Audit Report - 3
208		Leave Balance Enquiry / Pay Out Eligibility Report (RD482) - SAP	Section 6.6.1				HQR 2.2.1 R-482 Lw Bal Exp Payout Elg v3.7.9.0 Leave Balance Enquiry / Pay Out Eligibility Technical Specification - Standard Offering 3.7.9.0				1316	System Test - Phase 1 01. SAP (HR / Payroll) 04. Reports 07. RD482 - Leave Balance Enquiry, Pay Out Eligibility Report
209		Leave Takings Report (RD832) - Workbrain	Section 6.6.1				QHRC HQR 2.2.1 R-832 WB FS Leave Takings Report v3.1 QHRC HQR 2.2.1 R-832 WB TS Leave Takings Report v3.1				2426 2427 2428 2405 2430 2520 2512 2528	System Test - Phase 1 02. Workbrain 06. Reports 03. Verify report layout 05. Verify date filters and error handling 06. Verify approved leave takings 07. Verify pending leave requests and expressions of interest 08. Verify approved expressions of interest 02. Verify input form 01. Verify security access 04. Verify report grouping and sorting
210		Leave Balance Information (RD833) - Workbrain	Section 6.6.1				QHRC HQR 2.2.1 R-833 WB FS Employee Balance Report v3.1 QHRC HQR 2.2.1 R-833 WB TS Employee Balance Report v3.1				7282 6139 6140 6168 6141 6142 6143 6144 7292	System Test - Phase 1 02. Workbrain 06. Reports 01. Verify security access 02. Verify input screen 03. Verify report layout 04. Verify report inclusion 05. Verify current balance calculation 06. Verify available balance calculation 07. Verify estimated pending leave calculation 08. Verify report grouping and sorting 09. Verify team total and grand total calculation
211		Leave Balance Enquiry Report (RD1216) - Workbrain	Section 6.6.1		008	Decomposed by Brendon Pollack (Defect ID 753)	R-1216 Leave Balance Enquiry Report Functional Specification Leave Balance Enquiry Report Technical Specification				3448 - obsolete 3447 - obsolete 3448 - obsolete	System Test - Phase 1 02. Workbrain 06. Reports 01. Verify security access - obsolete 02. Verify input screen and error handling - obsolete 03. Verify report layout - obsolete
212		Transaction Costing Overrides Report (RD846) - Workbrain	Section 6.6.1				QHRC HQR 2.2.2 R-846 WB FS Transaction Costings Overrides Report v3.1 QHRC HQR 2.2.2 R-846 WB TS Transaction Costings Overrides Report v3.1				7286 3499 3522 3523	System Test - Phase 1 02. Workbrain 06. Reports 01. Verify security access 02. Verify input screen 03. Verify report layout 04. Verify date selection functionality
213		Deduction in Areas Report (RD488) - SAP	Section 6.6.1				HQR 2.3.1 R-488 Deductions in Areas v3.5.9.0 uploaded Deduction in Areas Technical Specification - Standard Offering 3.5.9.0 QHRC HQR 2.3.1 SAP CONF Deductions v3.1				1300	System Test - Phase 1 01. SAP (HR / Payroll) 04. Reports Deduction in Areas (RD488)
214		Payroll Exceptions Report (RD499) - SAP	Section 6.6.1, 6.6.2				QHRC HQR 2.3.1 R-499 SAP FS Payroll Exceptions v3.1				2251	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 12. Payroll (2.3 Manage Payroll Cycle) 09. Payroll Exceptions Report (RD499) Payroll Exceptions Report (RD499)
215		FBT Reporting Solution (RD1161) - SAP	Section 6.6.1				QHRC HQR 2.3.1 R-1161 SAP FS FBT Reporting Solution v3.1 QHRC HQR 2.3.1 R-1161 SAP TS Employee Details FBT v3.1 QHRC HQR 2.3.1 R-1161 SAP TS Employee Movements FBT v3.1 QHRC HQR 2.3.1 R-1161 SAP TS Employee Posting Details FBT v3.1				1429	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 12. Payroll (2.3 Manage Payroll Cycle) 03. FBT Reporting Solution (RD1161) FBT Reporting Solution (RD1161)



Common term for System Development Lifecycle element		Source Work Product	Source	Requirements Traceability element	Test Cases
	The organization's methodology term for System Development Lifecycle element	OHC Scope Definition CD-807-0002 Version 1.0 dated 21st February 2009 OHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR104 dated 30th June 2009 SOW # Statement of Work, Lattice Requirement Design, Implement and Deploy v1.2 dated 30th June 2009 SOW 12 Statement of Work, Workman Restoring Built Requirements v2.0 dated 11th July 2008	Scope	Process Design Report (PDR) Configuration Document Functional Specification Design Brief Technical Specification Solution Strategy Data Migration Strategy Workman Blueprint	Quality Centre Test ID Test Cases (derived from Quality Centre, Domain SSS, Project OHC - Test Lab @ 25th November 2008)
232	Agency Contractors Reconciliation Report (RD1362) - Workman	Section 6.2		OHC HQR 8.2.2 R-1362 WB FS Employment Agency Staff Report v3.1 OHC HQR 8.2.2 R-1362 WB TS Employment Agency Staff Report v3.1	2619 7297 7300 7305 7375 System Test - Phase 1 02. Workman 06. Reports Many results are attached to the job steps 01. Verify security access 02. Verify report screen 03. Verify report layout 04. Verify report grouping and sorting 05. Verify date selection functionality
233	Increment Hours Report - SAP	Section 6.2		OHC HQR 2.1.2 R-SAP FS Increment Supplement Report for CE v3.1 OHC HQR 2.1.2 R-SAP TS Increment Supplement Report for CE v3.1	2600 System Test - Phase 1 01. SAP (HR / Payroll) 04. Reports Increment Supplement Report for CE
234	Crew/Team ID field Report	Section 6.2	OOS	Developed in GC	Refer to Test Cases comment
235	Schedule Interface Error Reporting	Section 6.2		OHC HQR 2.3.1 SAP E-User Ext Inttype 2013 v3.1	2504 System Test - Phase 1 01. Internal Interfaces 02. Leave Balance Interface (RD1228) 04. Leave Balance Interface File (Inttype 2013) - 2nd Export 03. Leave Balance Interface File - Grouping of records 03. Leave Balance Interface File - Grouping of records
236	Technical Enhancement Scope	Section 6.4			N/A
237	Work cover Claims Solution (RD132) - SAP	Section 6.4.1		OHC HQR 5.4.1 E-132 SAP FS WorkCover Claims Solution v3.1 OHC HQR 5.4.1 E-132 SAP TS WorkCover Claims Solution v3.1	2309 2310 2417 System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 07. Workcover 01. New Work Cover Claim 02. Work Cover Claim Reimbursement 03. Work Cover Claim Rejected System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing Additional Pay & Leave Testing (exte) 03. Workcover 03.1 Work Cover Claim Reimbursement - Restored CE 04.1 Work Cover Claim Rejected - Non-restored CE
238	Payroll Distribution Solution (RD1107) - SAP	Section 6.4.1		Payroll Distribution Solution Functional Specification - Standard Offering 3.5.9.0	3655 3656 36228 System Integration Test (External Interfaces) 01. Payroll Interfaces 01. Payroll Print Vendor Interface (RD 1129) 01. Payroll Interfaces 01. Run Payroll Print File extract 02. Verify Payroll Print file received
239	Concurrent Employment Employee Search (RD1121) - SAP	Section 6.4.1		Employee Search Functional Specification - Standard Offering 3.5.9.0	18673 18685 System Test - Phase 1 04. End-to-End - Concurrent Emp and Aggregate Emp AE and CE End-to-End 06. Movements AE & CE 01. Change in Hours - Increase in PT hours CE 02. Change in Hours - Decrease in PT hours CE
240	Default bank details for off cycle payments (RD1153) - SAP	Section 6.4.1		Default bank details for off cycle payments Functional Specification - Standard Offering 3.5.9.0 Default bank details for off cycle payments Technical Specification - Standard Offering 3.5.9.0	26167 System Test - Phase 1 System Integration Test (External Interfaces) 01. Payroll Interfaces 03. EFT/cheque Interface (RD 355) 02. Adhoc Pay Run 01. Verify EFT payments file generated
241	SAP Security Structural Authorizations (RD1155)	Section 6.4.1		SAP Security Structural Authorizations Functional Specification - Standard Offering 3.5.9.0 SAP Security Structural Authorizations Technical Specification - Standard Offering 3.5.9.0	24249 to 25962 System Test - Phase 1 SAP Security Testing Many test cases under the following folders: 1. Administrator - Payroll 2. Processor - Payroll 3. Reporter - Payroll 4. Processor - Job Details 5. HR Consultant - Payroll 6. Recorder - Posting Data 7. Enquirer - HRV1 Payroll Posting 8. Payroll Bureau
242	Joiners & Leavers Leave Enhancement (RD1157) - SAP	Section 6.4.1	OOS	Annual Leave Central Scheme (ALCS) functionality makes this report not applicable for OHC Joiners & Leavers Leave Enhancement Functional Specification - Standard Offering 3.5.9.0 Joiners & Leavers Leave Enhancement Technical Specification - Standard Offering 3.5.9.0	Refer to Test Cases' comment Annual Leave Central Scheme (ALCS) functionality makes this report not applicable for OHC. Refer extract from Functional Spec below: HQR 2.3.1 E-1157 Joiners & Leavers Enhancement v3.5.9.0. The implementation of Annual Leave Central Scheme (ALCS) has required changes (or deactivation) of a number of the key components of the current Joiners & Leavers solution. The ALCS guidelines defined Member and Non-member agencies as apart of the kind. The Function will only apply to Non-Member agencies.
243	Prior Service Solution (RD106) - SAP	Section 6.4.1			3529 3530 3531 18755 18757 18756 System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 06. Prior Service 01. Not recognised 02. Recognised 03. Fully Recognised System Test - Phase 1 06. End-to-End - Concurrent Emp and Aggregate Emp 09. Prior Service CE 01.1 Not recognised - Casual - CE 03.1 Fully Recognised - Full Time - CE 05.1 Recognised - Part Time - CE
244	Superannuable Salary Update (RD109) - SAP	Section 6.4.1	OOS	OHC Scope Defn states Not in initial release - to be developed pg 47 OHC HQR 2.1.2 E-109 SAP TS Superannuable Salary Update & OTE v3.1	N/A Kathy OHC Scope Defn states Not in initial release - to be developed pg 47 Ind: Not covered - assume this is 50
245	Biographical Data Custom Fields (RD118) - SAP	Section 6.4.1	OOS	OHC Scope Defn states Not in initial release - to be developed pg 47	N/A Kathy OHC Scope Defn states Not in initial release - to be developed pg 47 Ind: Not covered - assume this is 50
246	EEO Solution (RD114) - SAP	Section 6.4.1			2520 2666 2655 23859 23857 23856 System Integration Test (External Interfaces) 01. Payroll Interfaces 05. HRDSS Interface (H) 02. EEO Extract Data & Full 01.1 HR EEO Extract 02.1 Verify file transfer 03.1 Processed by HRDSS 02.2 HR EEO Extract 02.2 Verify file transfer 03.2 Processed by HRDSS
247	Custom SARAS Attributes (RD115) - SAP	Section 6.4.1			1375 1978 1979 01. System Test 04. End-to-End (SAP-WB-SAP) Testing 04. New Hire Other 15. Create Education_IT0022 06. Emp Data Export - SARAS 06. Emp Data Import - SARAS
248	Increment Solution (RD119) - SAP	Section 6.4.1		HQR 2.1.2 T-119 SAP FS Increment Solution v3.1 OHC HQR 2.1.2 T-119 SAP TS Increment Due Report v3.1	3452 3454 3453 3472 3461 3467 3459 System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 06. Increments 01. Full Time Employee Standard Increment 02. Casual Employee Standard Increment 03. Part Time Employee Standard Increment 04. Additional Hours Increment 05. Age 21 Increment 06. Higher Duties Standard Increment 07. Higher Duties 12 Months Increment over 24 Months
249	User Ext - Inttype 0000 (RD621) - SAP	Section 6.4.1		HQR 2.1.2 E-621 SAP FS User Ext - Inttype 0000 v3.1 OHC HQR 2.1.2 E-621 SAP TS User Ext - Inttype 0000 v3.1	2093 System Test - Phase 1 01. SAP (HR / Payroll) 06. User Exits 01. User Ext 0000
250	User Ext - Inttype 0220 (RD623) - SAP	Section 6.4.1			3431 System Test - Phase 1 01. SAP (HR / Payroll) 06. User Exits 12. User Ext 0220
251	User Ext - Inttype 0227 (RD637) - SAP	Section 6.4.1			2184 System Test - Phase 1 01. SAP (HR / Payroll) 06. User Exits 12. User Ext 0227
252	User Ext - Inttype 0168 (RD642) - SAP	Section 6.4.1			2180 System Test - Phase 1 01. SAP (HR / Payroll) 06. User Exits 11. User Ext 0168
253	User Ext - Inttype 0006 (RD68) - SAP	Section 6.4.1			2123 System Test - Phase 1 01. SAP (HR / Payroll) 06. User Exits 03. User Ext 0006
254	User Ext - Inttype 0001 (RD759) - SAP	Section 6.4.1		OHC HQR 2.1.2 E-759 SAP FS User Ext - Inttype 0001 v3.1 OHC HQR 2.1.2 E-759 SAP TS User Ext - Inttype 0001 v3.1	2106 System Test - Phase 1 01. SAP (HR / Payroll) 06. User Exits 02. User Ext 0001
255	User Ext - Inttype 0008 (RD801) - SAP	Section 6.4.1		Enhancement - User Ext - Inttype 0008 Functional Specification - for reports, forms, interfaces, enhancements - updated functionality from Dept of Housing OHC HQR 2.3.1 E-SAP FS HR-FI User Ext - Inttype 0008 v3.1	2133 System Test - Phase 1 01. SAP (HR / Payroll) 06. User Exits 04. User Ext 0008



Common term for System Development Lifecycle element		Requirements Traceability Matrix									
Functional element	Source Work Product	Source	Process Design Report (PDR)	Configuration Document	Configuration Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases		
The organisation's methodology term for System Development Lifecycle element	QWRC Scope Definition CD-002 Version 1.0 dated 21st February 2008 QWRC Scope Definition CD-002 Version 1.0 (Final as amended) by Scope Clarification Document executed as part of CD164 dated 30th June 2009 SOW # Statement of Work, Letter Replacement Design, Implementation and Deploy v1.2 dated 30th June 2009 SOW 12 Statement of Work, Workman Risking Build Requirements v2.0 dated 11th July 2008	Scope		Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workman Blueprint					Test Cases (located from Quality Centre, Domain SSS, Project QWRC - Test Lab @ 25th November 2009)		
Payrules Specification - Guarantee Extended (Complex) (RD1232) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1230 WB FS Guarantee Extended Rule v3.1 QHC HQR 2.2.2 E-1230 WB TS Guarantee Extended Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Call Back Rule (Complex) (RD1231) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1231 WB FS Call Back Rule v3.1 QHC HQR 2.2.2 E-1231 WB TS Custom Pay Rule-Call Back v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Daily Overtime Extended Rule (Complex) (RD1232) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1232 WB FS Daily OT Extended Rule v3.1 QHC HQR 2.2.2 E-1232 WB TS Custom Daily Overtime Extended Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Shift Premium Rule (Complex) (RD1234) - Workman	Section 6.4.1			Design Brief - RD 1234 Shift Premium Rule QHC HQR 2.2.2 RD-1234 WB FS Design Shift Premium Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Shift Premium Day Assign Rule (Complex) (RD1235) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1235 WB FS Shift Premium Day Assign Rule v3.1 QHC HQR 2.2.2 E-1235 WB TS Custom Pay Rule - Shift Premium v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Fatigue Rule (Complex) (RD1236) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1236 WB FS Fatigue Rule v3.1 QHC HQR 2.2.2 E-1236 WB TS Fatigue Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Holiday Rule (Medium) (RD1239) - Workman	Section 6.4.1			Design Brief - RD 1239 Holiday Rule				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Premium From Employee UDF Rule (Medium) (RD1240) - Workman	Section 6.4.1			QHC HQR 2.2.2 RD 1240 WB Design Premium from Employee UDF Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Remove Work Details Rule (Medium) (RD1241) - Workman	Section 6.4.1			QHC HQR 2.2.2 RD 1241 WB Design Remove Work Details Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Daily Overtime Rule (Medium) (RD1242) - Workman	Section 6.4.1			QHC HQR 2.2.2 RD 1242 WB Design Daily Overtime Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Range Overtime Rule (Medium) (RD1243) - Workman	Section 6.4.1			QHC HQR 2.2.2 RD 1243 WB Design Range Overtime Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Apply Work Detail UDF Premium Rules (Medium) (RD1244) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1244 WB FS Apply Work Detail UDF Premium Rule v3.1 QHC HQR 2.2.2 E-1244 WB TS Apply Work Detail UDF Premium Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Weekly Overtime Rule (Medium) (RD1246) - Workman	Section 6.4.1			QHC HQR 2.2.2 RD 1246 WB Design Weekly Overtime Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - RDO Rule (Medium) (RD1247) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1247 WB FS Custom Pay Rule - RDO v3.1 QHC HQR 2.2.2 E-1247 WB TS Custom Pay Rule-RDO v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Is Day Off Extended Condition (Medium) (RD1248) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1248 WB FS Is Day Off Extended Condition v3.1 QHC HQR 2.2.2 E-1248 WB TS Is Day Off Extended Condition v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Change Hour Type Code Rule (Simple) (RD1249) - Workman	Section 6.4.1			QHC HQR 2.2.2 RD 1249 WB Design Change Hour Type Code v3.1	2.2 Time Code & Hour Type Config Design V1.3			Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Payrules Specification - Late LELL Rule (Simple) (RD1250) - Workman	Section 6.4.1			QHC HQR 2.2.2 RD 1250 WB Design Late LELL Rule v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		
Meal Allowance Rule (RD1252) - Workman	Section 6.4.1			QHC HQR 2.2.2 E-1222 WB FS Meal Allowance Rule v3.1 QHC HQR 2.2.2 E-1222 WB TS Custom Pay Rule - Meal Allowance v3.1				Database with Award Testing is located G 117 - 555 - Prime Contractor - BMA14 Base Information/QHC Test Team/Workman/Automation/PR/DCTD12_Final	System Test - Phase 1 02. Workman Calc. Groups - 273 Calc Groups tested in System test The Payrule Database contains the payroll testing		

Common term for System Development Lifecycle element				Requirement Traceability element									
Functional element	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases			
The organization's methodology term for System Development Lifecycle element	QHC Scope Definition CD-007-002 Version 1.0 dated 21st February 2008 QHC Scope Definition CD-007-002 Version 1.0 Final as amended by Scope Clarification Document recorded as part of CR194 dated 30th June 2009 SOW 12 Statement of Work, Workbrain Rostering Build Requirements v2.0 dated 11th July 2008									Test Cases (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab @ 25th November 2008)			
Enhancement - Leave Provisions (RD129) - SAP	Section 6.4.1								1527 24001 24006 24040 2424 QH Project_QH_LAT Environment	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 02. Leave and Absences 01. Approved Leave & 02. Unapproved Leave & 03. Cancel Approved Leave & Other 01a. Approved Leave - FT emp on 2 wk Sick Leave (PA 4 week) 02. Approved Leave - FT emp on 1 wk Sick Leave 04. Approved Leave - FT emp on 1 wk Sick Leave 05. Full-time employee takes RDO 06. Full-time employee takes Flexi-emp - 1 day 07. Full-time employee takes Flexi-emp - 1 hr 08. Employee takes Purchase Leave 09. Full-time employee takes TDL - 1 day 10. Full-time employee takes TDL - 1 hr 11. Full-time employee takes two weeks LEL 12. Employee takes Concessional Leave Day 13. Full-time employee takes PDL 14. Full-time employee takes PH Day in Lieu 15. Leave for unpaid secondment 16. Employee takes SARAS Leave 01. Unapproved Leave - FT emp absent for shift 02. Unapproved Leave - FT emp absent for 1 hr 03. Unapproved Leave - FT emp absent for all week 04. Unapproved Leave - FT emp absent for all week 01. Cancel Approved Leave 02. Cancel Approved Leave - Already Paid 04. Unapproved Leave Paid next pay/retro 2424 - WB Concessional Day - CA does reverse has highlighted a scenario where time code CONT..T needs to trigger.			
Higher Duties Solution (RD131) - SAP	Section 6.4.1								2258 24109 3471 18689 18674 18693	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 05. Movements Higher Duties 01. Higher Duties - Greater than 12 months 02. Higher Duties - Less than 12 months 03. Higher Duties - One Day via WB System Test - Phase 1 06. End-to-End - Concurrent Emp and Aggregate Emp AE and CE End to End 05. Movements AE & CE Higher Duties CE 01. Higher Duties - 1 Day via WB CE 02. Higher Duties - Greater than 12 months CE 03. Higher Duties - Less than 12 months CE			
Enhancement - HR FI Integration (RD352) - SAP	Section 6.4.1								SAP Build Team tested in REQ200	SAP Build Team tested in REQ200			
Payroll Reconciliation Summary Report and Distribution (RD500) - SAP	Section 6.4.1								NA	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 12. Payroll (2.3 Manage Payroll Cycle) 03. Payroll Reports 10. Payroll Reconciliation Report (RD500)			
Payroll Run Results Report and Distribution (RD796) - SAP	Section 6.4.1								NA	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 12. Payroll (2.3 Manage Payroll Cycle) 03. Payroll Reports 01. Distribute Time Results (RD796)			
Enhancement - Pay Advice - Daily Breakdown (RD825) - SAP	Section 6.4.1								NA	Not covered explicitly but any EZE will show this via the Payroll contents. Example test results can be found in the folder System Test - Phase 1/01. SAP (HR) Payroll/04. End-to-End (SAP-WB-SAP) Testing/12. Payroll (2.3 Manage Payroll Cycle)/01. Process and Reconcile Payroll (2.3.1)04. Prepare Payroll (2.3.1.4)01. 02. Lock Out Users (RD1143)/Lock Out Users (RD1143) System Test - Phase 1/01. SAP (HR) Payroll/04. End-to-End (SAP-WB-SAP) Testing/12. Payroll (2.3 Manage Payroll Cycle)/01. Process and Reconcile Payroll (2.3.1)08. Finalise Payroll (2.3.1.8)/03. Unlock Users (RD1143)/01. Unlock Users (RD1143) System Test - Phase 1/01. SAP (HR) Payroll/04. End-to-End (SAP-WB-SAP) Testing/12. Payroll (2.3 Manage Payroll Cycle)/01. Process and Reconcile Payroll (2.3.1)08. Finalise Payroll (2.3.1.8)/01. Ext Payroll (Ext SAP)/01. Ext Payroll (Ext SAP)			
Payroll Process Mechanisms (RD1143) - SAP	Section 6.4.1								1773 1774 1606	System Test - Phase 1/01. SAP (HR) Payroll/04. End-to-End (SAP-WB-SAP) Testing/12. Payroll (2.3 Manage Payroll Cycle)/01. Process and Reconcile Payroll (2.3.1)04. Prepare Payroll (2.3.1.4)01. 02. Lock Out Users (RD1143)/Lock Out Users (RD1143) System Test - Phase 1/01. SAP (HR) Payroll/04. End-to-End (SAP-WB-SAP) Testing/12. Payroll (2.3 Manage Payroll Cycle)/01. Process and Reconcile Payroll (2.3.1)08. Finalise Payroll (2.3.1.8)/03. Unlock Users (RD1143)/01. Unlock Users (RD1143) System Test - Phase 1/01. SAP (HR) Payroll/04. End-to-End (SAP-WB-SAP) Testing/12. Payroll (2.3 Manage Payroll Cycle)/01. Process and Reconcile Payroll (2.3.1)08. Finalise Payroll (2.3.1.8)/01. Ext Payroll (Ext SAP)/01. Ext Payroll (Ext SAP)			
EFT Data Extract (RD1266) - SAP	Section 6.4.1								2732 2737 2738 Adhoc Pay Run 26167 26168 26169 EFT File Received by CBA 2745 2746 EFT File Accepted by CBA 26172 26173 EFT File Rejected by CBA 3961 3962 EFT File Rejected by CBA 3963 3964	System Integration Test (External Interfaces) 01. EFT/Change Interface (RD 355) 01. Main Pay Run & 02. Adhoc Pay Run & 03. EFT File Received by CBA & 04. EFT File Accepted by CBA & 05. EFT File Rejected by CBA & 06. EFT File Rejected by CBA 01. Main Pay Run 01. Verify EFT payments file generated 02. Verify payment file moved to Central XI server 03. Verify email to the Payroll Controller 02. Adhoc Pay Run 01. Verify EFT payments file generated 02. Verify payment file moved to Central XI server 03. Verify email to the Payroll Controller 03. EFT File Received by CBA 01. Status Report status is 00 02. Email notification to Payroll Controller 04. EFT File Accepted by CBA 01. Status Report received from CBA is 02 02. Email to Payroll Controller 05. EFT File Rejected by CBA 01. Status Report status is 04 (Failed) 02. Email notification to Payroll Controller 06. EFT File Rejected by CBA 01. Status Report status is 05 (Rejected) 02. Email notification to Payroll Controller			
Payment Medium Australia (RD1311) - SAP	Section 6.4.1								2732 26167	03. EFT/Change Interface (RD 355) 01. Main Pay Run 01. Verify EFT payments file generated 02. Adhoc Pay Run 01. Verify EFT payments file generated			
Restriction of Cost Centres by Company ID (SAP) (RD1183) - Workbrain	Section 6.4.1								E-1183 Restriction of CC by Company ID	1587 03. Internal Interface 01. SAP to Workbrain 01. Cost Object Interface (RD349) 02. Cost Object Export Data (from SAP) 03. Cost Centre Export to "DOCKET" Table 04. Cost Centre object Export - Error Testing			
Task Based Rostering (RD1191) - Workbrain	Section 6.4.1, 6.4.2								1495 2406 2506 2507 2511 2512 2632 18846 2716 2841 18844 2724 24120 2634 9588 9580 2723 2728 2718 14058 14057 23298 23300 23304 24014 24127 24130 24131 24134	System Test - Phase 1 02. Workbrain 03. MVS & 14. RLF & 05. Reports MVS 01. Create Vacant Shift 02. Change Shift End Time (Stated) 03. Change Shift End Time (Unstated) 04. Change Shift Start Time (Stated) 05. Change Shift Start Time (Unstated) 06. Manually Assign Employee to Unstated Shift 07. Manually Assign Employment Agency Employee to Unstated Shift 08. Book Off Function - Full Day - ASSIGNED 09. Book Off Function - Part Day - STRK NP 10. Copy shift to same and different day 11. Override Assignment Costing Details - Stated Shift 12. Override Assignment Costing Details - Unstated Shift 13. Override Job Details Stated Shift 14. Override Job Details Unstated Shift 15. Override Shift Details - Stated Shift 16. Override Shift Details - Unstated Shift 17. Phys MVS Roster 18. Remove Shift 19. Shift Swaps SWAP IN, SWAP OUT Function 20. Mutual Agreement SWAP IN, SWAP OUT Function (being looked into by Brad) 21. Remove stated shift from MVS 22. Delete unstated shift from MVS 23. Book Off - Part Day - STRK NP Permanent Empt 24. Employee Availability and Allocation to Shift 25. Approve Compliance Violation 26. Approve Compliance Violation 27. Rectify Compliance Violation 28. Create Australian Rostering Template			
Team Management Form (RD1324) - Workbrain	Section 6.4.1								3990	System Test - Phase 1 02. Workbrain 06. Forms Rostering Team Details Rostering Team Details			



Common term for System Development Lifecycle element				Requirements Traceability element									
Item ID	Item Description	Item Category	Item Status	Source Work Product	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases	
	The organisation's methodology term for System Development Lifecycle element			QHC Scope Definition 0002 Version 1.0 dated 21st February 2008 QHC Scope Definition 0002 Version 1.0 Final as amended by Scope Clarification Document approved as part of CR164 dated 30th June 2009 SCW 12 Statement of Work Workman Restoring Bus Requirements v2.0 dated 11th July 2008	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Functional Specification Solution Blueprint Data Migration Strategy Workman Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain BSS, Project QHC - Test Lab # 25th November 2008)
307	Reason Codes for MVS/ Timesheet (RD1192) - Workbran	Section 6.4.1									MVS 2705 Timesheet 2706	System Test - Phase 1/ 01. SAP (HR / Payroll) / 02. Workbran / 03. MVS / 20. Add Reason Code System Test - Phase 1/ 01. SAP (HR / Payroll) / 02. Workbran / 04. Timesheet / 06. Add Reason Code	
308	Tracking of employee's rostered hours versus contracted hours over a defined period (RD1193) - Workbran	Section 6.4.1									26615 7295 7296 7297 7298 7299 7300 7301 7302	System Test - Phase 1 02. Workbran 06. Reports 12. R-1193 Employee Rostered Hrs vs Contracted Hrs 01. Verify security access 02. Verify input screen 03. Verify report layout 04. Verify employee inclusion based on team assignment dates 05. Verify report grouping and sorting 06. Verify worked and rostered hours 07. Verify contracted hours 08. Verify report exclusions 09. Verify premium work records	
309	Global view of unstaffed shifts - launch pads (RD1194) - Workbran	Section 6.4.1									26616 6135 6136 6137 6138	System Test - Phase 1 02. Workbran 06. Reports 13. R-1194 Unstaffed Shifts Report 01. Verify security access 02. Verify input screen 03. Verify report layout 04. Verify report grouping and sorting 05. Verify report error handling	
310	Employment Agency - Employee entry form (RD1276) - Workbran	Section 6.4.1									2479	System Test - Phase 1 02. Workbran 06. Forms Employment Agency Staff Entry	
311	Schedule Compliance Rule - Minimum ordinary hours per shift (RD1255) - Workbran	Section 6.4.1									TBA	TBA	
312	Team Name Change in Workbran (RD1312) - Workbran	Section 6.4.1			ODS	Refer testing comments					3492	05. Team name update The following has been copied out of QC. This req was confirmed as not required by QH (Scott Euston) in email dated 15th Sept, 2008. See copy of email in attachments. For CR 153 (Team name Change), the business has agreed to disable the existing TMC task and implement team name change functionality after go-live. Therefore team name changes are not supported at this stage. Can you please remove the TMC task from our code base as we will not be deploying this item	
313	Custom mtptypes and fields on job evaluation record (RD66) - SAP	Section 6.4.1									1468 1469 1470 1471	System Test - Phase 1 01. SAP (HR / Payroll) 02. Organizational Management 02. Evaluated Job Description 01. Create Evaluated Job Description (PP03) 02. Change Evaluated Job Description (PP01) 03. Change Evaluated Job Description (PP0ME) 04. Display Evaluated Job Description (PP01) 05. Display Evaluated Job Description (PP0ME) 06. Create Evaluated Job Description Action (ZP02)	
314	Addition of fields to position record (RD79) - SAP	Section 6.4.1									1378 1379 1380	01. SAP (HR / Payroll) 02. Organizational Management 03. Maintain Org Management 06. Create Position 08. Define Position	
315	Prompt the user where an attempt is made to abolish an occupied position (RD60) - SAP	Section 6.4.1									26080	System Test - Phase 1/ 01. SAP (HR / Payroll) / 02. Organizational Management / 03. Maintain Org Management / 15. Define an occupied position	
316	Prompt the user where an attempt is made to abolish an org unit with active positions (RD81) - SAP	Section 6.4.1									26081	System Test - Phase 1/ 01. SAP (HR / Payroll) / 02. Organizational Management / 03. Maintain Org Management / 15. Define Org unit with active position	
317	Organization Structure View Customization (PPOME) (RD87) - SAP	Section 6.4.1									1467 1470	01. SAP (HR / Payroll) 02. Organizational Management 03. Maintain Org Management Various tests for Org Management 03. Change Evaluated Job Description (PP0ME) 05. Display Evaluated Job Description (PP0ME)	
318	Cost Centre Validation (RD1319) - SAP / Workbran	Section 6.4.1									01. Cost Objects Export / Import to 'DEPARTMENT' Table 1563 1566 1567 1570 1575 1569 1570 2430 1583 02. Cost Centre Export / Import to 'DOCKET' Table 1568 1567 1570 1571 1572 1567	System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interface 01. Cost Object Interface (RD344) 01. Cost Object Export Data (from SAP) & 02. Cost Object Import Data (to WB) 01. Cost Objects Export / Import to 'DEPARTMENT' Table 01. Cost Object Export - Full Load 02. Cost Centre Object Export - Delta Load - Department Table 03. Internal Order Export - Delta Load - Department Table 06. Cost Object Export - Empty Delta 01. Cost Object Import - Full Load 02. Cost Centre Import - Delta Load - Department Table 03. Internal Order Import - Delta Load - Department Table 05. Cost Object Import - Error Testing 02. Cost Centre Export / Import to 'DOCKET' Table 01. Cost Centre object Export - Full Load 02. Cost Centre object Export - Delta Load 03. Cost Centre object Export - Empty Delta 04. Cost Centre object Export - Error Testing 01. Cost Centre object Import - Full Load 02. Cost Centre object Import - Delta Load	
319	Enhancement - Termination Organiser (RD117) - SAP	Section 6.4.1									Refer to '4 Terminations' worksheet	System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interface 01. Cost Object Interface (RD344) 01. Cost Object Export Data (from SAP) & 02. Cost Object Import Data (to WB) Refer to '4 Terminations' worksheet	
320	Leave Form Workflow (RD1210) - Workbran	Section 6.4.2									3480 - [1]. Leave Request Form 3527 - 01. Approved Leave 24291 - 02. Unapproved Leave	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 02. End Pay with Workbran Initiated chgs 02. Leave and Absences 01. Approved Leave & 02. Unapproved leave Leave Request Form 15. Tests under 01. Approved Leave 04. Tests under 02. Unapproved Leave	
321	Schedule Interface (CSV Import) - Workbran	Section 6.4.2									NA	Used as a tool to perform data prep for all calculation groups in the test automation tool for testing of Calc Groups (ie. Payrolls)	
322	Over/Team ID - SAP				ODS	QHC Work Product Index - Section 6.4.2 Describing email from Cathy Sparks					NA	The following has been copied out of QC. This req was confirmed as not required by QH (Cathy Sparks) in email dated 5th Aug. 2008. See copy of email in attachments. SAP Org Unit ID will be used instead.	
323	Position FBT Concession Eligibility indicator - SAP	Section 6.4.2 Section 6.5									26082	17. Addition of fields to position record	
324	Payroll to 3rd Party Vendor for Printing Interface (RD1129) - SAP	Section 6.5.2, 6.11.2.1.1									26686 26687 26690 26693 26694 26695 26696 26703 26707 26708 26709 26710 26711 26712 26713 26714 26715 26716 26705 26706 26717 26718	System Integration Test (External Interfaces) 01. Payroll Interface 01. Payroll Print Vendor Interface (RD 1129) 04. Generate Payroll (RD360) Wrap-Up Testing - Post GT Pay Advances to 3rd Party Vendor 01. Selection Parameters 02. File Header 03. Distribution 04. Messages 05. Pay Advice Details (Employee) 06. Pay Advice Details (Employee) 07. Pay Details 08. Pay Total 09. Employer Super 10. Leave Balances 11. YTD 12. Deductions 13. Disbursements 14. Totals 15. Supplementary Page for Retro - Pay Advice Details (Employee) 16. Supplementary Page for Retro - Pay Advice Details (Employee) 17. Retro Pays 18. Retro Pay Total 19. File Trailer Record 20. Complete Payroll File 21. Document Employment 22. Higher Duties	

Functional Areas		Source Work Product		Scope		Process Design Report (PDR)		Configuration Document		Configuration Tracking Document (CTD) v1.2 Approved		Reference		Work Instruction		Quality Centre Test ID		Test Cases	
Common term for System Development Lifecycle element		Source Work Product		Scope		Process Design Report (PDR)		Configuration Document		Configuration Tracking Document (CTD) v1.2 Approved		Reference		Work Instruction		Quality Centre Test ID		Test Cases	
		The organization's methodology term for System Development Lifecycle element	QHC Scope Definition CD-807-002 Version 1.0 dated 21st February 2008	QHC Scope Definition CD-807-002 Version 1.0 Final as amended by Scope Classification Document executed as part of CD194 dated 30th June 2009	SW 8 Statement of Work, Licence Replacement Design, Implement and Deploy v1.2 dated 30th June 2009	SW 12 Statement of Work, Workbrain Rollout Build Requirements v2.0 dated 11th July 2008			Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workbrain Blueprint										Test Cases (sourced from Quality Centre, Domain BSS, Project QHC - Test Lab # 25th November 2007)
		Employee Data Extract Interface (R0312) - SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3						HDR 2.1.12-1312 Emp Data Extract v3.5.9.0 uploaded QHC HDR 2.2.2 TS 1-348_312 WB TS SAP to Workbrain Employee Imp v3.1 QHC HDR 2.2.2-1348_312 SAP TS SAP to Workbrain Employee Detail v3.1 HDR 2.0 IR 4.5 CH ECC to Workbrain 1-1348-312 Employee Import v3.1 HDR 2.0 IR 4.5 CH Workbrain to ECC Interface Management Interface v3.1							01 Emp Data Export - Load 1388 1389 1743 1396 1400 01 Emp Data Import - Load 1779 1780 1782 1783 02 Emp Data Export - General Changes 1745 1404 1405 1787 1777 1669 1978 1061 1980 1776 2105 2201 1754 02 Emp Data Import - General Changes 1784 1785 1786 1787 1068 1979 1981 1961 2106 2202 2356 2804	System Test - Phase 1 01. SAP (HR / Payroll) 02. Internal Interfaces 01. SAP to Workbrain 04. Employee Data Extract Interface (R0312) 04. Employee Data Extract Interface (R0312) - Retest 01. Load 01. Emp Data Export - Load 01. Emp Data Export - Full Load 02. Emp Data Export - Delta Load 03. Emp Data Export - Empty Delta Load 04. Emp Data Export - Load with errors 05. Emp Data Export - Re-load Rejects 01. EMP Data Import - Load 01. Emp Data Import - Full Load 02. Emp Data Import - Delta Load 03. Emp Data Import - Load with errors 04. Emp Data Import - Re-load Rejects System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interfaces 01. SAP to Workbrain 04. Employee Data Extract Interface (R0312) 04. Employee Data Extract Interface (R0312) - Retest 02. General Changes 02. Emp Data Export - General Changes 01. Emp Data Export - Terminations 02. Emp Data Export - Base, Rate and Contract Hours Change 03. Emp Data Export - Address & Last Name Change 04. Emp Data Export - SHIFAT_NAME 05. Emp Data Export - Default Labor Allocation 06. Emp Data Export - SARAS 07. Emp Data Export - EMP Entitlement Policy 08. Emp Data Export - User Name - Email 09. Emp Data Export - EMP_FLAQ1_20] - Flag 10 & 11 & 12 10. Emp Data Export - EMP_Group - P & V 11. Emp Data Export - EMP_HOLIDAYRIGHT - Emp Team 12. Emp Data Export - EMP_VAL4 - Has Emp Identifier 13. Emp Data Export - EMP_VAL14 - Holiday Calendar change System Integration Test (External Interfaces) / Other Interfaces (01. MOHR Interface (R0322))		
326		MOHR Interface (R0322) - SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3						QHC HDR 2.1.2-1323 SAP FS MOHR Interface v3.1 QHC HDR 2.1.2-1323 SAP TS MOHR Interface v3.1	1.6 MOHR Requirements V1.2 Approved								System Integration Test (External Interfaces) / Other Interfaces (01. MOHR Interface (R0322)) OH plan to use OSS Interface in place of this at go-live. MOR 24.12.2009.	
327		Payments and Deductions Interface (R0797) - SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3						HDR 2.1.2-1797 Pay and Dedts Interface v3.5.9.0 uploaded Payments and Deductions Interface Technical Specification - Standard Offering 3.5.9.0 QHC HDR 2.2.1 SAP CONF Deductions v3.1 QHC HDR 2.2.1-1368 SAP XI TS 1-368 Payment Summary Interface v3.1									Test Plan 24375 24376 24377 24380 24378 24376 24381 24382	Test Plan 01. Verify Recurring Payments Inbtype 0014 New Entries 02. Verify data for Recurring Payments has been inserted correctly 03. Verify Recurring Payments Inbtype 0014 Existing Entries 04. Verify data for Recurring Payments has been inserted correctly 05. Verify Recurring Payments Inbtype 0014 Delta Existing Entries 06. Verify data for Recurring Payments has been inserted correctly 07. Verify Recurring Payments Inbtype 0014 Wage Type 08. Verify data for Recurring Payments has been inserted correctly
328		Leave Balance Interface (Export) (R01228) - Workbrain to SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3						HDR 2.2.1-1228 WB FS Leave Balance Interface v3.1 QHC HDR 2.1.1-1228 WB TS Leave Balance Interface v3.1 HDR 2.0 IR 4.5 CH Workbrain to ECC 1-1228 Leave Balance Interface v3.1 HDR 2.0 IR 4.5 CH Workbrain to ECC Interface Management Interface v3.1									System Test - Phase 1 01. SAP (HR / Payroll) 02. Internal Interfaces 03. Internal Interfaces 01. Workbrain to SAP 02. Leave Balance Interface (R01228) 03. Leave Balance Interface File - WB Bal Type to Calc Group Config vs BADV6.0 01. BALANCE TYPE CONGRESSIONAL_CALCGROUP 02. BALANCE TYPE LOADING_CALCGROUP 03. BALANCE TYPE LOADING_14_CALCGROUP 04. BALANCE TYPE LOADING_17.5_CALCGROUP 05. BALANCE TYPE LSL_CALCGROUP 06. BALANCE TYPE LSL_VMO_CALCGROUP 07. BALANCE TYPE PDL_CALCGROUP 08. BALANCE TYPE PURCHASE LEAVE_CALCGROUP 09. BALANCE TYPE RDO_CALCGROUP 10. BALANCE TYPE REC LEAVE_CALCGROUP 11. BALANCE TYPE SICK_CALCGROUP 12. BALANCE TYPE SICK - WAR_CALCGROUP 13. BALANCE TYPE TOOL_CALCGROUP 14. BALANCE TYPE REC_VMO_CALCGROUP (see CR 136 test results) 15. BALANCE TYPE LOADING_16.67_CALCGROUP 16. BALANCE TYPE LOADING_20_CALCGROUP 17. BALANCE TYPE LOADING_22.92_CALCGROUP 18. BALANCE TYPE LOADING_27.5_CALCGROUP 01. Leave Balance Interface File - Export Interface Parameters 02. Leave Balance Interface File - Generation and Format 03. Leave Balance Interface File - Generation and Format 01. Leave Balance Interface File (Inbtype 2013) - First Export 01. WB REC LEAVE changed to SAP Quota Type 60 02. WB SICK changed to SAP Quota Type 70 03. WB SICK - WAR changed to SAP Quota Type 71 04. WB LSL - VMO changed to SAP Quota Type 85 05. WB TOOL changed to SAP Quota Type 41 06. WB LSL changed to SAP Quota Type 84 07. WB LOADING 17.5 changed to SAP Quota Type 50 08. WB LOADING 14 changed to SAP Quota Type 51 09. WB LOADING 11.67 changed to SAP Quota Type 53 10. WB LOADING 22.92 changed to SAP Quota Type 54	
329		Payroll Message Interface (R01309) - Workbrain to SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3						QHC HDR 2.2.1-1309 WB FS Payroll Messaging Interface v3.1 QHC HDR 2.2.1-1309 SAP TS Payroll Messaging Interface v3.1 QHC HDR 2.2.1-1309 WB TS Payroll Messaging Interface v3.1 HDR 2.0 IR 4.5 CH Workbrain to ECC 1-1309 Payroll Messaging Int v3.1 HDR 2.0 IR 4.5 CH Workbrain to ECC Interface Management Interface v3.1										System Test - Phase 1 01. SAP (HR / Payroll) 02. Internal Interfaces 03. Internal Interfaces 01. Workbrain to SAP 02. Payroll Message Interface (R01309) 01. Payroll Messaging Interface File - Export Interface Parameters 02. Payroll Messaging Interface File - Generation and Layout 03. Payroll Messaging Interface File - File Content 04. Payroll Messaging Interface File - File Import into SAP 05. Payroll Messaging Interface File - Payroll Generation
330		Payroll Interface (Export Work Detail) (R01839) - Workbrain to SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3						QHC HDR 2.2.1-1839 WB FS Payroll Export v3.1 QHC HDR 2.2.1-1839 WB TS Payroll Export v3.1 HDR 2.0 IR 4.5 CH Workbrain to CATS 1-1839 Work Detail Interface v3.1									System Test - Phase 1 01. SAP (HR / Payroll) 02. Internal Interfaces 03. Internal Interfaces 01. Workbrain to SAP 02. Work Detail Interface File Generation 01. Workbrain Payroll Dates 01. TimeSheet entry prior to Hardt Off Data 02. Work Detail Interface File Generation 03. Absence Interface File - File Content 01. Manual Generation of Work Detail Export Interface File 02. Automatic Generation of Work Detail Export Interface File 01. Balance Adjust Date in WB gets updated 03. Absences Interface File (Inbtype 2001) 01. File Format 02. Absence Interface File - File Content 01. File Content - Date Format 02. File Content - Shv Start, End Date, Shv Not Spanning Midnight 03. File Content - Shv Start, End Date, Shv Spanning Midnight 04. File Content - Workover Id 05. File Content - Grouping by Employee Id 06. File Content - Individual Daily Records 07. File Content - PIA Absence 08. File Content - Future Dated Absence - 1 day (negative) 09. File Content - Future Dated Absence - Date Range Spanning File 10. File Content - Absence_Type to Absence_Type Mapping - STILL NEED MAPPING 11. File Content - Delta - Change Memo Absence Type 12. File Content - Delta - Change Memo Absence Entry to Payment 02. Absence Interface File (Inbtype 2001) Import into SAP 01. File Import into SAP - Data Load 02. File Import into SAP - Delta - Amendment 04. File Import into SAP - Delta - Deletion 01. SAP (HR / Payroll) System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interfaces 02. Workbrain to SAP 01. Absence Interface File (IT2001) - Export from Workbrain 03. Absence Type Mapping 01. Workbrain Absence Timecode to SAP Absence Type (203un08) 1363 tests	
331																			

Common term for System Development Lifecycle element		Source Work Product		Configuration Document		Configuration Tracking Document (CTD) v1.2 Approved		Reference		Work Instruction		Quality Centre Year ID		Test Cases		
Functional ID	Source	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint
	The organization's methodology term for System Development Lifecycle element	QHC Scope Definition CD-007-002 Version 1.0 dated 21st February 2008	QHC Scope Definition CD-007-002 Version 1.0 Final as amended by Scope Clarification Document - executed as part of CR104 dated 30th June 2009	SCW 8 Statement of Work, Lattice Replacement Design, Implementation and Deploy v1.2 dated 30th June 2009	SCW 12 Statement of Work, Worktrain Planning Build Requirements v2.0 dated 11th July 2008											
	EFT/Cheque Interface (in house) - SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3				HDR 2.3.1 1355 EFT - Cheque Race (inhouse) v3.5.0						2732 2737 2738 26187 26188 26189 EFT File Received by CBA 2745 2750 EFT File Accepted by CBA 26172 26173 EFT File Rejected by CBA 5961 5962 EFT File Rejected by CBA 5963 5964			System Integration Test (External Interfaces) 03. EFT/Cheque Interface (RID 355) 01. Main Pay Run & 02. Adhoc Pay Run & 03. EFT File Received by CBA & 04. EFT File Accepted by CBA & 05. EFT File Rejected by CBA & 06. EFT File Rejected by CBA 01. Main Pay Run 01. Verify EFT payments file generated 02. Verify payment file moved to Central XI server 03. Verify email to the Payroll Controller 02. Adhoc Pay Run 01. Verify EFT payments file generated 02. Verify payment file moved to Central XI server 03. Verify email to the Payroll Controller 03. EFT File Received by CBA 01. Status Report status is 00 02. Email notification to Payroll Controller 04. EFT File Accepted by CBA 01. Status Report received from CBA is 02 02. Email to Payroll Controller 05. EFT File Rejected by CBA 01. Status Report status is 04 (Failed) 02. Email notification to Payroll Controller 06. EFT File Rejected by CBA 01. Status Report status is 05 (Rejected) 02. Email notification to Payroll Controller	
332	Cooper Superannuation Interface (RID357) - SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3				HDR 2.3.1 1357 QSuper Super Interface v 3.5.0						5971 5974 5973			System Integration Test (External Interfaces) 01. Payroll Interface 04. QSuper Superannuation Interface (RID 357) 01. Run QSuper Extract 02. Verify file transfer 03. Verify QSuper extract can be processed	
333	Pay Advice Distribution Interface (in house) - SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3				HDR 2.3.1 1360 Pay Advice Dist Race (Email) v3.5.0						1703			04. Generate Payroll (RID360) The following interface is not in scope for the QHC solution. Printed pay slips will be distributed via the print vendor interface (RID129). MOH 24.12.2009. Refer System Integration Test (External Interfaces) 01. Payroll Interfaces / 01. Payroll Print Vendor Interface (RID 1195) / 01. Run Payroll Print File extract	
334	Deductions Distribution Interface (in house) - SAP	Section 6.5.2, 6.11.2.1.1, 6.11.4.3				QHC HDR 2.3.1 1365 SAP XI TS Deduction Disbursement Interface v2.1 QHC HDR 2.3.1 SAP CONF Deductions v3.1						5987 26008 5989			System Integration Test (External Interfaces) 05. Deductions Distribution Interface (RID 365) 01. Run Deductions Disbursement Extract 02. Verify file transfer 03. Processed by Deductions Agencies	
335	Employee Import Interface (RID348) - SAP to Worktrain	Section 6.5.2, 6.11.2.1.1, 6.11.4.3				QHC HDR WB FS 8 2 2 1348_312 WB FS SAP to WB Emp Import Int v2.1 QHC HDR 8 2 2 TS 1348_312 WB TS SAP to Worktrain Employee Imp v2.1 HDR 2 0 IR 4 5 OH ECC to Worktrain 1-1348-312 Employee Import v0.1 1450 HDR 2 0 IR 4 5 OH Worktrain to ECC Interface Management Interface v0.1						01 Emp Data Export - Load 1388 1389 1390 1743 1396 1450 01 EMP Data Import - Load 1779 1780 1782 1783 02 Emp Data Export - General Changes 1745 1404 1405 1787 1787 1777 1969 1978 03. Internal Interfaces 1961 1980 2105 2261 1754 02 Emp Data Import - General Changes 1784 1785 1786 1787 1908 1979 1981 1961 2106 2262 2296		System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interfaces 01. SAP to Worktrain 04. Employee Data Extract Interface (RID312) & 04. Employee Data Extract Interface (RID312) - Reload 1. LOAD 01 Emp Data Export - Load 01 Emp Data Export - Full Load 02 Emp Data Export - Delta Load 03 Emp Data Export - Empty Data Load 04 Emp Data Export - Load with errors 05 Emp Data Export - Re-load Rejects 01. EMP Data Import - Load 01 Emp Data Import - Full Load 02 Emp Data Import - Delta Load 03 Emp Data Import - Load with errors 04 Emp Data Import - Re-load Rejects System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interfaces 01. SAP to Worktrain 04. Employee Data Extract Interface (RID312) & 04. Employee Data Extract Interface (RID312) - Reload 02. General Changes 02 Emp Data Export - General Changes 01 Emp Data Export - Terminations 02 Emp Data Export - Base, Rate and Contract Hours Change 03 Emp Data Export - Address & Last Name Change 04 Emp Data Export - SHFAT, NAME 05 Emp Data Export - Default Labor Allocation 06 Emp Data Export - BARNIS 07 Emp Data Export - EMP Entitlement Policy 08 Emp Data Export - User Name - Email 09 Emp Data Export - EMP_FLADL1_001 - Flag 10 & 11 & 12 10 Emp Data Export - EMP_Group - P & V 11 Emp Data Export - EMPT_HEIRARCHY - Emp Team 12 Emp Data Export - EMPT_VALB - Has Emp Identifier 13 Emp Data Export - EMP_VAL14 - Holiday Calendar Change		
336	SAP to Worktrain Job Interface (RID1305) IR4.5 - OH - ECC to Worktrain 1-1305 Job Interfaces v1.0	Section 6.5.2, 6.11.2.1.1, 6.11.4.3				QHC HDR 8 3 3 1305 WB FS SAP to Worktrain Job Interface v2.1 QHC HDR 8 3 3 1305 WB TS SAP to Worktrain Job Interface v2.1 QHC HDR 8 3 3 1305 SAP TS SAP to Worktrain Job Interface v2.1 IR4.5 - OH - ECC to Worktrain 1-1305 Job Interfaces v1.0 HDR 2 0 IR 4 5 OH Worktrain to ECC Interface Management Interface v0.1						1420 1421 1444 1449 1445 1523 1441 1419 1421 24154 1424			System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interfaces 01. SAP to Worktrain 02. Job Interface (RID1305) 01. Job Data Export & 02. Job Data Import 01. Job Data Export - Full Load 02. Job Data Export - Delta 03. Job Data Export - Create Job 04. Job Data Export - Empty Delta 05. Job Data Export - Remove Job 06. Job Data Export - Find highest level job 01. Job Data Import - Full Load 02. Job Data Import - Load with errors 03. Job Data Import - Re-load Rejects 04. Job Data Import - Create Job 05. Job Change Import - Job Removal	
337	SAP to Worktrain Team Structure Interface (RID1304) - includes modification	Section 6.5.2, 6.5.3, 6.11.2.1.1				QHC HDR 8 3 3 1304 WB FS SAP to WB Team Structure Interface v2.1 QHC 8 3 3 1304 SAP TS SAP to Worktrain Team Structure Int v2.1 QHC HDR 8 3 3 1304 SAP XI TS Worktrain Interfaces v2.1 QHC HDR 8 3 3 1304 WB TS SAP to WB Team Structure Interface v2.1 QHC HDR 8 3 3 1304 SAP XI TS Worktrain to QHSP Data Extract v2.1 IR4.5 - OH - ECC to Worktrain 1-1304 Team Structure Interfaces v1.0 IR4.5 - OH - Worktrain to QHSP Data Extract Interfaces v0.1						1415 1561 1818 1562 1555 1414 1416 1417 1819 1492 1418			System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interfaces 01. SAP to Worktrain 02. Team Structure Interface (RID1304) 01. Team Structure Export & 02. Team Structure Import 01. Org structure Export - Full Load 02. Org structure Export - Add Org Unit 03. Org structure Export - Remove Org Unit 04. Org structure Export - Empty Delta 01. Team structure Import - Full Load 02. Team structure Import - Load with errors 03. Team structure Import - Re-load Rejects 04. Team structure - Add new & remove existing org unit 05. Team structure - Worktrain Team Structure Cleanup 06. Team name update 07. Team structure update	
338	Cost Object Interface (RID349) - SAP ECC to Worktrain	Section 6.5.3, 6.11.2.1.1				QHC HDR 2.2 11349 WB FS Cost Object Interface v2.1 QHC HDR TS 2.2.1 1349 WB TS Cost Object Interface v2.1 QHC HDR 2.2.1 1349 SAP TS SAP to Worktrain Cost Object Int v2.1 QHC HDR 2.2.1 1349 Cost Object Interface v2.1 IR4.5 - OH - ECC to Worktrain 1-349 Cost Object Interfaces v1.0						1563 1567 2437 1575 02 Cost Centre Export to 'DOCKET' Table 1568 1567 1576 01. Cost Object Import to 'DEPARTMENT' Table 1569 1570 2439 01 Cost Centre Import to 'DOCKET' Table 1571 1572			System Test - Phase 1 01. SAP (HR / Payroll) 03. Internal Interfaces 01. SAP to Worktrain 01. Cost Object Interface (RID349) Cost Object Export Data (from SAP) & Cost Object Import Data (to WB) 01. Cost Object Export to 'DEPARTMENT' Table 01. Cost Object Export - Full Load 02. Cost Centre Export - Delta Load - Department Table 03. Internal Order Export - Delta Load - Department Table 04. Cost Object Export - Empty Delta 02. Cost Centre Export to 'DOCKET' Table 01. Cost Centre object Export - Full Load 02. Cost Centre object Export - Delta Load - Docket table 03. Cost Centre object Export - Empty Delta 04. Cost Centre object Export - Error Testing 01. Cost Object Import to 'DEPARTMENT' Table 01. Cost Object Import - Full Load 02. Cost Centre Import - Delta Load - Department Table 03. Internal Order Import - Delta Load - Department Table 02. Cost Centre Import to 'DOCKET' Table 01. Cost Centre object Import - Full Load 02. Cost Centre object Import - Delta Load	

		Common term for System Development Lifecycle element		Functional entities		Source Work Product		Requirements Traceability element		Test Cases					
		The organization's methodology term for System Development Lifecycle element	QHC Scope Definition CD-007-0002 Version 1.0 dated 21st February 2009	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document generated as part of CR184 dated 30th June 2009	SOH 8 Statement of Work, Notice Replacement Design, Implementation and Deploy v1.2 dated 30th June 2009	SOH 12 Statement of Work, Workstream Planning Book Requirements v2.0 dated 11th July 2009	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workstream Blueprint	Configuration Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Control Test ID	Test Cases (extracted from Quality Centre, Domain SSS, Project QHC - Test Lab - 25th November 2009)
340		Cost Object Interface (FAMM/S to SAP ECC)	Section 6.5.3, 6.11.2.1.1							QHC HQR 2.2.1-349 WB FS Cost Object Interface v3.1 QHC HQR TS 2.2.1-1-349 WB TS Cost Object Interface v3.1 QHC HQR 2.2.1-1-349 SAP TS SAP to Workstream Cost Object Int v3.1 QHC HQR 2.0 SAP FS HR-FI FAMM/S to ECC Cost Object Interface v3.1 QHC HQR 2.2.1-1-349 FAMM/S to ECC Cost Object Interface (Technical Specification) QHC HQR 2.0 SAP XI TS FAMM/S-ECC Cost Objects Master Data v3.1 QHC HQR 2.3.1 SAP CONF HR-FI Integration v3.1 QHC HQR 2.2.1-1-349 Cost Object Interface v3.1 QHC HQR 2.3.1 FS SAP to FDSS HR-FI Report Extract v3.1 QHC HQR 2.3.1 SAP TS SAP to FDSS HR-FI Report Extract v3.1 QHC HQR 2.0 SAP Design HR-FI Payroll End-of-Month Accrual v3.1 HQR 2.0 IIR 5 - CH - FAMM/S to ECC interfaces v0.1				N/A	HRFI - UAT
341		(31) Internal labour FTE Payroll interface (SAP to PAYman)	Section 6.5.3							QHC SAP to FDSS Pay Extract				24257 24258 24273 24297	01. Run FDSS Integration Report Extract 02. Verify Extract Record Type 1 03. Verify Extract Record Type 2 04. Verify Extract Record Type 3
342		(45) Leave Accrual Monthly (HRDSS interface) (SAP to DSS)	Section 6.5.3							QHC HQR 2.3.1 SAP FS SAP to DSS Leave Taken Extract v3.1 QHC HQR 2.3.1 SAP TS SAP to DSS Leave Taken Interface v3.1 QHC HQR 2.3.1 SAP FS SAP to DSS HR_Position Extract v3.1 QHC HQR 2.3.1 SAP TS SAP to DSS Position Interface v3.1				2624 2625 2674	System Integration Test (External Interfaces) 02. HRDSS Interface (0446) 05. Leave Taken Extract 01. HR Leave Taken Extract 02. Verify file transfer 03. Processed by HRDSS
343		(48) HRDSS Interface (SAP to DSS)	Section 6.5.3							QHC HQR 2.3.1 SAP FS SAP to DSS HRDSS and IMS Interfaces v3.1 QHC HQR 2.3.1 SAP FS SAP to DSS Reference Data Extract v3.1 QHC HQR 2.3.1 SAP FS SAP to DSS EEO Extract v3.1 QHC HQR 2.3.1 SAP FS SAP to DSS Employee Extract v3.1 QHC HQR 2.3.1 SAP TS SAP to DSS Employee Extract v3.1 QHC HQR 2.3.1 SAP TS SAP to DSS Review Dates Extract v3.1 QHC HQR SAP TS - SAP to DSS Salary Sacrifice Extract v3.1 QHC HQR 2.3.1 SAP FS SAP to DSS HR_Leave_Accrual Extract v3.1 QHC HQR 2.3.1 SAP TS - SAP to DSS Leave Accrual Extract v3.1 QHC HQR 2.2.1 SAP TS SAP to DSS SAP Reference Data Extract v3.1 QHC HQR 2.3.1 SAP FS SAP to DSS HR_Job_Extract v3.1 QHC HQR 2.3.1 SAP FS SAP to DSS Payroll Extract v3.1 QHC HQR 2.3.1 SAP FS SAP to DSS Salary Sacrifice Extract v3.1 QHC HQR 2.3.1 SAP TS - SAP to DSS Salary Sacrifice Extract v3.1 QHC HQR 2.3.1 SAP TS - SAP to DSS Payroll Extract v3.1				01. HR Employee Extract 02. HRDSS Interface (0446) 01. HR Employee Extract 01.1 HR Employee Extract 02.1 Verify file transfer 03.1 Processed by HRDSS Full 01.2 HR Employee Extract 02.2 Verify file transfer 03.2 Processed by HRDSS Full 02. EEO Extract Full 01.1 HR EEO Extract 02.1 Verify file transfer 03.1 Processed by HRDSS Full 01.2 HR EEO Extract 02.2 Verify file transfer 03.2 Processed by HRDSS Full 02. EEO Extract Full 01.1 HR Position Extract 02.1 Verify file transfer 03.1 Processed by HRDSS Full 01.2 HR Position Extract 02.2 Verify file transfer 03.2 Processed by HRDSS Full 04. HR Job Extract Full 01.2 HR Job Extract 02.2 Verify file transfer 03.2 Processed by HRDSS Full 05. HR Leave Taken Extract 01. HR Leave Taken Extract 02. Verify file transfer 03. Processed by HRDSS Full	System Integration Test (External Interfaces) 02. HRDSS Interface (0446) 01. HR Employee Extract 01.1 HR Employee Extract 02.1 Verify file transfer 03.1 Processed by HRDSS Full 01.2 HR Employee Extract 02.2 Verify file transfer 03.2 Processed by HRDSS Full 02. EEO Extract Full 01.1 HR EEO Extract 02.1 Verify file transfer 03.1 Processed by HRDSS Full 01.2 HR EEO Extract 02.2 Verify file transfer 03.2 Processed by HRDSS Full 02. EEO Extract Full 01.1 HR Position Extract 02.1 Verify file transfer 03.1 Processed by HRDSS Full 01.2 HR Position Extract 02.2 Verify file transfer 03.2 Processed by HRDSS Full 04. HR Job Extract Full 01.2 HR Job Extract 02.2 Verify file transfer 03.2 Processed by HRDSS Full 05. HR Leave Taken Extract 01. HR Leave Taken Extract 02. Verify file transfer 03. Processed by HRDSS Full
344		(47) SAP to IMS Extract (data to OH for OHS/Work Cover employ) (SAP to IMS)	Section 6.5.3							QHC HQR 2.3.1 SAP FS SAP to IMS Extract v3.1 QHC HQR 2.3.1 SAP TS SAP to IMS Extract v3.1				26107 26108 26100 Full 01.1 IMS Net Interface 02.1 Verify file transfer 03.1 Processed by IMS Full 02. Cost Centre Extract Delta 26112 26113 26114 Delta 01.1 IMS Net Interface 02.1 Verify file transfer 03.1 Processed by IMS Full 03. General Reference Data Full 26117 26115 26116	System Integration Test (External Interfaces) 02. OH Interfaces 04. IMS Employee data for Work Cover (0447) 01. Employee Extract Delta 01.1 IMS Net Interface 02.1 Verify file transfer 03.1 Processed by IMS Full 02. Cost Centre Extract Delta 01.1 IMS Net Interface 02.1 Verify file transfer 03.1 Processed by IMS Full 03. General Reference Data Full 01. HR General Reference Data Extract 02. Verify file transfer 03. Processed by IMS
345		(15) Summary info of payroll run (SAP to FAMM/S)	Section 6.5.3							QHC Work Product Index - Suspended by HRV1 Functionality				1974 1975	01. Cost Object Import - FAMM/S to ECC - Full Load 02. Cost Object Import - FAMM/S to ECC - Delta Load
346		(86) Reference data changes interface (SAP to FAMM/S/PAYman)	Section 6.5.3							QHC Work Product Index - Suspended by HRV1 Functionality				1974 1975 24257 24258 24273 24297	01. Cost Object Import - FAMM/S to ECC - Full Load 02. Cost Object Import - FAMM/S to ECC - Delta Load 01. Run FDSS Integration Report Extract 02. Verify Extract Record Type 1 03. Verify Extract Record Type 2 04. Verify Extract Record Type 3
347		Forms Scope	Section 6.7, 6.11.2.1.3											N/A	N/A
348		Manual Form: Personal Particulars Form (RD 278) - SAP	Section 6.7.1							HQR 2.1.2 F-278 Personal Details Modification Functional Specification v3.5.9.0 uploaded					As per section 6.11.2.1.3 Form Testing of the QHC Scope Definition Document v1.0 (Full) - All forms within the scope of the interim solution are manual as ESS and IMS are not being deployed. These forms will be tested for usability and availability during UAT
349		Manual Form: Commencement of Duty Form (RD 281) - SAP	Section 6.7.1							HQR 2.1.2 F-281 Commencement of Duty v3.5.9.0 uploaded					UAT
350		Manual Form: Form to request deletion of employee (RD 282) - SAP	Section 6.7.1							HQR 2.1.2 F-282 Employee Number Deletion v1.0					UAT
351		Manual Form: Induction checklist for new employee (RD 952) - SAP	Section 6.7.1							HQR 2.1.2 F-282 Employee Number Deletion v3.5.9.0 uploaded					UAT
352		SARAS Manual Claim Form (RD 163) - SAP	Section 6.7.1							HQR 2.1.1 F-952 Induction Checklist v3.5.9.0 uploaded					UAT
353		Manual Form: Maintaining Temporary Costing Data (RD 265) - SAP	Section 6.7.1							Manual Form - Induction checklist for new employee Standard Offering					UAT
354		Manual Form: Recurring Allowances (RD 266) - SAP	Section 6.7.1							SARAS Manual Claim Form Standard Offering 3.5.9.0					UAT
355		Manual Form: Company Loans (RD 267) - SAP	Section 6.7.1							HQR 2.1.2 F-265 Temp Sal Costing Alloc v3.5.9.0 uploaded					UAT
356		Manual Form: Probation Confirmation Form (RD 269) - SAP	Section 6.7.1							Manual Form: Maintaining Temporary Costing Data Standard Offering					UAT
357		Manual Form: Higher Duties/Acting at Level Form (RD 270) - SAP	Section 6.7.1							HQR 2.1.2 F-266 Recurring Allow Application v3.5.9.0 uploaded					UAT
358		Manual Form: Employment Status Change (eg Full time to part time) (RD 271) - SAP	Section 6.7.1							Manual Form: Company Loans Standard Offering 3.5.9.0					UAT



Common term for System Development Lifecycle element		Functional criteria	Source Work Product	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases
	The organisation's methodology term for System Development Lifecycle element	CHC Scope Definition CD-007-0002 Version 1.0 dated 21st February 2008	CHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR184 dated 30th June 2008 SOW 12 Statement of Work Workbrain Rastering Built Requirements V2.0 dated 11th July 2008	Scope	Source	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workbrain Blueprint				Quality Centre Test ID	Test Cases (extracted from Quality Centre, Domain ISS, Project CHC - Test Lab @ 25th November 2008)
394	SAP Security					QH SAP Application Security Data Specifications (SASDS) v1.1 HDR 2.0 QH HR Business Profiles v0 HDR 2.0 CHC SAP Role Requirements v0.12 Security Group Matrix and Layout Appendix, Master v0.12 Security Roles - CHC SAP SASDS v1.0		Role requirements Location: G 05 - SSS/DTI - Cross Functional App/Security Management/CHC/SAP HR Test Objectives Location: G 117 - SSS - Prime Contractor - IBM14 Base Information/CHC Test Team/Security Testing/SAP Roles are defined in CHC Role Requirements V0.5 FINAL.xls		Standard SAP security and will NOT be tested as part of System Testing The test cases in this section will verify the security configuration, that is, they will test that a SAP user can execute transactions and access infojobs in accordance with their assigned roles as defined by CH. See Test Plans for Test Case IDs	System Test - Phase 1 SAP Security Testing 1. Administrator - Payroll Negative Test Cases Administrator - Payroll not authorized 44 test cases Positive Test Cases Administrator - Payroll authorized 73 test cases 2. Processor - Payroll Negative Test Cases Processor - Payroll not authorized 53 test cases Positive Test Cases Processor - Payroll authorized 63 test cases 3. Reporter - Payroll Negative Test Cases Reporter - Payroll not authorized 79 Test Cases Positive Test Cases Reporter - Payroll authorized 39 Test Cases 4. Processor - Job Details Negative Test Cases Processor - Job Details not authorized 81 test cases Positive Test Cases Processor - Job Details authorized 55 Test Cases 5. HR Consultant - Payroll Negative Test Cases HR Consultant - Payroll not authorized 105 Test Cases Positive Test Cases HR Consultant - Payroll authorized 10 Test cases 6. Reconciler - Posting Data Negative Test Cases
395	Workbrain Security					QHCH HDR 2.0 QHCH Workbrain Security Strategy v1.1 QHCH HDR 2.0 WB FS Workbrain IS18 Security Standards v0.4 QHCH HDR 2.0 WB TS Workbrain IS18 Security Standards v0.4				NA	UAT
397	Payroll Admin Role - (SSP Role)					QHCH HDR 2.0 WB FS Workbrain IS18 Security Standards v0.4 QHCH HDR 2.0 WB TS Workbrain IS18 Security Standards v0.5				9954 9968 6149 6153 6152 6187 6180 6184 6188 6192 6196 6203 6207 6214 6265 6268	01 Enter times 02 Vac Form 06 Create Schedule 07 Schedule Modifications 08 Publish Schedule 09 Enter Availability 13 View Balances 14 Administer Balances 15 Edit Payroll Parameters - tasks 16 Lock Down Privilege 17 View Employee Info 18 Edit Employee Overseas 19 Edit Core System Data 20 Edit Schedule compliance Rules 21 Edit Pay Rules 22 Manage System Tasks
398	Core Data Admin Role - (Complex Role)					QHCH HDR 2.0 WB FS Workbrain IS18 Security Standards v0.4 QHCH HDR 2.0 WB TS Workbrain IS18 Security Standards v0.6				6265 6269 6270 6271 6272 6273 6274 6275 6276 6277 6278 6279 6280 6281 6282 6283 6284 6285 6286 6287 6288 6289 6290	01 Enter times 02 Vac Form 06 Create Schedule 07 Schedule Modifications 08 Publish Schedule 09 Enter Availability 13 View Balances 14 Administer Balances 15 Edit Payroll Parameters - tasks 16 Lock Down Privilege 17 View Employee Info 18 Edit Employee Overseas 19 Edit Core System Data 20 Edit Schedule compliance Rules 21 Edit Pay Rules 22 Manage System Tasks
399	System Administrator Role - (Complex Role)					QHCH HDR 2.0 WB FS Workbrain IS18 Security Standards v0.4 QHCH HDR 2.0 WB TS Workbrain IS18 Security Standards v0.7				9956 9960 6161 6087 6158 6166 6182 6205 6190 6194 6198 6202 6209 6216 6269 6267 6270	01 Enter times 02 Vac Form 06 Create Schedule 07 Schedule Modifications 08 Publish Schedule 09 Enter Availability 13 View Balances 14 Administer Balances 15 Edit Payroll Parameters - tasks 16 Lock Down Privilege 17 View Employee Info 18 Edit Employee Overseas 19 Edit Core System Data 20 Edit Schedule compliance Rules 21 Edit Pay Rules 22 Manage System Tasks
400	Data Migration Scope					Legacy Data Assessment Strategy & Plan, IR.3 Data Migration Strategy, CD-008-010A, Version 1.0 dated 15 October 2008 Data Migration Strategy v1.0 Lattice & ESP Data Analysis & Data Cleansing Plan 1.0 Lattice Data Profiling Plan 1.0 Data Mapping Templates & Tools Master_Organizational_Mapping_Template_HealthV0.9 Master_WorkBrain_Mapping_Template_HealthV0.30 EAP Mapping Checklist - Health V0.6				NA	NA
401	Data Load (to SAP and Workbrain)					CHC Solution Blueprint v1.0 Final dated 18 July 08 section 4.8 IBM Data Migration Load Report v0.5 Data Conversion Plan Design & Build v1.6				NA	This is a combination of the Data Migration test cases below. For an end-to-end test see Customer Simulation 1.7 Report (IBM Load Report, G:\v05\sim_1_7\04.doc) in G:\05-SSS\BP1 - Human Resources\HRBS\Technology\Data Conv\Agency Data\11 - Health>Data Files\0119\Payroll
402	Produce Audit Reports					Section 6.9.6.9.2				1303	02 RD792 - HR/PA Audit Report 04 RD854 - Org Management Audit Report
404	Test Data Migration					Section 6.9.6.9.2				NA	See SRM 1.7 Reports for end-to-end Migration Test. See 'IBM_Load_Report_Gok\sim_1_7_V0_04.doc' for IBM loads. See 'OH Reconciliation Report - (Final) Go Live SRM 1.7.pdf' for QHST & IBM end-to-end load
406	Data Objects					Section 6.9.6				NA	NA
408	Infotype 0000 - Personnel Actions (Substantive & Non Substantive)					Section 6.9.6				2093	System Test - Phase 1/01: SAP (HR) / Payroll - non CE and AE /06: User Exits / Verify UE IT0000
409	Infotype 0001 - Organizational Assignment (Substantive & Non Substantive)					Section 6.9.6				2106	Verify UE IT0001
407	Infotype 0002 - Personal Data					Section 6.9.6				1361	01 Change Personal Data - IT0002
408	Infotype 0105 - Communication					Section 6.9.6				3321	Verify UE IT0105
410	Infotype 0227 - TFN Australia					Section 6.9.6				2184	Verify UE IT0227
411	Infotype 0655 - ESS Settings Payroll					Section 6.9.6				1498 1436 1434 1545	10 Transfer - Terured 11 Transfer - Employee OR Employer initiated 09 Transfer - Merit 22 Secondment - From other agency
411	Infotype 0709 - Person ID					Section 6.9.6					Refer to 'Test Cases' comment
413	Infotype 0712 - Main Personal Assignment					Section 6.9.6					Test Data Load in REQ 210. Path to feedback file: G:\05 - SSS\BP1 - Human Resources\HRBS\Technology\Data Conv\Agency Data\11 - Health>Data Files\0119\Payroll
413	Infotype 9001 - Substantive Position					Section 6.9.6					Refer to 'Test Cases' comment
414	Infotype 0006 - Addresses					Section 6.9.6				1735 1362 1424 1433 1430 1542 1427 1436 1546 1432	01 Run Final Batch Job 03 Contract - New 09 Transfer - Merit 08 Temporary to permanent (perured) 06 Promotion - Terured 19 Demotion 05 Promotion - Merit 11 Transfer - Employee OR Employer initiated 23 Secondment - Return to agency 07 Temporary to permanent (merit)
415	Infotype 0006 - Addresses					Section 6.9.6				2123	Verify UE IT0006



		Common terms for System Development Lifecycle element				Requirement Traceability element										
		Functional criteria	Source Work Product													Test Cases
		The organization's methodology terms for System Development Lifecycle element	QHC Scope Definition CD-007-002 Version 1.0 dated 27th February 2008 QHC Single Definition CD-007-002 Version 1.0 First as amended by Scope Definition Document attached as part of OHTM dated 20th June 2009 SCM IT Statement of Work Workplan Review Build Requirements v2.0 dated 15th July 2008	Scope	Issue	Process Design Report (PDR)	Configuration Management Functional Specification Design of Technical Specification Review Report Data Migration Strategy Workplan Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Case	Derived from Quality Centre, Domain SS: Project QHC - Test Lab @ 20th November 2009			
435		Stage 1101 - Job Evaluation Description - Scope (JJD)	Section 6.9.6		008	Refer to PS 3 Data Migration Strategy, CD-008-010A section 2.4.2						N/A	Developed			
436		Stage 1101 - Job Evaluation Description - JMS Score (JCS)	Section 6.9.6		008	Refer to PS 3 Data Migration Strategy, CD-008-010A section 2.4.2						N/A	Developed			
437		Stage 1102 - Renew Planning (JJD)	Section 6.9.6		008	Refer to PS 3 Data Migration Strategy, CD-008-010A section 2.4.2						N/A	Developed			
438		Stage 1000 - Object (ASCO)	Section 6.9.6				Section 2.4.1					Refer to Test Cases comment	Test Data Load in HED 210 Path to feedback file: G:\05 - SDDSP1 - Human Resources\HRS\Technology\Data Conf\Agency Data\11 - HealthData File\01018.Pyml			
439		Stage 1001 - Relationship - ASCO to Job (ASCO)	Section 6.9.6				Section 2.4.1					Refer to Test Cases comment	Test Data Load in HED 210 Path to feedback file: G:\05 - SDDSP1 - Human Resources\HRS\Technology\Data Conf\Agency Data\11 - HealthData File\01018.Pyml			
440		Stage 1000 - Object (Work Centre)	Section 6.9.6				Section 2.4.1					Refer to Test Cases comment	Test Data Load in HED 210 Path to feedback file: G:\05 - SDDSP1 - Human Resources\HRS\Technology\Data Conf\Agency Data\11 - HealthData File\01018.Pyml			
441		Stage 1000 - Address (Work Centre)	Section 6.9.6				Section 2.4.1					Refer to Test Cases comment	Test Data Load in HED 210 Path to feedback file: G:\05 - SDDSP1 - Human Resources\HRS\Technology\Data Conf\Agency Data\11 - HealthData File\01018.Pyml			
442		Stage 1000 - Object (Work Centre Group)	Section 6.9.6				Section 2.4.1					Refer to Test Cases comment	Test Data Load in HED 210 Path to feedback file: G:\05 - SDDSP1 - Human Resources\HRS\Technology\Data Conf\Agency Data\11 - HealthData File\01018.Pyml			
443		Stage 1001 - Relationship - Work Centre Group to Work Centre (Work Centre Group)	Section 6.9.6				Section 2.4.1					Refer to Test Cases comment	Test Data Load in HED 210 Path to feedback file: G:\05 - SDDSP1 - Human Resources\HRS\Technology\Data Conf\Agency Data\11 - HealthData File\01018.Pyml			
444		Stage 1001 - Relationship - Work Centre Group to Work Centre (Work Centre Group)	Repeat - Section 6.9.6				Section 2.4.1					Refer to Test Cases comment	Test Data Load in HED 210 Path to feedback file: G:\05 - SDDSP1 - Human Resources\HRS\Technology\Data Conf\Agency Data\11 - HealthData File\01018.Pyml			
445		Stage 1002 - Description (Work Centre Group)	Section 6.9.6		008	PS 3 Data Migration Strategy, CD-008-010A						Refer to Test Cases comment	Test Data Load in HED 210 Path to feedback file: G:\05 - SDDSP1 - Human Resources\HRS\Technology\Data Conf\Agency Data\11 - HealthData File\01018.Pyml			
446		Stage 0105 - Leaves	N/A		New	PS 3 Data Migration Strategy, CD-008-010A section 2.4.1	Section 2.4.1					N/A	N/A			
447		Stage NA - Existing Employees	N/A		New	PS 3 Data Migration Strategy, CD-008-010A section 2.4.1	Section 2.4.1					N/A	N/A			
448		Stage NA - External Records	N/A		New	PS 3 Data Migration Strategy, CD-008-010A section 2.4.1	Section 2.4.1					N/A	N/A	System Test - Phase 1 01. SAP (SAP) (SAP) 01. Personal Administration (1.1 Manage Employee Information) 02. Movements 07. Secondment - Internal 08. Secondment - External 09. Secondment - From other Agency 10. Secondment - Return to Agency 11. Extended Secondment see E2C System Test - Phase 1 04. End-to-End (SAP-SPS-SAP) Testing 05. Movements Secondment 01. Secondment - External 02. Secondment - Internal 03. Secondment - From other Agency 04. Secondment - Return to Agency 05. Secondment - Extended System Test - Phase 2 Regression - End-to-End Testing 04. WH Generated Absence Entries 07. Approval Leave - LR, Paid in Advance 08. Approval Leave - No Leave Paid in Advance 09. Approval Leave - LR, VMO Paid in Advance System Test - Phase 1 05. Workplan 12. Leave Validation (Test Results attached at folder level) Leave Validation System Test - Phase 1 Internal Interface 05. Workplan to SAP 01. Work Data Export Interface (SD 800) 02. Absence Interface File (Employee 800) 03. Absence Interface File - FSA Creation 04. File Content - Future Dated Absence - 1 Day (Negative) 05. File Content - Future Dated Absence - Date Range Spawning File System Test 02. Workplan 12. Leave Validation ACCEPTNO PAY MAX DAYS IN FUTURE LT_8044.0 also System Test 02. Workplan 12. Leave Validation CHANGES - CHANGED TO REC - FULL PAY MAX DAYS IN FUTURE LT_8044_39 System Test 02. Workplan 12. Leave Validation CHANGES - FULL PAY MAX DAYS IN FUTURE LT_8044_01 also System Test 02. Workplan 12. Leave Validation INCORPORATION - FULL PAY MAX DAYS IN FUTURE LT_8044_030 System Test 02. Workplan System Test 01. Leave Taking 02. Absent Template also System Test 03. Workplan 02. Leave Annual also System Test 02. Workplan 10. Employee Time and Attendance 03. Absent Leave Balance System Test 02. Workplan 14. Change Request Testing (Workplan) CR000131 - TOL, Equity Tol Equity, GH, DHSSA, FT, HP System Test 02. Workplan 14. Change Request Testing (Workplan) CR000131 - TOL, Equity Tol Equity, GH, QPH, FT, RW Deleted 303 Deleted 309 - GC Domain P42 - Project GH, UAY Deleted Attachments - Word Documents Deleted 350 - FT EP and PCL, Tgwa WD doc, Deleted 359 - FT EP and PCL, Tgwa WD doc, Deleted 360 - HRIS, RANP, s.doc, Deleted 361 - PCL, EXCORTIVE.doc, Deleted 362 - PNC, FT.doc, Deleted 363 - PNC, FT.doc, Deleted 364 - PNC, FT.doc & Deleted 365 - VMO, FT.doc		
449		Workplan - Future Absence	N/A		New	PS 3 Data Migration Strategy, CD-008-010A section 2.4.1	Section 2.4.1					N/A	N/A			
450		Workplan - General Leave Balance	N/A		New	PS 3 Data Migration Strategy, CD-008-010A section 2.4.1	Section 2.4.1					N/A	N/A			
451		Workplan - General Leave Balance (TOL)	N/A		New	PS 3 Data Migration Strategy, CD-008-010A section 2.4.1	Section 2.4.1					N/A	N/A			
452		Workplan - PCL Balance	N/A		New	PS 3 Data Migration Strategy, CD-008-010A section 2.4.1	Section 2.4.1					Deleted 303	Deleted 303			
453		Workplan - Employee User Data	N/A		New	PS 3 Data Migration Strategy, CD-008-010A section 2.4.1	Section 2.4.1					N/A	N/A	System Test 02. Workplan 09. Security Roles 01. Author 02. Core Data Administrator 03. CSP 04. Payroll Administrator 05. Register 06. Security Database 07. System Administrator 08. User Administrator		





		Common term for System Development Lifecycle element		Functional criteria		Source Work Product		Requirement Traceability element		Test Case					
ID	Parent ID	Description	Section	Section	Section	Section	Section	Section	Section	Section	Section				
		The organisation's methodology term for System Development Lifecycle element	QHC Scope Definition CD-007 Version 1.0 dated 21st February 2008	QHC Scope Definition CD-007-002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR14 dated 30th June 2009	SOW 8 Statement of Work (Letter Requirement Design, Impliment and Deploy v1.5 dated 30th June 2009)	SOW 12 Statement of Work, Workman Rollout Build Requirements v2.0 dated 11th July 2008	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Eval Technical Specification Release Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Case (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab @ 25th November 2008)
545		Geographical and Organisation Scope - IBM FM to address	Section 6.12											N/A	N/A
546		Change Management Scope- IBM FM to address	Section 6.13											N/A	N/A
547		Develop Initial Change & Communications Strategy	Section 2.5.2											N/A	N/A
548		Training Scope	Section 6.14											N/A	N/A
549		Develop Training Strategy	Section 2.5.7, Section 6.14.1							QHC Solution Blueprint v1.0 Final dated 18 July 08 section 4.4 CD-B08-0017 Training Strategy & Plan v1.0		QHC Training Strategy v1.0 Final		N/A	Training Scope
550		Develop Training Materials	Section 2.5.7, Section 6.14.2							CD-B08-0050 Payroll Bureau Training Delivery Completion Report v1.0 CD-B08-0084 Training Material and SSP TTT Training Delivery Completion Report v1.0 SSP Training Material and Delivery (various)				N/A	Training Scope
551		Develop Documentation	Section 2.5.7, Section 6.14.2											N/A	Training Scope
552		Train the Trainer	Section 2.5.7, Section 6.14.2.5											N/A	Training Scope
553		SAP HR Payroll Training Scope	Section 6.14.5											N/A	N/A
554		Introduction to SAP	Section 6.14.5											N/A	N/A
555		What is SAP	Section 6.14.5							QHC Work Product Index - Covered by SAP Overview				N/A	Training Scope
556		Access to SAP	Section 6.14.5							QHC HQR 2.1 SAP WI Access SAP.doc v1.0 Ex: 1 Access SAP, Navigate and Log off v1.0 (Simulator)				N/A	Training Scope
557		Move around SAP	Section 6.14.5							QHC HQR 2.1 SAP WI Move around SAP v1.0				N/A	Training Scope
558		Help with SAP	Section 6.14.5							QHC Work Product Index - The work instruction was going to contain information on how to access the training material from the SAP tool. Training material is not accessible from the SAP system as this was not designed. As such this work instruction is not relevant any more.				N/A	Training Scope
559		Change user settings (Maintain User Profile Settings)	Section 6.14.5							QHC HQR 2.1 SAP WI Maintain User Profile Settings v1.0 Ex: 2 Maintain User Profile Settings v1.0 (Simulation)				N/A	Training Scope
560		Searching Reporting (Reporting in SAP)	Section 6.14.5							QHC HQR 2.1 SAP WI Reporting in SAP v1.4 Ex: 3 Access and Navigate SAP Reports v1.0 (Simulation)				N/A	Training Scope
561		Manage HR & Payroll Services	Section 6.14.5											N/A	N/A
562		Manage Employee Information	Section 6.14.5											N/A	N/A
563		Create Employee Records	Section 6.14.5											N/A	N/A
564		Search for an employee	Section 6.14.5							QHC Work Product Index - This is covered by create a hiring personnel action				N/A	Training Scope
565		Create an employee record	Section 6.14.5							QHC Work Product Index - This is covered by create a hiring personnel action				N/A	Training Scope
566	2.1.1.1	Create a contractor record	Section 6.14.5							QHC Work Product Index - Out of Scope - This is covered by create a hiring personnel action				N/A	Training Scope
567		Record biographical details	Section 6.14.5							QHC Work Product Index - This is covered by a number of work instructions, create bank details, create address details, create personal details, create EEO details				N/A	Training Scope
568		Record bank details	Section 6.14.5							QHC Work Product Index - This is covered by create bank details				N/A	Training Scope
569		Record deduction details	Section 6.14.5							QHC Work Product Index - This is covered by create recurring payments and deductions				N/A	Training Scope
570	2.1.1.6	Validate data entry	Section 6.14.5							QHC Work Product Index - This is covered by the hr audit report				N/A	Training Scope
571	2.1.1.10	Complete commencement details	Section 6.14.5							QHC Work Product Index - Covered by create a hiring personnel action				N/A	Training Scope
572	2.1.1.15	Approve commencement date	Section 6.14.5							QHC Work Product Index - This is covered by action commencement confirmation				N/A	Training Scope
573	2.1.2	Maintain Employee Records	Section 6.14.5											N/A	N/A
574	2.1.2.3	Manual Forms (emp vintg vnt)	Section 6.14.5							QHC Work Product Index - This is covered by various manage employee information work instructions eg. create bank details, create recurring payments and deductions etc.				N/A	Training Scope
575	2.1.2.8	Update Personal & Payroll Dates (from manual form provided by emp or mgr)	Section 6.14.5							QHC Work Product Index - This is covered by various manage employee information work instructions eg. create bank details, create recurring payments and deductions etc.				N/A	Training Scope
576	2.1.2.8	Update Increment Details	Section 6.14.5							QHC Work Product Index - Covered by process an increment				N/A	Training Scope
577	2.1.2.8	Update Prior Service Details	Section 6.14.5							QHC Work Product Index - This is covered in maintain prior service				N/A	Training Scope
578	2.1.2.8	Update Key Dates	Section 6.14.5							QHC Work Product Index - This is covered by maintain date specifications				N/A	Training Scope
579	2.1.2.8	Confirm Appointment	Section 6.14.5							QHC Work Product Index - Covered by action commencement confirmation				N/A	Training Scope
580	2.1.2.9	Validate data entry (Personal & Payroll Details)	Section 6.14.5							QHC Work Product Index - Covered by hr audit report				N/A	Training Scope
581	2.1.2.19	Update Staff Movements (from manual form completed by emp or mgr, non recruitment)	Section 6.14.5							QHC Work Product Index - This is covered by various manage staff movements work instructions eg. process a permanent movement, process secondment, process temporary assignment etc.				N/A	Training Scope
582		Delete Movement Data	Section 6.14.5							QHC Work Product Index - This is covered by various manage employee information work instructions eg maintain basic pay, maintain planned working time, maintain				N/A	Training Scope
583	2.1.2.20	Validate data entry (staff movements)	Section 6.14.5							QHC Work Product Index - Part of validate data entry which is covered by the HR audit report				N/A	Training Scope
584	2.1.2.21	Process title	Section 6.14.5							QHC Work Product Index - Not covered I think this was part of the SABA process which is not relevant for Queensland Health				N/A	Training Scope
585	2.1.2.24	Record Employee Debt	Section 6.14.5							QHC Work Product Index - Covered by create employee debt				N/A	Training Scope
586	2.1.2.25	Process title	Section 6.14.5							QHC Work Product Index - Not covered I think this was part of the SABA process which is not relevant for Queensland Health				N/A	Training Scope
587	2.1.2.27	Claim SABA's Reimbursements	Section 6.14.5							QHC Work Product Index - SABA is not included for QHC so this is out of scope				N/A	Training Scope
588	2.3.1	Process & Reconcile Payroll	Section 6.14.5											N/A	N/A
589	2.3.1.1	Run Time Evaluation (Daily)	Section 6.14.5							QHC Work Product Index - Covered by Intern, Final and Ad-hoc Pay Runs				N/A	Training Scope
590	2.3.1.2	Run Payroll (Daily)	Section 6.14.5							QHC Work Product Index - Covered by Intern, Final and Ad-hoc Pay Runs				N/A	Training Scope
591	2.3.1.3	Generate Post Payroll Files (Daily)	Section 6.14.5							QHC Work Product Index - Covered by Intern, Final and Ad-hoc Pay Runs				N/A	Training Scope
592	2.3.1.4	Prepare Payroll	Section 6.14.5							QHC Work Product Index - Covered by Intern, Final and Ad-hoc Pay Runs				N/A	Training Scope
593	2.3.1.5	Run Time (Final)	Section 6.14.5							QHC Work Product Index - Covered by Intern, Final and Ad-hoc Pay Runs				N/A	Training Scope
594	2.3.1.6	Run Payroll (Final)	Section 6.14.5							QHC Work Product Index - Covered by Intern, Final and Ad-hoc Pay Runs				N/A	Training Scope
595	2.3.1.7	Generate Post Payroll Files (Final)	Section 6.14.5							QHC Work Product Index - Covered by Intern, Final and Ad-hoc Pay Runs				N/A	Training Scope
596	2.3.1.8	Finalise Payroll	Section 6.14.5							QHC Work Product Index - Covered by Intern, Final and Ad-hoc Pay Runs				N/A	Training Scope
597		Perform Payroll Reconciliation (Manual)	Section 6.14.5							QHC Work Product Index - Training covers the system steps and does not cover the manual processes				N/A	Training Scope



		Common term for System Development Lifecycle element		Functional subjects		Source Work Product		Requirement Traceability element		Test Data					
ID	Parent ID	Requirement	Source	Traceability Element	Test Data	Source	Traceability Element	Test Data	Source	Traceability Element	Test Data				
		The organization's methodology term for System Development Lifecycle element	QHIC Scope Definition CD-007-002 Version 1.0 dated 21st February 2008	QHIC Scope Definition CD-007-002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR184 dated 30th June 2009	SOW # Statement of Work (Lattice Implementation Design, Implement and Deploy v1.2 dated 30th June 2009)	SOW # Statement of Work (Workman Rostering Build Requirements v2.0 dated 11th July 2008)	Scope	Source	Process Design Report (PDF)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workman Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project QHIC - Test Lab # 25th November 2008)
657		Manage Employee Information	SSP - Payroll	Section 6.14.5											Training Scope
658		Manage Payroll Cycle	SSP - Payroll	Section 6.14.5											Training Scope
659		Manage Separations	SSP - Payroll	Section 6.14.5											Training Scope
660		Manage Claims	SSP - Payroll	Section 6.14.5											Training Scope
661		Manage Job Details	SSP - Payroll	Section 6.14.5											Training Scope
662		Workman Training Scope		Section 6.14.6											Training Scope
663		Introduction to Workman (Workman Overview)		Section 6.14.6											Training Scope
664		What is Workman		Section 6.14.6											Training Scope
665		Access Workman		Section 6.14.6											Training Scope
666		Move around Workman		Section 6.14.6											Training Scope
667		Help with Workman		Section 6.14.6											Training Scope
668		View Workman		Section 6.14.6											Training Scope
669		Searching		Section 6.14.6											Training Scope
670		Reporting		Section 6.14.6											Training Scope
671	2	Manage HR & Payroll Services		Section 6.14.6											Training Scope
672	2.1	Manage Employee Information	See SAP HR Payroll Scope	Section 6.14.6											Training Scope
673	2.2	Manage attendance and leave		Section 6.14.6											Training Scope
674	2.2.1	Maintain leave entitlements		Section 6.14.6											Training Scope
675	2.2.1.24	Request leave (manual)		Section 6.14.6											Training Scope
676	2.2.1.25	Approve or reject leave (manual)		Section 6.14.6											Training Scope
677	2.2.1.26-01	Update hrs-planned leave (new)	Record approved leave	Section 6.14.6											Training Scope
678	2.2.1.26-02	Update hrs-planned leave (amend)	Generate pay in advance	Section 6.14.6											Training Scope
679	2.2.1.26-03	Update hrs-planned leave (cancel)	Cancel approved leave	Section 6.14.6											Training Scope
680	2.2.1.26-04	Remove pay in advance		Section 6.14.6											Training Scope
681	2.2.1.27-01	Unpaid		Section 6.14.6											Training Scope
682	2.2.1.27-02	Unpaid		Section 6.14.6											Training Scope
683	2.2.1.30	View leave balances (View Leave Details in SAP)		Section 6.14.6											Training Scope
684	2.2.1.31	Adjust leave balances (and LSI Eligibility Date)		Section 6.14.6											Training Scope
685	2.2.1.32	Unpaid		Section 6.14.6											Training Scope
686	2.2.1.34	Unpaid		Section 6.14.6											Training Scope
687	2.2.1.35	Process leave payout		Section 6.14.6											Training Scope
688	2.2.1.35	Defer leave expiration		Section 6.14.6											Training Scope
689	2.2.2	Monitor excess leave balances		Section 6.14.6											Training Scope
690	2.2.2.20	Report time and attendance (manual)		Section 6.14.6											Training Scope
691	2.2.2.21	Record allowances (Record Ad-hoc Allowances)		Section 6.14.6											Training Scope
692	2.2.2.24	Record time manually		Section 6.14.6											Training Scope
693	2.2.2.25	Select timesheets		Section 6.14.6											Training Scope
694	2.2.2.26	Record absences (Record Unplanned Absences)		Section 6.14.6											Training Scope
695	2.2.2.26	Maintain work details		Section 6.14.6											Training Scope
696	2.2.2.26	Record training times		Section 6.14.6											Training Scope
697	2.2.2.26	Maintain LWOP details (Process Return from LWOP)		Section 6.14.6											Training Scope
698	2.3	Manage payroll cycle		Section 6.14.6											Training Scope
699	4	Manage separations		Section 6.14.6											Training Scope
700	5	Manage workplace health & safety		Section 6.14.6											Training Scope
701	8	Manage Business Unit Resources		Section 6.14.6											Training Scope
702	8.2	Manage Rostering Data (Maintain Employee Rostering Data - Overview)		Section 6.14.6											Training Scope
703	8.2	Create and amend roasting teams		Section 6.14.6											Training Scope
704	8.2	Create and amend roasting shifts (Assign Rostering Shifts)		Section 6.14.6											Training Scope
705	8.2	Create and amend shift patterns (Record Employee Shift Patterns and CR-sets)		Section 6.14.6											Training Scope
706	8.2.1	Plan Roster		Section 6.14.6											Training Scope

		Common term for System Development Lifecycle element		Functional objective	Source Work Product	Requirement Traceability element	Test Cases
ID	Req ID	Description	Section	Section	Scope	Traceability	Test Case
		The organization's methodology term for System Development Lifecycle element	QHC Scope Definition CD-807-0002 Version 1.0 dated 21st February 2008	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR184 dated 30th June 2009	SOW 8 Statement of Work, Labor Replacement Design, Byproduct and Deploy v1.2 dated 30th June 2009 SOW 12 Statement of Work, Workbrain Flooding Build Requirements v2.0 dated 11th July 2008	Process Design Report (PDR) Configuration Document Functional Specification Design Doc Technical Specification Solution Blueprint Data Migration Strategy Workbrain Blueprint	Test Cases (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab - 25th November 2009)
710	8.2.1.2	Develop Staffing requirement template	Select staffing requirements criteria	Section 6.14.6	OSS	QHC Work Product Index - Covered by create and maintain a staffing requirement templates	Training Scope
711	8.2.1.2	Copy staffing requirements template	Copy staffing requirements template	Section 6.14.6	OSS	QHC Work Product Index - Covered by create and maintain a staffing requirement templates	Training Scope
712	8.2.1.2	Amend staffing requirements	Amend staffing requirements	Section 6.14.6	OSS	QHC Work Product Index - Covered by create and maintain a staffing requirement templates	Training Scope
713	8.2.1.2	Add staffing requirements	Add staffing requirements	Section 6.14.6	OSS	QHC Work Product Index - Covered by create and maintain a staffing requirement templates	Training Scope
714	8.2.1.4	Design roster (manual)	Design roster (manual)	Section 6.14.6	OOS	QHC Work Product Index - Training covers the system steps and does not cover the manual processes	Training Scope
715	8.2.2	Create roster	Create roster	Section 6.14.6		QHC HQR 8.2.2 WB WI Create a Roster doc v1.1	17-14-Qhc Training team-training materials work instructions- Version 1.0 Accepted
716	8.2.2.8	Allocate staff to unit roster	Allocate staff to unit roster	Section 6.14.6	OOS	QHC Work Product Index - Covered by allocate shifts to staff	Training Scope
717		Assign rostering team	Assign rostering team	Section 6.14.6	OOS	QHC Work Product Index - Covered by assign rostering team	Training Scope
718		Assign job	Assign job	Section 6.14.6	OOS	QHC Work Product Index - Covered by amend roster for review	Training Scope
719		Assign rostering skill	Assign rostering skill	Section 6.14.6	OOS	QHC Work Product Index - Covered by assign rostering skills	Training Scope
720		Define employee shift pattern	Define employee shift pattern	Section 6.14.6	OOS	Covered by define employee shift pattern	Training Scope
721		Define default availability pattern	Define default availability pattern	Section 6.14.6	OOS	QHC Work Product Index - Covered by record employee availability	Training Scope
722	8.2.2.5	Allocate shifts to staff	Allocate shifts to staff	Section 6.14.6		QHC HQR 8.2.2 WB WI Allocate Shifts to Staff v1.1	17-14-Qhc Training team-training materials work instructions- Version 1.0 Accepted
723		Book employees off	Book employees off	Section 6.14.6	OOS	QHC Work Product Index - Covered by allocate shifts to staff	Training Scope
724		Search for employees to roster	Search for employees to roster	Section 6.14.6	OOS	QHC Work Product Index - Covered by allocate shifts to staff	Training Scope
725		Assign staff to a shift (manual)	Assign staff to a shift (manual)	Section 6.14.6	OOS	QHC Work Product Index - Covered by allocate shifts to staff	Training Scope
726		Review a roster (multi-view scheduler)	Review a roster (multi-view scheduler)	Section 6.14.6	OOS	QHC Work Product Index - Covered by generate roster for review	Training Scope
727		Reassign shifts (schedule overrides)	Reassign shifts (schedule overrides)	Section 6.14.6	OOS	QHC Work Product Index - Covered by amend roster for review	Training Scope
728		Add shifts to a roster	Add shifts to a roster	Section 6.14.6	OOS	QHC Work Product Index - Covered by create a roster	Training Scope
729		Edit shifts on a roster	Edit shifts on a roster	Section 6.14.6	OOS	QHC Work Product Index - Covered by amend roster for review	Training Scope
730		Delete shifts from a roster	Delete shifts from a roster	Section 6.14.6	OOS	QHC Work Product Index - Covered by amend roster for review	Training Scope
731	8.2.3.6.01	Publish a roster (Publish Authorised Roster)	Publish a roster (Publish Authorised Roster)	Section 6.14.6		QHC HQR 8.2.2 WB WI Publish Authorised Roster v1.0	17-14-Qhc Training team-training materials work instructions- Version 1.0 Accepted
732		Print a roster	Print a roster	Section 6.14.6	OOS	QHC Work Product Index - Covered by review around the multi view scheduler	Training Scope
733	8.2.2.11.00	Maintain Emp Availability	Maintain Emp Availability	Section 6.14.6	OOS	QHC Work Product Index - Covered by record employee availability	Training Scope
734		Request an availability change	Request an availability change	Section 6.14.6	OOS	QHC Work Product Index - I think this is out of scope because there is no MSS or ESS	Training Scope
735		View status of availability change requests	View status of availability change requests	Section 6.14.6	OOS	QHC Work Product Index - I think this is out of scope because there is no MSS or ESS	Training Scope
736	8.2.3	Maintain roster	Manage employee initiated roster changes	Section 6.14.6	OOS	QHC Work Product Index - I think this is out of scope because there is no MSS or ESS	Training Scope
737			Manage shift swap requests (manual)	Section 6.14.6	OOS	QHC Work Product Index - I think this is out of scope because there is no MSS or ESS	Training Scope
738	8.2.3.1		Manage shift change requests (manual)	Section 6.14.6	OOS	QHC Work Product Index - I think this is out of scope because there is no MSS or ESS	Training Scope
739	8.2.3.2		Manage roster impacts (online)	Section 6.14.6	OOS	QHC Work Product Index - I think this is out of scope because there is no MSS or ESS	Training Scope
740	8.2.3.3		Maintain a manual roster	Section 6.14.6	OOS	QHC Work Product Index - Training covers the system steps and does not cover the manual processes	Training Scope
741	8.2.3.4		Manage Job Details	Section 6.14.6			
742			See SAP HR Payroll Scope	Section 6.14.6			
743			Payroll close-out	Section 6.14.6			
744			Prepare payroll data for export	Section 6.14.6			
745			Generate payroll	Section 6.14.6			
746			Perform post-payroll processing	Section 6.14.6			
747			Alerts Management	Section 6.14.6	OOS	QHC Work Product Index - Covered by action return from LWOP alerts	Alerts Configuration Specification - Workbrain (SOW12) v0.6
748			Action Return From LWOP in 2 weeks alert	Section 6.14.6	OOS	QHC Work Product Index - Covered by action return from LWOP alerts	Alerts Configuration Specification - Workbrain (SOW12) v0.6
749			Action Return From LWOP within current pay period alert	Section 6.14.6	OOS	QHC Work Product Index - Covered by action return from LWOP alerts	Alerts Configuration Specification - Workbrain (SOW12) v0.6
750			Workbrain Reports	Section 6.14.6			
751			On Demand reports	Section 6.14.6	OOS	QHC Work Product Index - renamed to reporting in Workbrain	
752			Standard reports	Section 6.14.6	OOS	QHC Work Product Index - renamed to reporting in Workbrain	
753			Run standard reports	Section 6.14.6	OOS	QHC Work Product Index - renamed to reporting in Workbrain	
754			Schedule Compliance Violations Report	Section 6.14.6		QHC HQR 8.2.2 WB WI Schedule Compliance Violations Report v1.0	17-14-Qhc Training team-training materials work instructions- Version 0.5
755			Time Code By Team Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 0.6
756			Dashboard Reports	Section 6.14.6	OOS	QHC Work Product Index - renamed to reporting in Workbrain	
757			Run dashboard reports	Section 6.14.6	OOS	QHC Work Product Index - renamed to reporting in Workbrain	
758			Custom reports for rostering agencies	Section 6.14.6	OOS	QHC Work Product Index - renamed to reporting in Workbrain	
759			Run custom reports	Section 6.14.6	OOS	QHC Work Product Index - renamed to reporting in Workbrain	
760			Published Roster Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 1.0 Accepted
761			Overrides Report	Section 6.14.6		QHC HQR 8.2.2 WB WI Overrides Report v0.5	17-14-Qhc Training team-training materials work instructions- Version 1.5
762			Lean Out Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 0.8
763			Team Structure Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 0.3
764			Leave Takings Report	Section 6.14.6		QHC HQR 8.2.1 WB WI Generate Leave Takings Report v0.1	17-14-Qhc Training team-training materials work instructions- Version 0.9
765			Employee Balance Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 0.5
766			Availability Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 1.0 Accepted
767			Daily Staffing Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 0.7
768			Employee Data Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 0.5
769			Employee Rostered Hours vs Contracted Hours Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 0.4
770			Roster Pro Forma Report	Section 6.14.6			17-14-Qhc Training team-training materials work instructions- Version 0.2
771			Unstaffed Shifts Report	Section 6.14.6			
772			Course	Section 6.14.6			
773			Producer to Workbrain	Section 6.14.6			
774			SSP - Rostering and T&A & Copatch and SSP Management	Section 6.14.6			



		Common term for System Development Lifecycle element	Functional criteria	Source Work Product		Requirements Traceability element						Test Case		
		The organisation's methodology term for System Development Lifecycle element	QHC Scope Definition CD 607-002 Version 1.0 dated 21st February 2009	QHC Scope Definition CD 607-002 Version 1.0 Final As amended by Scope Clarification Document recorded as part of CR161 dated 30th June 2009	SOW # Statement of Work, Active Replacement Design, Implement and Deploy v1.2 dated 30th June 2009	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workplan Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Case (sourced from Quality Centre, Domain RSS, Project QHC - Test Lab @ 25th November 2009)
815		Maintain Temporary Cost Distribution				New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of.		QHC HRR 2.1.1 SAP WI Maintain Temporary Cost Distribution v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
816		Display Temporary Cost Distribution				New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of.		QHC HRR 2.1.1 SAP WI Display Temporary Cost Distribution v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
817		Create A Taxation Australia Record				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Create a Taxation Australia Record v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
818		Maintain A Taxation Australia Record				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Maintain a Taxation Australia Record v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
819		Display A Taxation Australia Record				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Display a Taxation Australia Record v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
820		Maintain a TRN Australia record				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Maintain a TRN Australia Record v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
821		Create a Superannuation Australia record				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Create a Superannuation Australia Record v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
822		Maintain a Superannuation Australia record				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Maintain a Superannuation Australia Record v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
823		Delimit a Superannuation Australia record				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Delimit a Superannuation Australia Record v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
824		Display a Superannuation Australia record				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Display a Superannuation Australia Record v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
825		Create bank details				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Create Bank Details v0.5			17-14-Qhc Training learning materials-work instructions- Manage Employee Information-version 0.5	NA	Training Scope
826		Maintain bank details				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Maintain Bank Details v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
827		Delete bank details				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Delete Bank Details v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
828		Delimit other bank details				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Delimit Other Bank Accounts v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
829		Display bank details				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Display Bank Details v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
830		Create communication details				New			QHC HRR 2.1.1 SAP WI Create Communication Details v1.0			17-14-Qhc Training learning materials-work instructions- Manage Employee Information-version 0.1	NA	Training Scope
831		Maintain communication details				New			QHC HRR 2.1.1 SAP WI Maintain Communication Details v1.0			17-14-Qhc Training learning materials-work instructions- Manage Employee Information-version 0.1	NA	Training Scope
832		Display communication details				New			QHC HRR 2.1.1 SAP WI Display Communication Details v1.0			17-14-Qhc Training learning materials-work instructions- Manage Employee Information-version 0.1	NA	Training Scope
833		Create additional payments and deductions				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Create Additional Payments v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
834		Maintain additional payments				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Maintain Additional Payments v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
835		Delete additional payments				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Delete Additional Payments or Deductions v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
836		Display additional payments				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Display Additional Payments v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
837		Initiate an instrument				New	QHC Work Product Index - Created to lower the processing of instruments for an employee		QHC HRR 2.1.1 SAP WI Initiate An Instrument.doc v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
838		Process An instrument				New	QHC Work Product Index - Created to lower the processing of instruments for an employee		QHC HRR 2.1.1 SAP WI Process An Instrument v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
839		Defor an instrument				New	QHC Work Product Index - Created to lower the processing of instruments for an employee		QHC HRR 2.1.1 SAP WI Defor An Instrument v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
840		Run a Report for Concurrent Employment Instruments				New	QHC Work Product Index - Created to lower the processing of instruments for an employee		QHC HRR 2.1.1 SAP WI Concurrent Employment Instrument Report v1.0			17-14-Qhc Training learning materials-work instructions- Manage Employee Information-version 0.5	NA	Training Scope
841		Create an employee debt				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Create Employee Debt v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
842		Maintain employee debt				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Maintain Employee Debt v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
843		Display employee debt				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Display Employee Debt v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
844		Delete employee debt				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Delete Employee Debt v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
845		Revoke employee debt				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Revoke Employee Debt.doc v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
846		Process an overpayment				New	QHC Work Product Index - Created to lower the overpayment process		QHC HRR 2.1.1 SAP WI Process an Overpayment v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
847		Create Equal Employment Opportunity Details				New	QHC Work Product Index - Part of create employee record		QHC HRR 2.1.1 SAP WI Create EEO Details v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
848		Maintain Equal Employment Opportunity Details				New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of.		QHC HRR 2.1.1 SAP WI Maintain EEO Details v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
849		Display Equal Employment Opportunity Details				New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of.		QHC HRR 2.1.1 SAP WI Display EEO Details v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope

		Common term for System Development Lifecycle element	Functional criteria	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases
		The organization's methodology term for System Development Lifecycle element	QHC Scope Definition CD-037-002 Version 1.0 dated 21st February 2008	QHC Scope Definition CD-037-002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009 SCW 12 Statement of Work Workstream Business Build Requirements v2.0 dated 11th July 2009	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workstream Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab @ 28th November 2009)
850		Define Equal Employment Opportunity Details			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Define EEO Details v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
851		Create personal payroll notifications			New	QHC Work Product Index - Created to lower the need to include personal messages on a payroll that is different to messages that come across from Workstream on an individual's pay slip		QHC HQR 2.1.1 BAP WI Create Personal Payroll Notifications v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
852		Maintain personal payroll notifications			New	QHC Work Product Index - Created to lower the need to include personal messages on a payroll that is different to messages that come across from Workstream on an individual's pay slip		QHC HQR 2.1.1 BAP WI Maintain Personal Payroll Notifications v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
853		Delete personal payroll notifications			New	QHC Work Product Index - Created to lower the need to include personal messages on a payroll that is different to messages that come across from Workstream on an individual's pay slip		QHC HQR 2.1.1 BAP WI Delete Personal Payroll Notifications v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
854		Display personal payroll notifications			New	QHC Work Product Index - Created to lower the need to include personal messages on a payroll that is different to messages that come across from Workstream on an individual's pay slip		QHC HQR 2.1.1 BAP WI Display Personal Payroll Notifications v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
855		Create bulk payroll notifications			New	QHC Work Product Index - Created to lower the need to include personal messages on a payroll that is different to messages that come across from Workstream on a number of employee's pay slips		QHC HQR 2.1.1 BAP WI Create Bulk Payroll Notifications v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
856		Create prior service			New	QHC Work Product Index - Part of create employee record		QHC HQR 2.1.1 BAP WI Create Prior Service v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
857		Maintain prior service			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Maintain Prior Service v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
858		Delete prior service			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Delete Prior Service v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
859		Display prior service			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Display Prior Service v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
860		Create planned working time			New	QHC Work Product Index - Part of create employee record		QHC HQR 2.1.1 BAP WI Create Planned Working Time v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
861		Maintain planned working time			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Maintain Planned Working Time v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
862		Display planned working time			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Display Planned Working Time v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
863		Display Higher Duties			New	QHC Work Product Index - Part of maintenance of staff movements module		QHC HQR 2.1.1 BAP WI Display Higher Duties v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
864		Action commencement coordination			New	QHC Work Product Index - Part of create employee record		QHC HQR 2.1.1 BAP WI Action Commencement Coordination v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
865		Display personnel assignment details			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Display Personnel Assignment Details v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
866		Create substitute position			New	QHC Work Product Index - Part of create employee record		QHC HQR 2.1.1 BAP WI Create Substitute Position v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
867		Display substitute position			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Display Substitute Position v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
868		Create Employee License Registration and Visa Details			New	QHC Work Product Index - Part of create employee record		QHC HQR 2.1.1 BAP WI Create Emp License Reg and Visa Details v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
869		Maintain Employee License Registration and Visa Details			New	QHC Work Product Index - As part of create employee records, you need to lower the maintain employee records transactions, which this transaction is part of		QHC HQR 2.1.1 BAP WI Maintain Emp License Reg and Visa Details v0.5			17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
870		Run an Employee License Registration and Visa Details query			New	QHC Work Product Index - Added 22.07.08 as part of process workshop		QHC HQR 2.1 BAP WI License Registration, Visa Entry Report v1.0			17-14-Qhc Training learning materials-work instructions-Manager Employee Information-version 9.5	NA	Training Scope
871		Create a Personal Action for Aggregated Employment			New	QHC Work Product Index - Part of create employee record		QHC HQR 2.1 BAP WI Create Personal Action for Agg Employment v1.2			17-14-Qhc Training learning materials-work instructions-Manager Employee Information-version 9.5	NA	Training Scope
872		Create a Personal Action for Consistent Employment			New	QHC Work Product Index - Part of create employee record		QHC HQR BAP WI Create a Personal Action for Consistent Emp v1.2			17-14-Qhc Training learning materials-work instructions-Manager Employee Information-version 9.5	NA	Training Scope
873		Adjust Incentive			New	QHC Work Product Index - Created to lower the processing of incentives for an employee		QHC HQR 2.1.1 BAP WI Adjust an Incentive v0.5			17-14-Qhc Training learning materials-work instructions-Manager Employee Information-version 9.5	NA	Training Scope
874		Ex. 1 Change an address			New	QHC Work Product Index - Part of create employee record		Ex.1 Change an address v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
875		Ex.2 Create a new address type			New	QHC Work Product Index - Part of create employee record		Ex.2 Create a new address type v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
876		Ex.3 Change a main bank account			New	QHC Work Product Index - Part of create employee record		Ex.3 Change a main bank account v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
877		Ex. 4 Create another bank account			New	QHC Work Product Index - Part of create employee record		Ex. 4 Create another bank account v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
878		Ex. 5 Change an employer's personal data (surname name by marriage)			New	QHC Work Product Index - Part of create employee record		Ex. 5 Change an employer's personal data (surname name by marriage) v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
879		Ex. 6 Record a completed formal qualification			New	QHC Work Product Index - Part of create employee record		Ex. 6 Record a completed formal qualification v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
880		Ex. 7 Record a BANAS application			New	QHC Work Product Index - Part of create employee record		Ex. 7 Record a BANAS application v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
881		Ex. 8 Record equal employment opportunity			New	QHC Work Product Index - Part of create employee record		Ex. 8 Record equal employment opportunity v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
882		Ex. 9 Create a recurring deduction			New	QHC Work Product Index - Part of create employee record		Ex. 9 Create a recurring deduction v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
883		Ex. 10 Create a recurring payment			New	QHC Work Product Index - Part of create employee record		Ex. 10 Create a recurring payment v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
884		Ex. 11 Create a one off payment			New	QHC Work Product Index - Part of create employee record		Ex. 11 Create a one off payment v1.0 (Simulation)			Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope



		Common term for System Development Lifecycle element	Functional criteria	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workman Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project CHC - Test Lab @ 25th November 2009)
		The organization's methodology term for System Development Lifecycle element	CHC Scope Definition CD-007-002 Version 1.0 dated 21st February 2009	CHC Scope Definition CD-007-002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR184 dated 30th June 2009 SOW 12 Statement of Work Workman Blueprint Build Requirements v2.0 dated 11th July 2009	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workman Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project CHC - Test Lab @ 25th November 2009)
885		Ex. 12 Create an external transfer (of pay to a new A/C)			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 12 Create an external transfer (of pay to a new A/C) v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
886		Ex. 13 Change the locality allowance to full rate			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 13 Change the locality allowance to full rate v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
887		Ex. 14 Generate an Increment Due Report			New	CHC Work Product Index - Created to cover the processing of increments for an employee		CHC HRR 2.1.2 1-19 SAP 19 Increment Due Report v0.1 Ex. 14 Generate an Increment Due Report v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
888		Ex. 15 Process an increment			New	CHC Work Product Index - Created to cover the processing of increments for an employee		Ex. 15 Process an increment v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
889		Ex. 16 Defeat an increment			New	CHC Work Product Index - Created to cover the processing of increments for an employee		Ex. 16 Defeat an increment v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
890		Ex. 17 Record an employee's TFN - post 28 days			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 17 Record an employee's TFN - post 28 days v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
891		Ex. 18 Record an employee's TFN - within 28 days of hire			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 18 Record an employee's TFN - within 28 days of hire v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
892		Ex. 19 Decrease an employee's compulsory super contributions			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 19 Decrease an employee's compulsory super contributions v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
893		Ex. 20 Create an employee's voluntary super contributions			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 20 Create an employee's voluntary super contributions v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
894		Ex. 21 Create a personal reallocation (for pay slip)			New	Created to cover the need to include personal messages on a pay slip that is different to messages that come across from Workman on an individual's pay slip		Ex. 21 Create a personal reallocation (for pay slip) v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
895		Ex. 22 Create an employee debt for parking arrangements			New	CHC Work Product Index - Part of create employee record		Ex. 22 Create an employee debt for parking arrangements v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
896		Ex. 23 Add an additional regular payment on a loan			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 23 Add an additional regular payment on a loan v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
897		Ex. 24 Record payment of professional membership paid by AP			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 24 Record payment of professional membership paid by AP v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
898		Ex. 25 Record payment of the capital (loan) balance in full (parking)			New	CHC Work Product Index - Part of create employee record		Ex. 25 Record payment of the capital (loan) balance in full (parking) v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
899		Ex. 1 Hire a permanent, full-time employee			New	CHC Work Product Index - Part of create employee record		Ex. 1 Hire a permanent, full-time employee v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
900		Ex. 2 For a permanent part-time employee			New	CHC Work Product Index - Part of create employee record		Ex. 2 For a permanent part-time employee v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
901		Ex. 3 For a temporary, full-time employee			New	CHC Work Product Index - Part of create employee record		Ex. 3 For a temporary, full-time employee v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
902		Ex. 4 Resume hire action			New	CHC Work Product Index - Part of create employee record		Ex. 4 Resume hire action v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
903		Ex. 5 For a casual employee			New	CHC Work Product Index - Part of create employee record		Ex. 5 For a casual employee v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
904		Ex. 6 Hire a contractor			New	CHC Work Product Index - Part of create employee record		Ex. 6 Hire a contractor v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
905		Ex. 7 Action commencement confirmation			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 7 Action commencement confirmation v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
906		Ex. 8 Action a changed commencement date			New	CHC Work Product Index - As part of create employee records, you need to cover the maintain employee records transactions, which this transaction is part of		Ex. 8 Action a changed commencement date v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
907		Ex. 9 Verify data entry (Generate an HRLPA Audit Report)			New	CHC Work Product Index - Initially called within data entry		Ex. 9 Verify data entry (Generate an HRLPA Audit Report) v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
908		Ex. 10 Create a prior service record			New	CHC Work Product Index - Part of create employee record		Ex. 10 Create a prior service record v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
909		Process A Permanent Movement			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Process Permanent Movement v0.5			IT-14-Ghs Training learning materials-work instructions-Management Staff Movements-version 1.0	NA	Training Scope
910		Process A Temporary Movement (higher duties / ending at level)			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Process Temporary Movement HD AAL v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
911		Process A Change in Hours			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Process Change in Hours v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
912		Process A Temporary Appointment/Secondment Extension			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Process Temporary Appointment Extension v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
913		Process A Secondment Out (to another agency)			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Process Secondment Out (to CH) v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
914		Process A Secondment In (to CH)			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Process Secondment In (to CH) v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
915		Process A Return From External Secondment			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Process Return from External Secondment v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
916		Process A Refer			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Process A Refer v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
917		Delete Movement Data			New	CHC Work Product Index - Created to cover the movement process		CHC HRR 2.1.1 SAP WI Delete Movement Data v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
918		Create Time Quota Compression G418			New	CHC Work Product Index - Created from guidance from the functional team		CHC HRR 2.1.1 SAP WI Create Time Quota Compression v0.5			IT-14-Ghs Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope
919		Ex. 1 Permanent, full-time promoted within agency (ongo location)			New	CHC Work Product Index - Created to cover the movement process		Ex. 1 Permanent, full-time promoted within agency (ongo location) v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
920		Ex. 2 Permanent, full-time to temporary part-time (reduce sick leave entitlement)			New	CHC Work Product Index - Created to cover the movement process		Ex. 2 Permanent, full-time to temporary part-time (reduce sick leave entitlement) v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
921		Ex. 3 Higher duties for 3 months			New	CHC Work Product Index - Created to cover the movement process		Ex. 3 Higher duties for 3 months v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
922		Ex. 4 External higher duties for 3 months			New	CHC Work Product Index - Created to cover the movement process		Ex. 4 External higher duties for 3 months v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
923		Ex. 5 Extend a temporary contract			New	CHC Work Product Index - Created to cover the movement process		Ex. 5 Extend a temporary contract v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope
924		Ex. 6 Process a statement of service (for external secondment)			New	CHC Work Product Index - Created to cover the movement process		Ex. 6 Process a statement of service (for external secondment) v1.0 (Simulation)			Located at QHST in the On-Demand tool. Accepted v1.0	NA	Training Scope

		Common term for System Development Lifecycle element	Functional criteria	Source Work Product	Scope	Source	Process Design Report (PDR)	Configuration Baseline Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workplan Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases
		The organization's methodology term for System Development Lifecycle element	QHC Scope Definition CD 007-1.0 dated 21st February 2009	QHC Scope Definition CD 007-2002 Version 1.0 Final as amended by Scope Clarification Document associated as part of CR104 dated 30th June 2009 SCW 12 Statement of Work Workplan Building Build Requirements v2.0 dated 11th July 2009	Scope	Source	Process Design Report (PDR)	Configuration Baseline Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workplan Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab # 25th November 2009)
925		Ex. 7 Process an external (out of agency) secondment - home agency paying			New	QHC Work Product Index - Created to cover the movement process		Ex. 7 Process an external (out of agency) secondment - home agency paying v1.0 (Simulation)			Located at QHCBT in the OnDemand tool. Accepted v1.0	NA	Training Scope
926		Ex. 9 Process a return from external secondment			New	QHC Work Product Index - Created to cover the movement process		Ex. 9 Process a return from external secondment v1.0 (Simulation)			Located at QHCBT in the OnDemand tool	NA	Training Scope
927		Ex. 10 Process a return < 12 mths			New	QHC Work Product Index - Created to cover the movement process		Ex. 10 Process a return < 12 mths v1.0 (Simulation)			Located at QHCBT in the OnDemand tool. Accepted v1.0	NA	Training Scope
928		Adhoc (Off-cycle) payments - Overview						QHC HQR 2.1 SAP WI Adhoc (Off-cycle) payments - Overview v1.1				NA	NA
929		Submit a Payroll Export Off Cycle Interface Request			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR WS WI Submit Off Cycle Interface Request v1.2			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
930		Create an Adhoc (Off-Cycle) Payment			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.1 SAP WI Create an Adhoc (Off Cycle) Payment v1.1			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
931		Run Adhoc (Off-Cycle) Time Evaluation			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.1 SAP WI Run Adhoc (Off-Cycle) Time Evaluation v1.0			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
932		Process Adhoc (Off-Cycle) Payments			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.1 SAP WI Adhoc (Off-cycle) payments - Overview v1.1			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
933		Process Payment Summaries - Overview						QHC HQR 2.3.2 SAP WI Process Payment Summaries - Overview v0.5				NA	NA
934		Upload Reportable FBT Data			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Upload Reportable Fringe Benefits v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
935		Maintain Bulk Reportable FBT Data			New	QHC Work Product Index - Created to cover the process payment summaries module		Upload Reportable FBT Data v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
936		Delete Bulk Reportable FBT Data			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Delete Bulk FBT Data v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
937		Adjust EOPF Payment Summary for Outstanding Net Loans Established in Financial Year			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI EOPF - Overview v1.1			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
938		Adjust EOPF Payment Summary for Net Loans Established in a Prior FY and Finalised in Current FY			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI EOPF - Overview v1.1			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
939		Adjust Payment Summary for Non Taxable Overpayment in a Prior Year			New	QHC Work Product Index - Created to cover the process payment summaries module					17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
940		Adjust for Gross Loans Paid in Full This Financial Year			New	QHC Work Product Index - Created to cover the process payment summaries module					17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
941		Recreate Payment Summaries			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Recreate Payment Summaries v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
942		Create a Payment Summary Override			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Create a Payment Summary Override v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
943		Maintain a Payment Summary Override			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Maintain a Payment Summary Override v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
944		Generate an Adhoc Payment Summary			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Generate Adhoc Payment Summary v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
945		Verify batch input sessions			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Verify Batch Input Sessions v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
946		Withdraw a Payment Summary			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Withdraw a Payment Summary v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
947		Create and Print a Payment Summary Adjustment Letter			New	QHC Work Product Index - Functionality no longer used						NA	Training Scope
948		Display Payment Summary Australia			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Display Payment Summary Australia v0.5			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
949		Display Eligible Termination Payment			New	QHC Work Product Index - Created to cover the process payment summaries module					17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
950		Process Payment Summaries (Business)			New	QHC Work Product Index - Not created as this is a process the payroll business currently do and therefore they won't require training in this function						NA	Training Scope
951		Overview of End of Financial Year Payment Summaries			New	QHC Work Product Index - Created to cover the process payment summaries module					17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
952		Ex. 1 Run a Payment Summary Listing			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.1 SAP WI Payment Summary Listing v1.1			Located at QHCBT in the OnDemand tool v0.5	NA	Training Scope
953		Ex. 2 Generate Adhoc Payment Summary			New	QHC Work Product Index - Created to cover the process payment summaries module		Ex. 1 Run a Payment Summary Listing v0.5 Ex. 2 Generate Adhoc Payment Summary v0.5			Located at QHCBT in the OnDemand tool v0.5	NA	Training Scope
954		Ex. 3 Create a Payment Summary Override			New	QHC Work Product Index - Created to cover the process payment summaries module		Ex. 3 Create a Payment Summary Override v0.5			Located at QHCBT in the OnDemand tool v0.5	NA	Training Scope
955		Ex. 4 Maintain a Payment Summary Override			New	QHC Work Product Index - Created to cover the process payment summaries module		Ex. 4 Maintain a Payment Summary Override v0.5			Located at QHCBT in the OnDemand tool v0.5	NA	Training Scope
956		Ex. 5 Withdraw a Payment Summary			New	QHC Work Product Index - Created to cover the process payment summaries module		Ex. 5 Withdraw a Payment Summary v0.5			Located at QHCBT in the OnDemand tool v0.5	NA	Training Scope
957		Ex. 6 Create and Print a Payment Summary Adjustment Letter			New	QHC Work Product Index - Functionality no longer used		Ex. 6 Create and Print a Payment Summary Adjustment Letter v0.5				NA	Training Scope
958		Ex. 7 Display Payment Summary Australia			New	QHC Work Product Index - Created to cover the process payment summaries module		Ex. 7 Display Payment Summary Australia v0.5			Located at QHCBT in the OnDemand tool v0.5	NA	Training Scope
959		Ex. 8 Display Eligible Termination Payments			New	QHC Work Product Index - Created to cover the process payment summaries module		QHC HQR 2.3.2 SAP WI Display an Eligible Termination Payment v0.5			Located at QHCBT in the OnDemand tool v0.5	NA	Training Scope
960		Submit a Payroll Export Off Cycle (Termination) Interface Request			New	QHC Work Product Index - Created to cover the separation process		QHC HQR 4.0 SAP WI Submit Payroll Export Off Cycle Term Req v1.1			17-14-Qhc Training learning materials-work instructions-Process Payment Summaries-version 0.5	NA	Training Scope
961		Reassign Transitional ETP Release			New	QHC Work Product Index - Created to cover the separation process		QHC HQR 4.0 SAP WI Reassign Transitional ETP Release Details v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope
962		Reassign An Employee (twice a termination)			New	QHC Work Product Index - Created to cover the separation process		QHC HQR 4.0 SAP WI Reassign an Employee v0.5			17-14-Qhc Training learning materials-work instructions- Version 1.0 Accepted	NA	Training Scope

Common term for System Development Lifecycle element			Requirement Traceability element									
Functional criteria	Source Work Product	Scope	Source	Process (Design Report) (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Worktrain Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project QHIC - Test Lab @ 25th November 2009)		
The organization's methodology term for System Development Lifecycle element	QHIC Scope Definition (GD-B07-0002) Version 1.0 dated 21st February 2009	QHIC Scope Definition (GD-B07-0002) Version 1.0 Final as amended by Scope Clarification Document associated as part of CR14 dated 30th June 2009	SCW 8 Statement of Work, Lattice Replacement Design, Implement and Deploy v1.2 dated 20th June 2009	SCW 12 Statement of Work Worktrain Rollout Build Requirements v2.0 dated 11th July 2009								
Manage the termination of a deceased employee					QHIC HRR 4.0 SAP WI Manage Termination of Deceased v0.4			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Terminate A Contractor					QHIC HRR 4.0 SAP WI Terminate a Contractor v1.0			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Reinstate A Contractor					QHIC HRR 4.0 SAP WI Reinstate a Contractor v1.0			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Delete End Point Australia					QHIC HRR 4.0 SAP WI Delete End Point Australia v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Ex. 1 Create a notification for a future separation					Ex. 1 Create a notification for a future separation v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 2 Submit an off-cycle (termination) interface request					Ex. 2 Submit an off-cycle (termination) interface request v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 3 Transfer Worktrain (purchase) data to SAP HR					Ex. 3 Transfer Worktrain (purchase) data to SAP HR v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 4 Run Time Evaluation					Ex. 4 Run Time Evaluation v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 5 Simulate a Separation					QHIC HRR 4.0 SAP WI Simulate a Separation v1.1			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 6 Finalise a Separation					Ex. 6 Finalise a Separation v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 7 Delete End Point Australia					QHIC HRR 4.0 SAP WI Delete End Point Australia v0.5			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 8 Reinstate a Terminated Employee					Ex. 8 Reinstate a Terminated Employee v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 9 Terminate a Contractor					Ex. 9 Terminate a Contractor v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Create a WorkCover claim					QHIC HRR 5.4 SAP WI Create a WorkCover Claim v0.5			17-14-QHIC Training team training materials-work instructions-WorkCover claim-version 1.0	NA	Training Scope		
Maintain a WorkCover claim					Ex. 1 Create a WorkCover claim v1.0 (Simulation)			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Finalise a WorkCover claim					QHIC HRR 5.4 SAP WI Finalise a WorkCover Claim v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Display a WorkCover claim					QHIC HRR 5.4 SAP WI Display a WorkCover Claim v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Process a work cover rate change					QHIC HRR 5.4 SAP WI Process a WorkCover Rate Change v0.5			17-14-QHIC Training team training materials-work instructions-WorkCover rate change-version 0.5	NA	Training Scope		
Ex.1 Create a WorkCover claim					Ex.1 Create a WorkCover claim v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex.2 Maintain a WorkCover claim					Ex.2 Maintain a WorkCover claim v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex.3 Record WorkCover Reimbursements					Ex.3 Record WorkCover Reimbursements v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex.4 Record NWE Rate Change					Ex.4 Record NWE Rate Change v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex.5 Finalise a WorkCover Claim					Ex.5 Finalise a WorkCover Claim v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Organisation Management - Overview					QHIC HRR 8.3 SAP WI Organisation Management - Overview v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Display the Organisational Structure					QHIC HRR 8.3 SAP WI Display Organisational Structure v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Display Organisational Objects					QHIC HRR 8.3 SAP WI Display Organisational Unit v1.0			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Maintain Organisational unit					QHIC HRR 8.3 SAP WI Create Organisational Unit v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Define Organisational Unit					QHIC HRR 8.3 SAP WI Define Organisational Unit v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Define records within an Organisational Unit					QHIC HRR 8.3 SAP WI Define records within an Org Unit v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Maintain Position					QHIC HRR 8.3 SAP WI Maintain Position v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Define Position					QHIC HRR 8.3 SAP WI Define Position v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Define records within a position					QHIC HRR 8.3 SAP WI Define records within a Position v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Job Documentation - Overview					QHIC HRR 8.3 SAP WI Job Documentation - Overview v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Evaluated Job Description - Overview					QHIC HRR 8.3 SAP WI Evaluated Job Description - Overview v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
Create an Evaluated Job Description					QHIC HRR 8.3 SAP WI Create Evaluated Job Description v0.5			17-14-QHIC Training team training materials-work instructions-Version 1.0 Accepted	NA	Training Scope		
PPOME					QHIC HRR 8.3 SAP WI Organisation and Staffing Change v1.0			17-14-QHIC Training team training materials-work instructions-Manage Job Details-version 0.5	NA	Training Scope		
Ex. 1 View the Organisational Structure					Ex. 1 View the Organisational Structure v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 2 View an object					Ex. 2 View an object v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 3 Create an Organisational Unit					Ex. 3 Create an Organisational Unit v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 4 Define an Organisational Unit					Ex. 4 Define an Organisational Unit v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 5 Create a Position					Ex. 5 Create a Position v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 6 Specify the Position Managing an Organisational Unit - staff v1.0					Ex. 6 Specify the Position Managing an Organisational Unit - staff v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		
Ex. 7 Modify an Organisational Unit and a Position					Ex. 7 Modify an Organisational Unit and a Position v1.0 (Simulation)			Located at QHIC in the On-Demand tool. Accepted v1.0	NA	Training Scope		

		Common term for System Development Lifecycle element				Requirement Traceability statement									
		Functional criteria	Source Work Product			Scope	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases	
		The organisation's methodology term for System Development Lifecycle element	QHC Scope Definition CD-B07-0002 Version 1.0 dated 21st February 2008	QHC Scope Definition CD-B07-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	SOW 8 Statement of Work, Latent Replacement Design, Implement and Deploy v1.2 dated 20th June 2009	SOW 12 Statement of Work, Workstream Rostering Build Requirements v2.0 dated 11th July 2009			Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workstream Blueprint				Test Cases (derived from Quality Centre, Domain SSS, Project QHC - Test Lab @ 25th November 2007)		
1000		Reporting in Workstream				New	QHC Work Product Index - Created to cover reporting in Workstream					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1007		Manage Employee Leave - Overview				New	QHC Work Product Index - Created to provide an overview of the leave process					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1008		Record Approved Leave				New	QHC Work Product Index - Created to cover the leave process in Workstream					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1009		Cancel Approved Leave				New	QHC Work Product Index - Created to cover the leave process in Workstream					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1010		Process LWOP				New	QHC Work Product Index - Created to cover the leave process in Workstream					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1011		Generate Leave Reports				New	QHC Work Product Index - Created to cover the leave process in Workstream					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1012		Run The Pay In Advance Query (Run the QLD Health Absence Pay In Advance Report)				New	QHC Work Product Index - Added to QHC as part of process workshop. Renamed as Run the QLD Health Absence Pay In Advance Report					17-14-Qhc Training learning materials-work instructions-Absence Pay In Advance Report v0.5	NA	Training Scope	
1013		Generate Pay In Advance				New	QHC Work Product Index - Created to cover the PIA process					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1014		View Pay In Advance Pay Results				New	QHC Work Product Index - Created to cover the PIA process					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1015		Create Purchased Leave				New	QHC Work Product Index - Created to cover the purchase leave process					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1016		Maintain Purchased Leave				New	QHC Work Product Index - Created to cover the purchase leave process					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1017		Finalise Purchased Leave				New	QHC Work Product Index - Created to cover the purchase leave process					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1018		Delete Purchased Leave				New	QHC Work Product Index - Created to cover the purchase leave process					17-14-Qhc Training learning materials-work instructions-Version 1.0 Accepted	NA	Training Scope	
1019		Ex.1 View leave details in SAP				New	QHC Work Product Index - Created to cover the display of absence queries in SAP					Located at QHESIT in the OnDemand tool - Version 1.0 Accepted	NA	Training Scope	
1020		Ex.2 Generate pay in advance				New	QHC Work Product Index - Created to cover the PIA process					Located at QHESIT in the OnDemand tool - Version 1.0 Accepted	NA	Training Scope	
1021		Ex.3 Remove pay in advance				New	QHC Work Product Index - Created to cover the PIA process					Located at QHESIT in the OnDemand tool - Version 1.0 Accepted	NA	Training Scope	
1022		Ex.4 View Pay in Advance pay results				New	QHC Work Product Index - Created to cover the PIA process					Located at QHESIT in the OnDemand tool - Version 1.0 Accepted	NA	Training Scope	
1023		Manage Time and Attendance - Overview				New	QHC Work Product Index - Created to provide an overview of the time and attendance process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1024		Record Results				New	QHC Work Product Index - Created as part of the time and attendance process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1025		Record Employee Holidays				New	QHC Work Product Index - Created as part of the time and attendance process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1026		Record Compassionate Leave Day				New	QHC Work Product Index - Created as part of the time and attendance process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1027		Action Return From LWOP Alerts				New	QHC Work Product Index - Created to cover the leave process in Workstream					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1028		Run the Overrides Report				New	QHC Work Product Index - Created to cover the override of data entry in Workstream					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1029		Record employee availability				New	QHC Work Product Index - Created to cover the rostering data process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1030		Assign rostering teams (probable sub team)				New	QHC Work Product Index - Created to cover the rostering data process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1031		Create an employment agency record				New	QHC Work Product Index - Created to cover the rostering data process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1032		Create an employment agency staff record				New	QHC Work Product Index - Created to cover the rostering data process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1033		Ex.1 View employee rostering data				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1034		Ex.2 Record an employee shift pattern				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1035		Ex.3 Record employee default availability				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1036		Ex.4 Record employee temporary availability				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1037		Ex.5 Assign a rostering team				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1038		Ex.6 Assign a rostering skill				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1039		Ex.7 Create an employment agency record				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1040		Ex.8 Create an employment agency staff record				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1041		Ex.9 Create availability pattern				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1042		Ex.10 Record an availability override				New	QHC Work Product Index - Created to cover the rostering data process					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1043		Ex.7 Record Approved Leave				New	QHC Work Product Index - Created to cover the leave process in Workstream					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1044		Ex.8 Cancel Approved Leave				New	QHC Work Product Index - Created to cover the leave process in Workstream					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1045		Ex.9 Generate a Leave Report				New	QHC Work Product Index - Created to cover the leave process in Workstream					Located at QHESIT in the OnDemand tool - Accepted v1.0	NA	Training Scope	
1046		Manage Rostering - Overview				New	QHC Work Product Index - Created to cover the rostering process					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1047		Move Around the Multi View Scheduler				New	QHC Work Product Index - Created to cover the functionality of the Multi View Scheduler					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	

		Common term for System Development Lifecycle element		Functional criteria		Source Work Product		Requirement Traceability element		Test Cases			
ID	Requirement	Source Work Product	Functional Criteria	Source Work Product	Requirement	Test Case	Source Work Product	Functional Criteria	Source Work Product	Requirement	Test Case		
		The organization's methodology term for System Development Lifecycle element	QHC Scope Definition (CD-007-0002) Version 1.0 dated 21st February 2009	QHC Scope Definition (CD-007-0002) Version 1.0 dated 21st February 2009 SOW 8 Statement of Work, Letter Implementation Design, Implement and Deploy v1.2 dated 20th June 2009 SOW 12 Statement of Work, Workplan Rostering Build Requirements v2.0 dated 11th July 2008	Scope	Source	Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workplan Blueprint	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab - 25th November 2009)
1048	Validate and Maintain Rostering Data for an Employee				New	QHC Work Product Index - Created to cover the roasting process	QHC HRR 8.2.2 WB W1 Validate and Maintain Emp Posting Data v0.5				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1049	Realty Schedule Compliance Violations				New	QHC Work Product Index - Created to cover the roasting process	QHC HRR 8.2.2 WB W1 Realty Schedule Compliance Violations v0.5				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1050	Roster Load Form				New	QHC Work Product Index - Created as part of a change request	QHC HRR 8.2.2 WB W1 Roster Load Form v0.5				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1051	Generate Employee Availability Report				New	QHC Work Product Index - Created to cover the roasting process	QHC HRR 8.2.2 WB W1 Generate Availability Report v0.5				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1052	Generate Roster For Review				New	QHC Work Product Index - Created to cover the roasting process	QHC HRR 8.2.2 WB W1 Generate Roster for Review v0.5				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1053	Amend Roster After Review				New	QHC Work Product Index - Created to cover the roasting process	QHC HRR 8.2.2 WB W1 Amend Roster After Review v0.5				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1054	Update Published Roster				New	QHC Work Product Index - Created to cover the roasting process	QHC HRR 8.2.2 WB W1 Update Published Roster v0.5				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1055	Ex.1 Move around the Multi View Scheduler				New	QHC Work Product Index - Created to cover the roasting process	QHC HRR 8.2.1 WB QHD Move Around the Multi-View Scheduler v0.5				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1056	Ex.2 Create A Staffing Requirements Template				New	QHC Work Product Index - Created to cover the roasting process	Ex.2 Create A Staffing Requirements Template v1.0 (Simulation)				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1057	Ex.3 Create Unstaffed Shifts in the MVS				New	QHC Work Product Index - Created to cover the roasting process	Ex.3 Create Unstaffed Shifts in the MVS v1.0 (Simulation)				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1058	Ex.4 Allocate shifts to staff				New	QHC Work Product Index - Created to cover the roasting process	QHC HRR 8.2.2 WB W1 Allocate Shifts to Staff v1.1				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1059	Ex.5 Realty a schedule compliance rule				New	QHC Work Product Index - Created to cover the roasting process	Ex.5 Realty a schedule compliance rule v1.0 (Simulation)				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1060	Ex.6 Generate the roster for review				New	QHC Work Product Index - Created to cover the roasting process	Ex.6 Generate the roster for review v1.0 (Simulation)				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1061	Ex.10 Amend the roster				New	QHC Work Product Index - Created to cover the roasting process	Ex.10 Amend the roster v1.0 (Simulation)				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1062	Ex.11 Publish The Roster				New	QHC Work Product Index - Created to cover the roasting process	Ex.11 Publish The Roster v1.0 (Simulation)				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1063	Ex.12 Update the published roster				New	QHC Work Product Index - Created to cover the roasting process	Ex.12 Update the published roster v1.0 (Simulation)				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1064	Roster Load Form				New	QHC Work Product Index - Created as part of a change request	QHC HRR 8.2.2 WB W1 Roster Load Form v0.5 (Simulation)				Located at QHES1 in the OnDemand tool. Accepted v1.0	NA	Training Scope
1065	View and Print Spool Requests				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 View and Print Spool Requests v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1066	View and Print Nightly Batch Job Spool Requests				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 View and Print Nightly Batch Job Spool Req v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1067	Run the HR/PA Audit Report				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 HR/PA Audit Report v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1068	Run An Organisation Management Audit Report				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 Organisation Management Audit Report v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1069	Run the Wage Type Reporter				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 Wage Type Reporter v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1070	Run A Pay Simulation				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 Pay Simulation v0.5 (Simulation) QHC HRR 2.1 SAP W1 Pay Simulation v1.1				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1071	Run the Employee Data Report				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 Employee Data Report v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1072	Run the Data Monitoring Report				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 Data Monitoring Report v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1073	Display The Payroll Results Table				New	QHC Work Product Index - As part of create employee records, you need to enter the creation employee records transactions, which this transaction is part of	QHC HRR 2.1 SAP W1 Display the Payroll Results Table v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1074	Display An Employee's Pay Advice				New	QHC Work Product Index - As part of create employee records, you need to enter the creation employee records transactions, which this transaction is part of	QHC HRR 2.1 SAP W1 Display an Employee Pay Advice v0.5 (Simulation) QHC HRR 2.1 SAP W1 Display an Employee Pay Advice v1.3				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1075	Run the Statement of Service Report				New	QHC Work Product Index - Created to cover reporting in the create employee records process. Part of validating data entry	QHC HRR 2.1 SAP W1 Statement of Service Report v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1076	Run the Wage type utilization report				New	QHC Work Product Index - Created to cover additional functionality	QHC HRR 2.1 SAP W1 Wage Type Utilization Report v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1077	Run the QLD Health Absence VMO report				New	QHC Work Product Index - Created to cover additional functionality	QHC HRR 2.1 SAP W1 QLD Health Absence Report - VMO v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1078	Run the QLD Health Absence PIA report				New	QHC Work Product Index - Created to cover additional functionality	QHC HRR 2.1 SAP W1 QLD Health Absence Report - PIA v0.5 (Simulation)				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1079	Training Guides											NA	NA
1080	Introduction to SAP				New	QHC Work Product Index - Created for train the trainer					17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1081	Maintain Employee Records				New	QHC Work Product Index - Created for train the trainer					17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1082	Create Employee Records				New	QHC Work Product Index - Created for train the trainer	Create Employee Records - Overview v1.3				17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1083	Introduction to Workplan				New	QHC Work Product Index - Created for train the trainer					17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1084	Manage Employee Rostering Data				New	QHC Work Product Index - Created for train the trainer					17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1085	Manage Rostering				New	QHC Work Product Index - Created for train the trainer					17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1086	Manage Time and Attendance				New	QHC Work Product Index - Created for train the trainer					17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope
1087	Manage PIA Issue				New	QHC Work Product Index - Created for train the trainer					17-14-QHC Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope

		Common term for System Development Lifecycle element		Positioned criteria		Source Work Product		Requirement Traceability element		Test Case				
ID	Parent ID	Description	Version	Effective Date	Classification	Source	Product	Configuration Document	Configuration Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Case	
		The organisation's methodology term for System Development Lifecycle element				QHC Scope Definition CD-007-0009 Version 1.0 dated 21st February 2004	QHC Scope Definition CD-007-0009 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	SOW # Statement of Work Letter Requirement Design, Implement and Deploy v1.2 dated 30th June 2009			Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workplan Blueprint			Test Cases (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab @ 25th November 2009)
1063		Manage J4D Details			New	QHC Work Product Index - Created for train the trainer					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1069		Manage Staff Movements			New	QHC Work Product Index - Created for train the trainer			QHC HR 2.1.1 SAP W1 Manage Staff Movements - Overview.doc v0.5		17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1090		Manage Separations			New	QHC Work Product Index - Created for train the trainer					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1091		Manage Work Cover Claims			New	QHC Work Product Index - Created for train the trainer					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1092		Quick Reference Guides										NA	NA	
1093		Common Warning Messages			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1094		Consent and Aggregated Employees			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1095		Managing Deceased Employees			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1096		Object InhouseOrg Management Definitions			New	Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1097		SAP Navigation			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1098		SAP Wage Types			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1099		Workplan Navigation			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1100		Workplan Reports			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1101		Workplan Time Codes			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1102		Workplan Employee Shift Patterns			New	QHC Work Product Index - Created to provide quick reference material for main concepts					17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1103		Payroll Timings			New	QHC Work Product Index - Created to provide quick reference material for main concepts			QHC HR 2.1.1 SAP Payroll Timings v1.0		17-14-Qhc Training learning materials-work instructions - Version 1.0 Accepted	NA	Training Scope	
1104		SAP Payroll Related Training										NA	NA	
1105		fortnightly Payroll Cycle (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1106		Martin Pay Run (New)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1107		Ad-hoc Pay Run (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1108		Final Pay Run (New)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1109		SAP Interfaces - Employee, Cost Objects, Team and Job/Job Change (New)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1110		Workplan Interfaces - Work Detail, Payroll Messaging, Leave Balance and Off-cycle (Ad-hoc and Termination) (New)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1111		Work Instructions										NA	NA	
1112		Simulate a Payroll (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1113		Run Time Evaluation (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1114		Simulate the Workplan Off-cycle (Ad-hoc) (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1115		Action External Interfaces - Supervision File and Employee TPN Distribution File (New)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1					NA	Training Scope	
1116		Simulations										NA	NA	
1117		Simulate a Payroll (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1		QHC HR 2.1.1 SAP W1 Pay Simulation v0.8 (Simulation)			NA	Training Scope	
1118		Run Time Evaluation (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1		QHC HR 2.1.1 SAP W1 Pay Simulation v1.1			NA	Training Scope	
1119		Simulate the Workplan Off-cycle (Ad-hoc) (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1		Ex. 4 Run Time Evaluation v1.0 (Simulation)			NA	Training Scope	
1120		Simulate the Workplan Off-cycle (Ad-hoc) (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.1		Ex. 2 Submit an off-cycle (termination) interface request v1.0			NA	Training Scope	
1121		Report Training Material										NA	NA	
1122		Reporting in SAP (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.2					NA	Training Scope	
1123		Reporting in Workplan (Updated)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.2					NA	Training Scope	
1124		Daily Reports (New)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.2					NA	Training Scope	
1125		Payroll Reports (New)			New	QHC Scope Definition CD-007-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Section 6.14.2.6.2					NA	Training Scope	

Common term for System Development Lifecycle element		Functional criteria	Source Work Product	Scope	Source	Requirement Traceability element	Test Case
	The organisation's methodology term for System Development Lifecycle element	QHC Scope Definition CD-807-0002 Version 1.0 dated 21st February 2009	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	SOW 8 Statement of Work (Labour Requirement Design) Implement and Deploy v1.2 dated 30th June 2009 SOW 12 Statement of Work Workman Rostering Build Requirements v2.0 dated 11th July 2010	Source	Process Design Report (PDR) Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workman Blueprint	Configuration Tracking Document (CTD) v1.2 Approved Reference Work Instruction Quality Centre Test ID Test Cases (sourced from Quality Centre, Domain SSS, Project QHC - Test Lab # 25th November 2009)
1125	Time Monitoring Reports (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR 2.1 SAP WI Data Monitoring Report v0.0 (Simulation)	NA Training Scope
1126	Work Instructions - Workman						NA NA
1127	Overline Report (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1128	Employee Data Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1129	Team Structure Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1130	Leave Takeage Report (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Leave Takeage Report v1.0	NA Training Scope
1131	Employee Balance Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Employee Balance Report v1.0	NA Training Scope
1132	Published Roster Report (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1133	Leaveoff Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1134	Daily Billing Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1135	Employee Rostered Hours vs Contracted Hours Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1136	Unsettled Shifts Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1137	Detailed Overtime Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR 8.2 WB WI Detailed Overtime Report v0.7	NA Training Scope
1138	Availability Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1139	Roster Problems (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1140	Consistent Employment Schedule Conflicts Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Consistent Employment Schedule Conflicts Report v1.0	NA Training Scope
1141	Employment Agency Staff Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1142	Partial Day Leave with Proposed Penalties Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR 2.2.1 R-1870 WB FB Partial Day Leave With Proposed Pen v0.1 QHC HR 2.2.1 R-1870 WB TB Partial Day Leave With Pen Req v0.1	NA Training Scope
1143	Casual Activity Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR 2.2.2 R- WB FB Casual Activity Report v0.1 QHC HR 2.2.2 WB TB Casual Activity Report v0.1	NA Training Scope
1144	Schedule Compliance and Violations Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1145	Time Code by Team Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1146	Work Instructions - SAP						NA NA
1147	Payment Due Report (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR E.1.2 T-110 SAP TB Increment Due Report v0.1 Payment Due Report v1.0	NA Training Scope
1148	Absence Report (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR 2.3.1 SAP FB R-Quarantined Health Absence Report v0.1 QHC HR 2.3.1 SAP TB Quarantined Health Absence Report v0.1	NA Training Scope
1149	Licence, Registration & Visa Expiry Report (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR 2.1.2 FB SAP Licence, Registration & Visa Expiry Report v0.1 QHC HR 2.1.2 SAP TB Licence Registration & Visa Expiry Report v0.1	NA Training Scope
1150	Increment Supplement Report for Consistent Employment (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1151	Human PDE Cost Report (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR 2.3.1 R-SAP FB HR-P Human PDE Cost Report v0.1	NA Training Scope
1152	PBT Reporting Solution (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1153	Service 1700 (Statement of Service) Report (Updated)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009		NA Training Scope
1154	Payroll Distribution Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Payroll Distribution Report v1.0	NA Training Scope
1155	Payroll Reconciliation Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	QHC HR 2.1 SAP WI Payroll Reconciliation Report v0.3 Payroll Reconciliation Report v1.0	NA Training Scope
1156	Payroll Exception Report (New)	Section 6.14.2.8.2	Section 6.14.2.8.2	New	QHC Scope Definition CD-807-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	Payroll Exception Report v1.0	NA Training Scope







		Common term for System Development Lifecycle element	Functional criteria	Source Work Product	Requirement Traceability element	Test Cases							
		The organization's methodology term for System Development Lifecycle element	OHHC Scope Definition CD-607-0002 Version 1.0 dated 21st February 2009	OHHC Scope Definition CD-607-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR114 dated 30th June 2009	SOW 8 Statement of Work, Lattice Replacement Design, Implement and Deploy v1.2 dated 30th June 2009	SOW 12 Statement of Work, Workman Rostering Bulk Requirements v2.0 dated 11th July 2009							
					Process Design Report (PDR)	Configuration Document Functional Specification Design Brief Technical Specification Solution Blueprint Data Migration Strategy Workman Blueprint							
					Configuration Tracking Document (CTD) v1.2 Approved	Reference							
						Work Instruction							
						Quality Centre Test ID							
						Test Cases							
						[sourced from Quality Centre, Domain SSS, Project OHHC - Test Lab @ 25th November 2009]							
1197				CR000087 - Resource Transition to SSM	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009				QA	Project Management tasks	
1198				CR000084 - Leave Paid in Advance	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009	CD-608-0003 - CR000084 - E-865 Leave Validation - Workman CD-608-0003 - CR000084 - E-1214 Leave Implementation - Workman CD-608-0003 - CR000084 - OHHC_PDR 2.2.1 Migration Leave Implementation Tester	QHC HR 2.2.1 E-865 WS TS Leave Validation v1.1 QHC HR 2.2.1 E-865 WS TS Leave Validation v1.1 QHC HR 2.2.1 E-1214 WS TS Leave Implementation v1.1 QHC HR 2.2.1 E-1214 WS TS Leave Implementation v1.1 QHC HR 2.2.1 F-1216 WS TS Leave Request Form v1.1	CD-608-0038 - CR000084 - Record Approved Leave Work Instruction 0.20	21147	System Test - Phase 2 02. Workbooks 06. Pay in Advance Leave Request 06. Pay in Advance Leave Request 21147 All other PA testing was done in the UAT Time frame as this functionality was redesigned	
1199				CR000089 - Leave Loading Paid out 1st December			Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009					CR08 Leave Loading 28102	System Test - Phase 1 Build 4 - ALCS plus CR's 01. CR's CR08 Leave Loading 01. Leave Loading Paid Out 1 Dec - 17.5% 02. Leave Loading Paid Out 1 Dec - 14%
1200				CR000089 - Takeover of XFA accountability (WS Security)	Section 1.1, Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009	QHC Workman Security Strategy v1.4	QHC Workman SAS08 v1.1			2875 to 28000	System Test - Phase 1 02. Workbooks 06. Security Roles (results at holder level) 09. Security Roles Folder containing multiple tests for security roles - see "Security" worksheet 01. Auditor 01. Confirm role has appropriate access - see attachment for testing script 02. Data Administrator 01. Confirm role has appropriate access 03. CSP 01. Confirm role has appropriate access 02. Confirm role has appropriate Three Code access 04. Payroll Administrator 01. Confirm role has appropriate access 02. Confirm role has appropriate Three Code access 06. Reporter 01. Confirm role has appropriate access 06. Security Developer 01. Confirm role has appropriate access 07. System Administrator 01. Confirm role has appropriate access 08. User Administrator 01. Confirm role has appropriate access
1201				CR000103 - Workman B18 Security	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009	CR000103 - Workman B18 Security Standards CR000103 - TS - Workman B18 Security Standards	Workman B18 Functional Specification Workman B18 Technical Specification			2875 to 28000	System Test - Phase 1 02. Workbooks 09. Security Roles Folder containing multiple tests for security roles - see "Security" worksheet
1202				CR000104 - Workman Extra Security	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009	CR104 - HR 2.2.2 COHF Security Group Matrix and Screen Layout				2875 to 28000	System Test - Phase 1 02. Workbooks 09. Security Roles Folder containing multiple tests for security roles - see "Security" worksheet
1203				CR000113 - Business Attributes Document (BAD) Version 7.0	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009	CR000113 - QHC HR 2.2.2 COHF Attendance Design				74809	System Test - Phase 1 Build 4 - ALCS plus CR's 01. CR's CR114-RDO Payment 01. RDO Payment-CR113
1204				CR000114 - Workaround Offenders Health Benefits New Wage Types	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009		QHC HR 2.2.1 SAP COHF Balance Sheet Movement v1.0 QHC HR 2.2.1 E-1 SAP TS Balance Sheet Movement v1.1			CR114-Offenders Health Benefits 28141 28142 28143 28144 28145 28146 28147	System Test - Phase 1 Build 4 - ALCS plus CR's 01. CR's CR114-Offenders Health Benefits Overridden 20th Absence 25 percent Overridden 20th Absence 25.5 percent OverTime 1.5 OverTime 2.0 OverTime 2.5 Pharmacy Absences
1205				CR000118 - LSL Balance - Creditors	NA	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009					74808	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 02. Sd Pay with Workman Initiated edge 03. Leave and Absences 03. Other 01. LSL Issue Accrual Bal meet - Casual emp
1206				CR000119 - Maternity Leave Configuration	NA	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009					28016 28017 28018	System Test - Phase 1 02. Workbooks 11. Change Request Testing- Workbooks CR000119 - Maternity leave maximum MATERNITY - FULL PAY-MAX Leave 14 wks MATERNITY - HALF PAY-MAX Leave 28 wks MATERNITY - NO PAY-No limit
1207				CR000121 - Change to pay rate to not expire YOL	NA	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009					28174 28123	System Test - Phase 1 02. Workbooks 11. Change Request Testing- Workbooks CR000121 - YOL Expiration YOL Expiry, CH_DHSOA, PT_HP YOL Expiry, CH_GPH, PT_FWB
1208				CR000122 - Two new Wage Types for SdP configuration	NA	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009					CR122-Additional Wagetypes 28148 28147	System Test - Phase 1 Build 4 - ALCS plus CR's 01. CR's CR122-Additional Wagetypes SdP Eligibility 18 Months SdP Eligibility 6 Months
1209				CR000183 - New Leave Type for 'Semiannual - Urgent'	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009					CR183-Semiannual Urgent 24804	System Test - Phase 1 Build 4 - ALCS plus CR's 01. CR's CR183-Semiannual Urgent 01. Semiannual Leave Urgent-CR183
1210				CR000134 - Remove time codes set up but not required	NA	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009					CR134-Phone Payment Wagetype 28195	System Test - Phase 1 Build 4 - ALCS plus CR's 01. CR's CR134-Phone Payment Wagetype Phone Payment WT
1211				CR000185 - Leave Balance for 'Day in Lieu' and corresponding time codes	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009	CD-608-0006. No documentation update required.				CR000185 - Leave Balance for Day in lieu 28149 28150 28151 28152 28175 28176	System Test - Phase 1 02. Workbooks 11. Change Request Testing- Workbooks CR000185 - Leave Balance for day in lieu CR000185 - Leave Balance for DL_Eng CR000185 - Take DL_Eng CR000185 - Leave Balance for DL_Bld CR000185 - Take DL_Bld CR000185 - Leave Balance for DL_Bld_PH_Not Rostered CR000185 - Leave Balance for DL_Eng_PH_Not Rostered
1212				CR000189 - Addition of cascade requirement for LSL_VMO	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009	CD-608-0060. No action required in SAP - configuration for LSL for VMO employees was already established. CD-608-0061 Workman configuration document update is not required as information is maintained by Operational Health in their Configuration Tracking documents (CTD) deliverables.				CR189-Leave for VMO - LSL 24805 28058	System Test - Phase 1 02. Workbooks 11. Change Request Testing- Workbooks CR189-Leave for VMO - LSL 01. LSL_VMO Leave-CR189 02. LSL_VMO LSL_half Pay-CR189
1213				CR000187 - VMO Fee Leave as per VdL LSL	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009	CD-608-0065 - CR000187 - QHC HR 2.2.1 COHF Absence Configuration Design CD-608-0065 - CR000187 - QHC HR 2.2.1 COHF Payroll Absence Validation	QHC HR 2.2.1 SAP COHF Payroll Absence Validation v1.1			CR187-Leave for VMO - Fee Leave 24807 28054	System Test - Phase 1 02. Workbooks 11. Change Request Testing- Workbooks CR187-Leave for VMO - Fee Leave 01a. Fee VMO -CR187_RL_half Pay_LL14 01b. Fee VMO -CR187_RL_half Pay_LL178 01c. Fee VMO -CR187_RL_half Pay_LL114 02b. Fee VMO -CR187_RL_half Pay_LL178
1214				CR000138 - Workaround - VMO Outreach Services	Section 1.2	New	Statement of Work, SOW 8, Lattice Replacement Design, Implement and Deploy Version 1.2 dated 30th June 2009		SAP Configuration Document (Updated)			74317	System Test - Phase 1 04. End-to-End (SAP-WB-SAP) Testing 01. Sd Pay, Allowances and Leave Accrual 01. Sd Pay and Allowances Drop 1 - Calc Groups (High-1) 12. 298_OH_VMO_PT 01. Sd Pay and Allowances - CH_VMO_PT_VMO-4 and Outreach Package A 02. Sd Pay and Allowances - CH_VMO_PT_VMO-4 and Outreach Package B 03. Sd Pay and Allowances - CH_VMO_PT_VMO-5 and Outreach Package C

















			Requirement Traceability statement												
Common term for System Development Lifecycle element			Functional criteria	Source Work Product			Configuration				Reference	Work Instruction	Quality Centre Test ID	Test Cases	
Impact Assessment Number	UAT Defect ID	User Acceptance Testing Phase 4		Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved								
			The organisation's methodology term for System Development Lifecycle element	QHC Scope Definition CO-B07-0002 Version 1.0 dated 21st February 2009	QHC Scope Definition CO-B07-0003 Version 1.0 Final as amended by Scope Clarification Document recorded as part of CR184 dated 30th June 2009	SOV 8 Statement of Work - Latency Replacement Design, Implement and Deploy v1.2 dated 20th June 2009	SOV 12 Statement of Work - Workbrain Rostering Build Requirements v2.0 dated 11th July 2008	Scope	Source						
1476	IA0001	1504	R/ECC Project Penalties stage type 02Z missing (debt postings changed)	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - D1604-Proposed Penalties Posting.doc
1480	IA0002	1509	WS: Payroll of leave > 192 hrs foremps (going PT to Casual) creates records which cannot be imported to SAP	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1509
1481	IA0004	1505	WS: Employees who have been non-RDO to RDO during week 1 create incorrect RDO payments	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1505 - RETEST_PASS.doc
1482	IA0005	1509	WS: Excessive EOM accrual amount generated for WS to SAP base balance interface	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1509 RETEST - Workbrain EOM Projection.doc Balance Adjustment Reasons (Summary).doc Adjust leave balances and LBL - v1.1 v1.2.doc Manage employee leave - Overview v1.1.doc
1483	IA0007	1508	Workbrain Award Free worked over contracted hours	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1508
1484	IA0008	1509	Downloaded EFT Contingency File	New											Testing by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1509 (retest success).doc
1485	IA0009	1507	SAP: Data unauthorising data which results in employees not being paid correctly not appearing on Exception Report	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1507
1486	IA0010	1508	SAP: Overtime Health Service Nurses - Requirement for 2 Employee Sub Groups	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1508 Payroll Area 31.doc
1487	IA0016	601	SAP - Errors importing Work Detail into SAP 18/06/2009	New											Testing by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect UAT 601 retest.doc
1488	IA0017	881	Job Class 7 Data Monitoring Reports	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Data Monitoring Report-Defect 881.doc Data Monitoring Report v0.8.doc
1489	IA0018	1389	WS Payroll results in timesheet when not entitled as per calc group CH_DP800_SAB_Inv_Hoursing should be paying OTM (except OverTime Hours)	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - qc_sapretest_3.jpg
1490	IA0019	1630	Workbrain - Paying OT for Inv Hoursing in timesheet	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Retest cycle 15 116776 TO overtime on shift.jpg Retest cycle 15 116776 TS summary.jpg Retest cycle 15 116776 SAP Pay ADV.jpg
1491	IA0020	1880	WS: 298 VMO First retest after 18:00 only paying a 1 hour Min	New											Testing by UAT as part of UAT4. Execution Log attached to Defect in QC - RETEST_PASS.jpg RETEST_PASS.jpg
1492	IA0021	1885	WS: 298 VMO PLAN_OT paying incorrectly on Saturday and Sunday	New											Testing by UAT as part of UAT4. Execution Log attached to Defect in QC - Retest_pass.jpg
1493	IA0022	1879	SAP: Work Around Wage Types	New											Testing by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1879.doc
1494	IA0023	1480	WS - Regular hours after PLAN_OT is paid as overtime	New											Testing by UAT as part of UAT4. Execution Log attached to Defect in QC - RETEST_PASS_256.jpg
1495	IA0024	1880	R: SAP ECC: F088 Export Split File	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Ticket#85_F088_Exporting_Test_Datav0.1.xls
1496	IA0025	1884	SAP: Work Cover Integrate not working correctly	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - SAP: Work Cover Integrate not working correctly
1497	IA0027	1886	PDR: Workcover must be updated	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - QHC_PDR 6.4.5 Recalculate Compensation Payments_M4.1_F08WSUJ.doc QHC_PDR 6.4.4 Administrator Claim Applications_M4.1_F08WSUJ.doc
1498	IA0028	1900	SAP: Return to Work O Super Income Protection Program	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Record Approved Leave v1.8.doc Manage WorkCover Claims - Overview v1.1.doc Manage a WorkCover Claim v1.2.doc New Work Contract SB-10.doc
1499	IA0029	1982	SAP: Employee group Sub Group and Work Contract - interest not	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect #1982 New Work Contract SB-10.doc
1500	IA0030	2010	SAP: Nurses PDE Workaround change 12 month pay out rate	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - BT PDE Test Cases Oct 2008.xls See individual test results in QC 886/QHC System Test Nurses PDE 6 monthly payout 01 PDE FT RN no leave 02 PDE FT RN 18 hrs no leave 03 PDE FT RN Res Leave no PDE 04 PDE FT RN Half Pay Res Leave 05 PDE FT RN Move to diff District 06 PDE FT RN no leave 07 PDE FT RN - leave from 18hrs no PDE 08 PDE FT RN - HDA has PDE 09 PDE FT RN - Transition 10 PDE FT RN - LWOP 11 PDE FT RN September PDE Payout 12 PDE FT RN - Rates Change from non PDE position to PDE position 13 PDE FT RN - Rates Change from non PDE position to PDE position 14 PDE FT RN - Aggregate Employees with PDE positions
1501	IA0031	1885	WS: Overtime paying at incorrect rate	New											QC Defects P42 Defect 1885 Project QH_UAT Defect Attachments qc_sapretest_3.jpg
1502	IA0032	1887	WS: The guaranteed hours paid for one month, are overlapping (one worked on another month) (guarantee hrs not being paid correctly & possibly the end month too)	New											QC Defects P43 Defect 1887 Project QH_UAT Defect Attachments RETEST_PASS.jpg
1503	IA0033	1898	RDO paying full pay when on 1/2 pay RDO or LBL	New											Tested by UAT as part of UAT4. Execution Log attached to Defect in QC - Defect 1898 BT retest WS timesheet.doc
1504	IA0035	1794	SAP - Investment Due date does not change when LWOP = 3 Mths is taken	New											QC Defects P43 Defect 1794 Project QH_UAT Defect Attachments - Word Document 1794 retest final.doc
1505	IA0038	2020	SAP: No absent action for F097 movement to Casual	New											QC Defects P42 Defect 2020 Project QH_UAT Defect Attachments - Word Document P428 defect 2020 - employee 20707.doc, P428_Patient Defect 2020 using employee 189189 for PP 8.doc & P428_retest using employee 164666_11.jpg
1506	IA0041	1980	WT: Reconciliation of Transactions between WS and SAP	New											N/A
1507	IA0047	2020	WS: WA 080 - Saturday shift penalty including guaranteed hour	New											N/A
1508	IA0048	2481	SAP - Time Evaluation and Pay Calc - Default Variables for End Users	New											N/A
1509	IA0049	2483	SAP - DM and HR-PA Auth Logic	New											N/A
1510	IA0051	2493	Date Monitoring Reports - Variance	New											N/A

Common term for System Development Lifecycle element				Requirement Traceability element										
Functional criteria	Source Work Product			Scope	Source	Process Design Report (PDR)	Configuration Document	Configuration Tracking Document (CTD) v1.2 Approved	Reference	Work Instruction	Quality Centre Test ID	Test Cases		
	The organisation's methodology term for System Development Lifecycle element	GHIC Scope Definition CD-B07-0002 Version 1.0 dated 21st February 2009	GHIC Scope Definition CD-B07-0002 Version 1.0 Final as amended by Scope Clarification Document executed as part of CR184 dated 30th June 2009	SOW 8 Statement of Work, Labour Replacement Design, Implement and Deploy v1.2 dated 30th June 2009	SOW 12 Statement of Work, Workstream Rostering Build Requirements v2.0 dated 11th July 2009							Test Cases (sourced from Quality Centre, Domain SSS, Project GHIC - Test Lab @ 25th November 2009)		
1511	MO050	2966		Project Definition to producing incremental error messages								TBA		
1512	MO050	3470		W-BAP-Migrated leave hours are included in the pay period overall usage type								TBA		
1513	MO050	3020		W-BAP-Emotionally release system error								TBA		
1514	MO050	1979		W-B-PT-BAD equals either side of item and no 2 hour min to build after 8 am when 1st hour after 8 am falls within the 2 hour min of the pay item total								TBA		
1515	MO050	2880		Work Around Support - Query/Reports required from Workstream and/or BAP								TBA		
1516	MO050	3273		W-B Workaround - Leave Loading failed to pay when Pen Leave taken								TBA		
	Extended Support Impact Assessment Number	SMS #	Post Go Live - Extended Support									N/A		
1517				Recovery CR's being raised from some 100-140								TBA		

Colour Legend	Description
Green Shading	Level 2 Business Process Headings and Level 3 and 4 Sub Process Headings
White Shading	Approved scope as stated in GHIC Scope Definition Document v1.0 Final dated 21st February 2009
Blue Shading	Approved - In-Scope
Yellow Shading	Approved - Out of Scope