# Project Title

## Goals

1. List all goals to be accomplished by this project.

## New MinistryPlatform Workflow

1. List the new workflow created by this project. The workflow can include:
   1. How the workflow begins/How a new record is created
   2. How staff are to respond to the new workflow/new record
   3. How the record is tracked
   4. If any notification will be used to notify staff and the order of those notifications
   5. How the workflow process comes to an end

## Changes to Page/Section Structure

Describe any new pages that will be created by this project and include what page sections the pages will be under.

Table describing new pages added to MP:

|  |  |
| --- | --- |
| **Page Name** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Implementation – Objects To Be Created and Why

1. Steps that describe how the project will be implemented in terms of creating tables, pages, reports, views, etc. (you may also want to include what purpose each new object will serve). Do not include the details of each new object. That will be described below.

## Database Schema Changes

1. **New Tables**
   1. Name: **Table\_Name**
      1. Reason Needed:
      2. Field Names/Datatypes/Key Type/Null Type:
         1. Domain\_ID: int, NOT NULL
2. **New Fields (Fields Added/Changes to Existing Tables)**
   1. Table: Table\_Name
      1. **New\_Field\_Name**: Datatype
         1. Reason needed:

## Table Triggers

1. Table: **Table\_Name**
   1. Trigger Name: **Trigger\_Name**
      1. Reason Needed/Trigger Type:

## New Page Section(s)

1. Name: **Section\_Name**

## New Pages

1. Name: **Page\_Name**
   1. Section Location: **Section Name**
   2. Security: Give security role access to all pages, sub-pages, reports, tools, etc.
   3. Source Page (if filtered): **Page\_Name**
   4. Filter (if filtered): **Field\_Name** and filter value.

## Views

1. Name: **View\_Name**
   1. Page Where View Resides: **Page\_Name**
   2. Description:

## Processes

1. Name: **Process\_Name**
   1. Description:

## Custom Forms

1. Name: **Form\_Name**
   1. Description:

## Reports

1. Audience/Users: [Describe audience]
   1. Name: **Report\_Name**
      1. Description:
      2. Stored Procedure/dataset:
      3. Other Information:

## Report Subscriptions

1. Report Name: **Report\_Name**
   1. Distribution List: [List of recipients]
   2. Report Distribution Schedule:

## Stored Procedures

Note: All stored procedures related to reports are listed in the **Reports** section.

1. Name: **Stored\_Proc\_Name**
   1. Reason Needed:
   2. Important Notes:

## Staff Roles/Responsibilities

1. Describe any necessary responsibilities.

## Project Action Items

|  |  |  |
| --- | --- | --- |
| Action Item | Completed | Notes |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Testing

Test scenario description.

|  |  |  |
| --- | --- | --- |
| **Testing Notes** | | |
| **Scenario** | **Data Tested/Edited** | **Result** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |