

RDLC
Process Document
Revalsys



REVALSYS

CREATING POSSIBILITIES

REVISION HISTORY:

Version	Date Modified	Author	Comments
1.0	15 Sep 2025	Divya, Ganesh and Kethan	Creation
1.1	16 Sep 2025	Divya	Updated the document with real time scenario and the persons names who were involved for each process step
1.2	27 Sep 2025	Divya	Updated the document based on the discussion with PMO team

This document has been reviewed (Designation):

Version	Date Reviewed	Reviewer Name	Comments
1.0	16 Sep 2025	Jagadeeshwar S (Delivery Manager)	Suggestion by Jagadeeshwar S: When you explain – pls take one feature / task as an example and explain. Also map to person in our team to understand easily by everyone.
1.1	27 Sep 2025	PMO	Based on the team call by PMO, exceptions have been updated in the steps

This document has been reviewed and accepted (Designation):

Version	Date Reviewed	Reviewer Name	Comments
1.2	27 Sep 2025	PMO	As per the discussion by PMO, details are updated and reviewed

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Requirement Document Life Cycle (RDLC)

Reference — What “Presented / Groomed” Means

- Presented to → The document or requirements are formally shown, explained, or walked through with someone (like a demo or review session).
- Groomed to → Often used in an agile/scrum context, meaning the content is refined, clarified, and discussed with the team so they understand it fully and can plan work on it.

Phase 1 — Business Requirement Definition (BRD)

Purpose: Capture what the business needs.

Activities:

- Collect requirements from stakeholders
- Document scope, objectives, features, constraints, and timelines
- Any designs should be drawn on paper and post.
- Get sign-off from the Product Owner / Business Head

Exception: For Masters, BRD is not required.

Approvals:

- Prepared by: Business Analyst/ Developer/ Lead /Project Manager
- Reviewed and Approved by: Project Manager / Business Head / Product Owner (Client) / Respective Leads
- Presented and Groomed to: Tech Team, QA team, UI/UX team

Phase 2 — NFP / UI /HTML

Purpose: Translate business requirements into NFP.

Artifacts:

- UI wireframes / HTML mockups
- NFP diagrams
- Module-level component identification

Approvals:

- Prepared by: UI/UX Designer
- Reviewed and Approved by: UI/UX Lead, Project Manager, Product Owner (Client)
- Presented and Groomed to: Tech Lead, QA Lead/QA Team

Phase 3 — Database

Purpose: Define how the database will be designed for the requirement.

Artifacts:

- Schema definition

- Procedures
- Indexing strategy

Approvals:

- Prepared by: Database Developer
- Reviewed and Approved by: Tech Lead, Tech Manager, Developer involved for that project

Phase 4 — Low-Level Design (LLD) – API

Purpose: Define how each backend/API component will be built.

Artifacts:

- API endpoints, request & response (success and failure)
- Business logic implementation with validations
- Pseudo code for methods

Approvals:

- Prepared by: Backend/API Developers
- Reviewed and Approved by: Tech Lead, Tech Manager

Phase 5 — Low-Level Design (LLD) – UI

Purpose: Define how each UI component will be built.

Artifacts:

- Screen-level logic and field-level validations
- Functions/methods, pseudo code

Approvals:

- Prepared by: UI Developers
- Reviewed and Approved by: Tech Lead, Tech Manager

Phase 6 — Test Planning

Purpose: Define how to verify the solution.

Artifacts:

- Test cases (functional, UI, integration, negative, performance) based on the BRD
- Test scripts (automation scripts aligned to test cases)
- Test data (input datasets, boundary data)

Exception: Test Cases and Test Data – can be approved even API/UI LLD are not updated in the process

Approvals:

- Prepared by: QA Team
- Reviewed and Approved by: QA Lead/Project Manager

Phase 7 — Release Document Preparation

Activities:

- Consolidate all tasks required for the release
- Consolidate respective DB scripts
- Verify task IDs / RDLC IDs / ticket numbers for each task going for release
- Check the availability of all required signoffs for tasks

Exception:

- If there is a release only for API/DB/UI/CSS updates – any one is mandatory, QA/Admin – mandatory
- Release Document should have either RDLC ID or Ticket ID

Approvals:

- Prepared by: Tech Lead/Developer
- Reviewed and Approved by: Project Manager, Tech lead can approve till Pre-Prod

Phase 8 — Build → Test → Deploy

Activities:

- Developers raise a release request to the Tech Lead or Project Manager
- Developers raise a ticket for DB script execution (approved by Tech Lead or Project Manager)
- Post-deployment, QA executes test scripts on planned test data
- Defects logged by QA are fixed by developers, redeployed, and retested
- Upon QA Lead approval, the build is released to UAT
- Final deployment happens after UAT sign-off by QA Lead and Product Owner (Client)

Approvals:

- Dev completion: Tech Lead, Project Manager
- QA sign-off: QA Lead
- UAT sign-off: QA Lead and Product Owner (Client) / Project Manager

Governance & Version Control

Each artifact (BRD, Design, LLD, Test Plan) should include:

- Version number
- Change history log
- Review comments
- Approval signatures and dates

Project History Document

- When the client provides sign-off through email, maintain a dedicated section in the RDLC to store and reference all sign-off evidence — including emails, screenshots, and MOMs (Minutes of Meeting).
- This ensures that all project-related approvals and confirmations are kept in one place and can be easily reviewed whenever required.

Handling Small Changes Post-Release

- Collect new requirements from stakeholders
- Either update the existing BRD with an enhancement or create a new ticket/task with approval from the Project Manager
- Upload related emails and MOMs into the Project History Document for traceability

Requirement Document Life Cycle (RDLC)

This table outlines each phase of the RDLC, its purpose, key activities/artifacts, and approval responsibilities. Reference RDLC: RDLC - REV0036/HRMS DAILY STANDUP REPORRDLC/535

S.No.	Name	Purpose	Key Activities / Artifacts	Approvals
1	Business Requirement Definition (BRD)	Capture what the business needs	<ul style="list-style-type: none"> - Collect requirements - Document scope, objectives, features, timelines 	<ul style="list-style-type: none"> - Prepared by: Business Analyst/ Developer/ Lead /Project Manager (Panuganti Naresh Kumar) - Reviewed and Approved by: Project Manager / Business Head / Product Owner (Client) / Respective Leads (Madhavi Mulkala) - Presented and Groomed to: Tech Team, QA team, UI/UX team
2	High-Level Design (HLD)	Translate business requirements into system architecture	<ul style="list-style-type: none"> - UI wireframes - Architecture diagrams - Module identification 	<ul style="list-style-type: none"> - Prepared by: UI/UX Designer (N/A) - Reviewed and Approved by: UI/UX Lead, Project Manager, Product Owner (Client) (N/A) - Presented and Groomed to: Tech Lead, QA Lead/QA Team (N/A)
3	Database Architecture	Define how the database will be designed	<ul style="list-style-type: none"> - Schema definition - Indexing strategy 	<ul style="list-style-type: none"> - Prepared by: Database Developer (Gade Sindhu) - Reviewed and Approved by: Tech Lead, Tech Manager, Developer involved for that project (Gade Sindhu)
4	Low-Level Design (LLD) – API	Define how each backend component will be built	<ul style="list-style-type: none"> - API endpoints - Request/response (success/failure) - Validations & pseudo code 	<ul style="list-style-type: none"> - Prepared by: Backend/API Developers (Akhila Routhu) - Reviewed and Approved by: Tech Lead, Tech Manager (Madhavi Mulkala)
5	Low-Level Design (LLD) – UI	Define how each UI component will be built	<ul style="list-style-type: none"> - Screen logic - Field validations - Functions / pseudo code 	<ul style="list-style-type: none"> - Prepared by: UI Developers (Praveen Kumar Vannala) - Reviewed & Approved by: Tech Lead, Tech Manager (Not available)

6	Test Planning	Define how to verify the solution	<ul style="list-style-type: none"> - Test cases - Test data - Automation scripts 	<ul style="list-style-type: none"> - Prepared by: QA Team (Ipsita Mandal) - Reviewed and Approved by: QA Lead/Project Manager (Devi Gudisena – Approval Pending)
7	Release Document Preparation	Prepare for release	<ul style="list-style-type: none"> - Consolidate tasks - DB scripts - Verify sign-offs 	<ul style="list-style-type: none"> Release Id: REV0036/RLSDOC/52 - Prepared by: Tech Lead/Developer (Aniket Anil Ramteke) - Reviewed & Approved by: Project Manager, Tech lead can approve till Pre-Prod (Vinod Kumar Chinta)
8	Build → Test → Deploy	Final execution and delivery	<ul style="list-style-type: none"> - Build - Deploy - QA/UAT testing - Bug fixes & final release 	<ul style="list-style-type: none"> - Dev completion: Tech Lead, Project Manager (Aniket Anil Ramteke & Madhavi Mulkala) - QA sign-off: QA Lead (Devi Gudisena) - UAT sign-off: QA Lead and Product Owner (Client) / Project Manager (Devi Gudisena)

RELEASE PLAN

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