





Area/Category	Item ID	Description	Responsible Party	Start Date	End Date	Status	Priority	Impact	Dependencies	Notes
Data Security & Management	DS-001	Review and update data retention policies for all data processing activities.	Information Security Team	2024-01-15	2024-03-31	In Progress	High	Compliance	Legal, Privacy	Review of current policies and consultation with legal and compliance teams.
	DS-002	Implement data encryption for sensitive information stored in databases.	IT Operations	2024-02-01	2024-04-30	Not Started	High	Security	Encryption Solutions	Identify sensitive data and select appropriate encryption methods.
	DS-003	Conduct a data security audit to assess vulnerabilities in data processing systems.	External Audit Firm	2024-03-01	2024-05-31	Not Started	High	Security	Audit Firm	Engage external auditors for a comprehensive security assessment.
Data Privacy & Compliance	DP-001	Update privacy notices to reflect changes in data processing activities.	Legal & Compliance	2024-01-20	2024-03-31	In Progress	High	Compliance	Legal, Privacy	Review current notices and update to include new data processing purposes.
	DP-002	Implement a data subject access request (DSAR) process.	IT Support	2024-02-15	2024-06-30	Not Started	High	Compliance	Legal, Privacy	Develop a clear process for handling DSARs and train staff.
	DP-003	Conduct a data protection impact assessment (DPIA) for a new data processing activity.	Legal & Compliance	2024-03-01	2024-05-31	Not Started	High	Compliance	Legal, Privacy	Identify risks to individuals' rights and privacy from the proposed activity.
Data Quality & Governance	DQ-001	Establish data quality metrics and monitoring tools.	IT Operations	2024-01-10	2024-04-30	In Progress	Medium	Operational	IT Operations	Define key quality indicators and implement monitoring dashboards.
	DQ-002	Implement data governance policies and procedures.	Business Units	2024-02-01	2024-07-31	Not Started	Medium	Operational	Business Units	Engage business units to define data ownership and stewardship roles.
	DQ-003	Conduct a data lineage analysis to track data flow across systems.	IT Operations	2024-03-15	2024-06-30	Not Started	Medium	Operational	IT Operations	Map data sources, flows, and transformations across the organization.
Data Analytics & Reporting	DA-001	Develop a dashboard for key performance indicators (KPIs).	Business Intelligence	2024-01-25	2024-04-30	In Progress	Medium	Operational	Business Intelligence	Identify key metrics and design the dashboard layout.
	DA-002	Implement a data warehouse for historical data storage.	IT Operations	2024-02-10	2024-08-31	Not Started	High	Operational	IT Operations	Design and build a scalable data warehouse architecture.
	DA-003	Conduct a data analysis to identify trends in customer behavior.	Business Intelligence	2024-03-01	2024-05-31	Not Started	Medium	Operational	Business Intelligence	Use analytics tools to explore customer data for insights.
Data Integration & Migration	DI-001	Integrate data from multiple sources into a central data lake.	IT Operations	2024-01-15	2024-06-30	In Progress	High	Operational	IT Operations	Design a data lake architecture and implement integration pipelines.
	DI-002	Migrate legacy data from an old system to a new system.	IT Operations	2024-02-01	2024-05-31	Not Started	High	Operational	IT Operations	Plan the migration process, including data mapping and testing.
	DI-003	Implement a data synchronization process between two systems.	IT Operations	2024-03-10	2024-06-30	Not Started	Medium	Operational	IT Operations	Develop and test a synchronization script or tool.
Data Archiving & Backup	DArch-001	Implement a data archiving strategy for long-term storage.	IT Operations	2024-01-20	2024-04-30	In Progress	Medium	Operational	IT Operations	Identify data to be archived and select appropriate storage solutions.
	DArch-002	Test data backup and recovery procedures.	IT Operations	2024-02-15	2024-05-31	Not Started	High	Operational	IT Operations	Perform regular backup tests to ensure data can be restored.
	DArch-003	Conduct a disaster recovery drill for data restoration.	IT Operations	2024-03-01	2024-06-30	Not Started	High	Operational	IT Operations	Simulate a disaster scenario and practice restoring data from backups.
Data Security & Management	DS-004	Review and update data retention policies for all data processing activities.	Information Security Team	2024-01-15	2024-03-31	In Progress	High	Compliance	Legal, Privacy	Review of current policies and consultation with legal and compliance teams.
	DS-005	Implement data encryption for sensitive information stored in databases.	IT Operations	2024-02-01	2024-04-30	Not Started	High	Security	Encryption Solutions	Identify sensitive data and select appropriate encryption methods.
	DS-006	Conduct a data security audit to assess vulnerabilities in data processing systems.	External Audit Firm	2024-03-01	2024-05-31	Not Started	High	Security	Audit Firm	Engage external auditors for a comprehensive security assessment.
Data Privacy & Compliance	DP-004	Update privacy notices to reflect changes in data processing activities.	Legal & Compliance	2024-01-20	2024-03-31	In Progress	High	Compliance	Legal, Privacy	Review current notices and update to include new data processing purposes.
	DP-005	Implement a data subject access request (DSAR) process.	IT Support	2024-02-15	2024-06-30	Not Started	High	Compliance	Legal, Privacy	Develop a clear process for handling DSARs and train staff.
	DP-006	Conduct a data protection impact assessment (DPIA) for a new data processing activity.	Legal & Compliance	2024-03-01	2024-05-31	Not Started	High	Compliance	Legal, Privacy	Identify risks to individuals' rights and privacy from the proposed activity.
Data Quality & Governance	DQ-004	Establish data quality metrics and monitoring tools.	IT Operations	2024-01-10	2024-04-30	In Progress	Medium	Operational	IT Operations	Define key quality indicators and implement monitoring dashboards.
	DQ-005	Implement data governance policies and procedures.	Business Units	2024-02-01	2024-07-31	Not Started	Medium	Operational	Business Units	Engage business units to define data ownership and stewardship roles.
	DQ-006	Conduct a data lineage analysis to track data flow across systems.	IT Operations	2024-03-15	2024-06-30	Not Started	Medium	Operational	IT Operations	Map data sources, flows, and transformations across the organization.
Data Analytics & Reporting	DA-004	Develop a dashboard for key performance indicators (KPIs).	Business Intelligence	2024-01-25	2024-04-30	In Progress	Medium	Operational	Business Intelligence	Identify key metrics and design the dashboard layout.
	DA-005	Implement a data warehouse for historical data storage.	IT Operations	2024-02-10	2024-08-31	Not Started	High	Operational	IT Operations	Design and build a scalable data warehouse architecture.
	DA-006	Conduct a data analysis to identify trends in customer behavior.	Business Intelligence	2024-03-01	2024-05-31	Not Started	Medium	Operational	Business Intelligence	Use analytics tools to explore customer data for insights.
Data Integration & Migration	DI-004	Integrate data from multiple sources into a central data lake.	IT Operations	2024-01-15	2024-06-30	In Progress	High	Operational	IT Operations	Design a data lake architecture and implement integration pipelines.
	DI-005	Migrate legacy data from an old system to a new system.	IT Operations	2024-02-01	2024-05-31	Not Started	High	Operational	IT Operations	Plan the migration process, including data mapping and testing.
	DI-006	Implement a data synchronization process between two systems.	IT Operations	2024-03-10	2024-06-30	Not Started	Medium	Operational	IT Operations	Develop and test a synchronization script or tool.
Data Archiving & Backup	DArch-004	Implement a data archiving strategy for long-term storage.	IT Operations	2024-01-20	2024-04-30	In Progress	Medium	Operational	IT Operations	Identify data to be archived and select appropriate storage solutions.
	DArch-005	Test data backup and recovery procedures.	IT Operations	2024-02-15	2024-05-31	Not Started	High	Operational	IT Operations	Perform regular backup tests to ensure data can be restored.
	DArch-006	Conduct a disaster recovery drill for data restoration.	IT Operations	2024-03-01	2024-06-30	Not Started	High	Operational	IT Operations	Simulate a disaster scenario and practice restoring data from backups.











Business Unit	Product Line	Item Description	Material Description	Material Code	Material Type	Material Unit	Material Quantity	Material Weight	Material Volume	Material Value	Material Status	Material Location	Material Date	Material Source	Material Supplier	Material Lead Time	Material Inventory	Material Cost	Material Price	Material Margin	Material Profit	Material Loss	Material Gain	Material Total
Business Unit 1	Product Line 1	Item Description 1	Material Description 1	Material Code 1	Material Type 1	Material Unit 1	Material Quantity 1	Material Weight 1	Material Volume 1	Material Value 1	Material Status 1	Material Location 1	Material Date 1	Material Supplier 1	Material Lead Time 1	Material Inventory 1	Material Cost 1	Material Price 1	Material Margin 1	Material Profit 1	Material Loss 1	Material Gain 1	Material Total 1	
Business Unit 2	Product Line 2	Item Description 2	Material Description 2	Material Code 2	Material Type 2	Material Unit 2	Material Quantity 2	Material Weight 2	Material Volume 2	Material Value 2	Material Status 2	Material Location 2	Material Date 2	Material Supplier 2	Material Lead Time 2	Material Inventory 2	Material Cost 2	Material Price 2	Material Margin 2	Material Profit 2	Material Loss 2	Material Gain 2	Material Total 2	
Business Unit 3	Product Line 3	Item Description 3	Material Description 3	Material Code 3	Material Type 3	Material Unit 3	Material Quantity 3	Material Weight 3	Material Volume 3	Material Value 3	Material Status 3	Material Location 3	Material Date 3	Material Supplier 3	Material Lead Time 3	Material Inventory 3	Material Cost 3	Material Price 3	Material Margin 3	Material Profit 3	Material Loss 3	Material Gain 3	Material Total 3	
Business Unit 4	Product Line 4	Item Description 4	Material Description 4	Material Code 4	Material Type 4	Material Unit 4	Material Quantity 4	Material Weight 4	Material Volume 4	Material Value 4	Material Status 4	Material Location 4	Material Date 4	Material Supplier 4	Material Lead Time 4	Material Inventory 4	Material Cost 4	Material Price 4	Material Margin 4	Material Profit 4	Material Loss 4	Material Gain 4	Material Total 4	
Business Unit 5	Product Line 5	Item Description 5	Material Description 5	Material Code 5	Material Type 5	Material Unit 5	Material Quantity 5	Material Weight 5	Material Volume 5	Material Value 5	Material Status 5	Material Location 5	Material Date 5	Material Supplier 5	Material Lead Time 5	Material Inventory 5	Material Cost 5	Material Price 5	Material Margin 5	Material Profit 5	Material Loss 5	Material Gain 5	Material Total 5	
Business Unit 6	Product Line 6	Item Description 6	Material Description 6	Material Code 6	Material Type 6	Material Unit 6	Material Quantity 6	Material Weight 6	Material Volume 6	Material Value 6	Material Status 6	Material Location 6	Material Date 6	Material Supplier 6	Material Lead Time 6	Material Inventory 6	Material Cost 6	Material Price 6	Material Margin 6	Material Profit 6	Material Loss 6	Material Gain 6	Material Total 6	
Business Unit 7	Product Line 7	Item Description 7	Material Description 7	Material Code 7	Material Type 7	Material Unit 7	Material Quantity 7	Material Weight 7	Material Volume 7	Material Value 7	Material Status 7	Material Location 7	Material Date 7	Material Supplier 7	Material Lead Time 7	Material Inventory 7	Material Cost 7	Material Price 7	Material Margin 7	Material Profit 7	Material Loss 7	Material Gain 7	Material Total 7	
Business Unit 8	Product Line 8	Item Description 8	Material Description 8	Material Code 8	Material Type 8	Material Unit 8	Material Quantity 8	Material Weight 8	Material Volume 8	Material Value 8	Material Status 8	Material Location 8	Material Date 8	Material Supplier 8	Material Lead Time 8	Material Inventory 8	Material Cost 8	Material Price 8	Material Margin 8	Material Profit 8	Material Loss 8	Material Gain 8	Material Total 8	
Business Unit 9	Product Line 9	Item Description 9	Material Description 9	Material Code 9	Material Type 9	Material Unit 9	Material Quantity 9	Material Weight 9	Material Volume 9	Material Value 9	Material Status 9	Material Location 9	Material Date 9	Material Supplier 9	Material Lead Time 9	Material Inventory 9	Material Cost 9	Material Price 9	Material Margin 9	Material Profit 9	Material Loss 9	Material Gain 9	Material Total 9	
Business Unit 10	Product Line 10	Item Description 10	Material Description 10	Material Code 10	Material Type 10	Material Unit 10	Material Quantity 10	Material Weight 10	Material Volume 10	Material Value 10	Material Status 10	Material Location 10	Material Date 10	Material Supplier 10	Material Lead Time 10	Material Inventory 10	Material Cost 10	Material Price 10	Material Margin 10	Material Profit 10	Material Loss 10	Material Gain 10	Material Total 10	



System/Component	Requirement	Requirement ID	Requirement Description	Priority	Category	Phase	Start Date	End Date	Responsible	Status	Notes	Dependencies	Test Case ID	Test Case Description	Test Case Status	Test Case Date	Test Case Author	Test Case Reviewer	Test Case Approved
System Requirements	The system shall support the following requirements: [Detailed list of requirements]	SR-001	The system shall support the following requirements: [Detailed list of requirements]	High	Functional	Analysis	2023-01-01	2023-03-31	John Doe	Complete	SR-001	SR-002, SR-003, SR-004	TC-001	Verify that the system supports the following requirements: [Detailed list of requirements]	Pass	2023-04-15	John Doe	John Doe	Approved
		SR-002	The system shall support the following requirements: [Detailed list of requirements]	High	Functional	Design	2023-04-01	2023-06-30	Jane Smith	In Progress	SR-002	SR-001, SR-003, SR-004	TC-002	Verify that the system supports the following requirements: [Detailed list of requirements]	Fail	2023-06-15	Jane Smith	John Doe	Not Approved
Software Requirements	The software shall support the following requirements: [Detailed list of requirements]	SR-003	The software shall support the following requirements: [Detailed list of requirements]	Medium	Performance	Testing	2023-07-01	2023-09-30	Mike Johnson	Complete	SR-003	SR-001, SR-002, SR-004	TC-003	Verify that the software supports the following requirements: [Detailed list of requirements]	Pass	2023-09-15	Mike Johnson	John Doe	Approved
		SR-004	The software shall support the following requirements: [Detailed list of requirements]	Medium	Performance	Deployment	2023-10-01	2023-12-31	Alice Brown	Complete	SR-004	SR-001, SR-002, SR-003	TC-004	Verify that the software supports the following requirements: [Detailed list of requirements]	Pass	2023-12-15	Alice Brown	John Doe	Approved
Hardware Requirements	The hardware shall support the following requirements: [Detailed list of requirements]	SR-005	The hardware shall support the following requirements: [Detailed list of requirements]	Low	Hardware	Procurement	2023-11-01	2024-01-31	Bob White	In Progress	SR-005	SR-001, SR-002, SR-003, SR-004	TC-005	Verify that the hardware supports the following requirements: [Detailed list of requirements]	Fail	2024-01-15	Bob White	John Doe	Not Approved
		SR-006	The hardware shall support the following requirements: [Detailed list of requirements]	Low	Hardware	Installation	2024-02-01	2024-03-31	Charlie Green	Complete	SR-006	SR-001, SR-002, SR-003, SR-004, SR-005	TC-006	Verify that the hardware supports the following requirements: [Detailed list of requirements]	Pass	2024-03-15	Charlie Green	John Doe	Approved
Integration Requirements	The system shall integrate with the following systems: [Detailed list of requirements]	SR-007	The system shall integrate with the following systems: [Detailed list of requirements]	High	Integration	Integration	2024-04-01	2024-06-30	Diana Prince	In Progress	SR-007	SR-001, SR-002, SR-003, SR-004, SR-005, SR-006	TC-007	Verify that the system integrates with the following systems: [Detailed list of requirements]	Fail	2024-06-15	Diana Prince	John Doe	Not Approved
		SR-008	The system shall integrate with the following systems: [Detailed list of requirements]	High	Integration	Testing	2024-07-01	2024-09-30	Eve Black	Complete	SR-008	SR-001, SR-002, SR-003, SR-004, SR-005, SR-006, SR-007	TC-008	Verify that the system integrates with the following systems: [Detailed list of requirements]	Pass	2024-09-15	Eve Black	John Doe	Approved
Security Requirements	The system shall meet the following security requirements: [Detailed list of requirements]	SR-009	The system shall meet the following security requirements: [Detailed list of requirements]	Critical	Security	Security	2024-10-01	2024-12-31	Frank Blue	In Progress	SR-009	SR-001, SR-002, SR-003, SR-004, SR-005, SR-006, SR-007, SR-008	TC-009	Verify that the system meets the following security requirements: [Detailed list of requirements]	Fail	2024-12-15	Frank Blue	John Doe	Not Approved
		SR-010	The system shall meet the following security requirements: [Detailed list of requirements]	Critical	Security	Deployment	2025-01-01	2025-03-31	Grace Yellow	Complete	SR-010	SR-001, SR-002, SR-003, SR-004, SR-005, SR-006, SR-007, SR-008, SR-009	TC-010	Verify that the system meets the following security requirements: [Detailed list of requirements]	Pass	2025-03-15	Grace Yellow	John Doe	Approved