Gambill Data Project Requirements Template

From Business Pain to Technical Execution

How to use: Fill in the fields below before build work starts. Delete example text as needed.

Part 1: Business Context (The "Why")

Most projects fail here. If we don't know the pain, we can't measure the cure.

Problem Statement (e.g., "Marketing spend is inefficient because we lack cross-channel attribution.")

Target Business Outcome (e.g., "Reduce CPA by 15% via automated dashboarding.")

Executive Sponsor (Who holds the budget? Who breaks ties?)

Primary Data Consumers (Who actually logs in? e.g., Data Scientists, C-Suite, Analysts.)

Part 2: Data Scope & Architecture (The "What")

Be aggressively specific here to protect your margins.

Source Systems (List specific APIs, databases, flat files. "All ERP data" is not a requirement; "Tables X, Y, and Z from SAP" is.)

Data Frequency

☐ Real-time (< 5 mins)

☐ Hourly

☐ Daily Batch

Gambill Note: Real-time architecture increases complexity and cost by ~3x. Verify necessity.

Historical Data Needs (e.g., "We need 5 years of history migrated," or "Start fresh from Day 1.")

Target Platform (Default: Databricks Lakehouse / Microsoft Fabric)

Part 3: Governance & Quality (The "Trust")

This is the Gambill differentiator. We build assets, not liabilities.

Data Quality "Must-Haves" (e.g., "Transaction IDs must be unique," "Email fields cannot be null.")

Regulatory Requirements (GDPR, CCPA, HIPAA, SOX.)

Sensitivity Level

☐ Public
☐ Internal Only
☐ PII / Confidential (Requires column-level encryption/masking)

Access Control (Who is explicitly banned from seeing this data?)

Part 4: Definition of "Done"

Ambiguity kills projects. Define the finish line.

Acceptance Criteria

☐ Pipeline runs successfully for 7 consecutive days without failure.

☐ Data reconciles with Source System within 0.01% variance.

☐ Documentation (lineage & data dictionary) is signed off by CDO.

Out of Scope (Crucial. e.g., "Building the Power BI dashboard is out of scope; we are delivering the Gold table only.")