



**Your Company Name**

# **Developer Knowledge Transfer Report**

Date

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## Revision History

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Date	Version	Author	Change

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The Developer Knowledge Transfer Report provides a vehicle for conveying details about a system or application for production support developers. This document will provide the support for developers by transferring knowledge for the application from the initial development people to new developers with precise data about the project development.

*Note: Text displayed in blue italics is included to provide guidance to the author and should be deleted before publishing the document. In any table, select and delete any blue line text; then click Home→Styles and select “Table Text” to restore the cells to the default value.*

## 1 Purpose

The purpose of this document is to ensure that the developer is prepared and equipped with the knowledge necessary to successfully support and maintain the application in an efficient and timely manner.

- **Section 2, Key Personnel**, identifies the business users, subject matter experts and developers who contributed to the application.
- **Section 3, Technical Knowledge**, identifies the programming, database, and reporting skills necessary for a developer to be successful in supporting and maintaining the application.
- **Section 4, Business Knowledge**, identifies the client business processes that relate to the application.
- **Section 5, Application Knowledge**, details technical design information specific the application
- **Section 6, Application Environment**, details the network environment for the application.

### 1.1 Scope

This Knowledge Transfer Report is a living document and will be updated whenever functionality is added, changed, enhanced or removed from the application.

### 1.2 Terminology

The table below defines terms and acronyms that are necessary in understanding the application.

Term	Definition



### 1.3 References

The documents identified in the table below were all created and maintained to provide requirements and design guidance for the development team.

Document	Software Version	Document Revision	Effective Date	Location / Path
<i>Business Requirements</i>	<i>2.00</i>			
<i>Functional Requirements</i>	<i>3.24</i>			
<i>Software Architecture Document</i>	<i>5.10</i>			
<i>Technical Requirements</i>	<i>2.34</i>			
<i>Detail Design</i>	<i>3.21</i>			
<i>Coding Standards</i>	<i>5.60</i>			

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## 2 Key Personnel

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The key users, subject matter experts and developers who actively participated in the application development are identified in the table below.

### 2.1 Business Users

The table below contains a list of the key business users of the application.

Name/ Title	Role	Phone	Email Address

### 2.2 Subject Matter Experts (SMEs)

The table below lists the subject matter experts with the developer can consult.

Name/ Title	Role	Phone	Email Address



**2.3 Developers**

The table below lists all developers who have participated in the project.

Name/ Title	Role	Source	Phone	Email Address

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### 3 Technical Knowledge

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*This section describes what software architecture is for the current system, and how it is represented. Of the Use-Case, Logical, Process, Deployment, and Implementation Views, it enumerates the views that are necessary, and for each view, explains what types of model elements it contains.*

**Example:**

*The accounting system forwards three file types to an FTP folder on the web host that are saved below the web root in the /Accounting folder. The three file types are items, photos and updates to the Country Table that are transmitted as both CSV and XLS files.*

*A CRON job is run every 3 minutes checking on the presence of any new files, by comparing the date of the file with the file modification date and time with any versions that were saved in previous transmissions. If the new file is a later date, then it is a new file. If the file is null or less than 2 items, the file is not saved. Any new valid file is automatically saved as an XLS file in the /Accounting/Backup folder and retained for 7 days.*

**Main Loop - Items**

*The custom PHP script loops through all products in the AccountMate data looking for existing matching items (example: Part-78543.jpg) in the WordPress/CMS. If there are changes to existing fields, the modified WordPress entries are saved. If the item number is not present in the WordPress/CMS, the record is set to draft mode.*

*The PHP script examines the fields in the record for special characters (such as a “%” sign), and converts those characters to valid characters. It next assigns the product category and product line, if they exist, to the appropriate entry.*

*Every 4 hours, a CRON job is run to check for new entries in the Report Array. The job gathers all product categories, product lines and products, and updates to pages, that are in draft mode. It highlights which sections have changed.*

*The process for updates to the product category and products lines is different. The script has a hook that checks on all fields that were submitted. It notes that there are differences, and determines which fields should be edited.*

*An email is transmitted to management containing only item changes. The email contains a link to the draft mode page that is affected by the change. Accounting personnel then access and analyze each change and either approve the change by clicking on the “Publish” button.*

*If the Publish button is selected, draft changes are updated in the CMS, the draft version deleted, and the cache cleared for that page.*

**Cleanup Loop – Items**

*A search comparison is compiled that finds any items that still exist in WordPress, but are no longer in the AccountMate data (example: a product is removed from the Accounting system). These items are moved to a Trash status and are no longer visible on the website.*





### 3.1 Core Languages

List the base language in which the application was developed, including the language version, if relevant.

Language	Major Functions
<i>Vb.net</i>	

### 3.2 Dependent Languages

List the functions the application uses with which the developer must be familiar.

Language	Major Functions
<i>Python</i>	
<i>Java</i>	

### 3.3 Reporting Tools

List the features with which the developer must be familiar.

Tool Name	Purpose / Description
<i>ActiveReports</i>	
<i>BusinessObjects</i>	



### 3.4 Databases

The table below lists the database and features with which the developer should be familiar.

Database	Version	Major Features
<i>SQL Server</i>	<i>2014</i>	
<i>Oracle</i>	<i>12c</i>	

### 3.5 Operating Systems

The table below identifies the supported operating systems with which the application interacts.

Database	Version	Major Features
<i>UNIX</i>	<i>11.0</i>	
<i>LINUX</i>	<i>X11</i>	



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## **4 Business Knowledge**

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This section lists the critical client business processes that must be detailed in order to gain a full understanding of the client's business needs.

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## **5 Application Knowledge**

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This section identifies the application level functions and then proceeds to identify the actual code and parameters that are related to the application level.

### **5.1 Application Level Function**

The table below lists the functions from an application level and how each one relates to the business level, including each function/page/class that supports each function, and any parameters that are passed to which files/databases with that information.

<b>Function</b>	<b>Function/Pages/Classes</b>	<b>Parameters That Are Passed</b>

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## **6 Application Environment**

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This section defines the application environment, Server and Client.

### **6.1 Flows / Diagrams**

The flows and pertinent diagrams define the application's flow through the network.

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## 6.2 Server Side Application Components

In the table below, list each server side application and how it interacts with each client component.

Server Side Application Component	Interactions

## 6.3 Client Side Application Components

In the table below, list each client side application and how it interacts with each client component.

Client Side Application Component	Interactions

## 6.4 Users – Network Environment

In the table below, list the permissions, directories and shares.

Permissions	Directories	Shares