# ARDC SeRP Project

**Requirements Template for Setting Up A New Project Environment**

**Version 1.0**

| **Purpose:** The purpose of this document is to provide a framework to ARDC SeRP project collaboration partners to capture requirements from Data Custodians when setting up new projects on SeRP.  **Intended Audience:** ARDC SeRP Collaboration Partners |
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| **Project Details** | |
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| Title of the Project: |  |
| Summary of the Project: |  |
| Objectives of the Project: |  |
| Number of study/datasets |  |
| Number of sites |  |
| Proposed folder structure for Project |  |
| Details of relevant compliance/regulations to be met (including funding bodies, partners, participants, etc): |  |
| Details of external collaborating organisations and their key contacts: |  |
| Does the Project hold identifiable or re-identifiable sensitive data? |  |
| Number of expected Users |  |
| Number of expected concurrent Users |  |
| Number of expected Virtual Machines |  |
| Analysis applications required: |  |
| Would you require the packages for the analysis applications to be updated automatically from external publishers? |  |
| Storage Requirement: |  |
| Please indicate your plans for publishing the results of the project: |  |
| Comments including if you require features such as linkage. |  |
| Data Custodian Information  Name  Title  Organisation  Additional Lead/Data Manager Information |  |

| **Hardware requirements** | |
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| *Please review the* [*ARDC Platforms Storage and Compute requirements survey*](https://docs.google.com/spreadsheets/d/18Aq74ZtOhemw1sYrzC_Liy6VGxjaW8xh20FXNlVWbUM/edit#gid=0) *and provide any additional or updated information her*e.   * [Additional/updated hardware requirements]   Please review the [Soft](https://docs.google.com/document/d/1k80ZDENnCE_XAUkPRz2Dn0QITyvKSB-5/edit?usp=sharing&ouid=115801617236907245639&rtpof=true&sd=true) and [Hard](https://docs.google.com/document/d/1_rppqY3eoKha-Gdd7ZcSPez0tUeg_nGF/edit?usp=sharing&ouid=115801617236907245639&rtpof=true&sd=true) tenancy implementation plan for detailed infrastructure information. | |

| **Functional Requirements** | |
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| **User Roles**  *The following users have been identified to carry out the functions when using SeRP. Please list any additional user roles or add specific information relevant to your organisation.*   | **User** | **Description** | | --- | --- | | Sub-Licensee Manager | As the designated staff member at the partner organisation, the Sub-Licensee Manager is the primary contact for Monash University on projects and plays a key role in supporting the Data Custodian and End User. See Glossary. | | Data Custodian | Designated data owner of a specified project, set of sub-projects or dataset. Responsible for approving data access and data management. | | End User | The ultimate individual end users of Monash SeRP | | Monash SeRP Administrator | Monash staff member(s) who liaise with the Sub-Licensee manager to help set up projects and user accounts and provide support. |   **User stories**  *ARDC SeRP functionality is captured as user stories.* *Please review the User Stories document to view a list of standard Monash SeRP functionality and processes.*  [*<LINK>*](https://docs.google.com/spreadsheets/d/114X5wm97PiF5AHTTWTHumgadsqd90qjM9OfTmr8jH0M/edit#gid=0)  *Please add any additional information or user requirements here. Use the table below as a guide.*   | **As a...**  **(type of user)** | **I want…**  **(to perform a task or have the functionality)** | **So that I can…**  **(achieve a goal)** | **Priority**  **(Must have/Nice to Have)** | | --- | --- | --- | --- | |  |  |  |  | |  |  |  |  | | |