

HIGH LEVEL REQUIREMENT LIST DOCUMENT

Project Mandate

The aim your project is to modernise Tritex's career portal to match up with the current trends in Project management and business analysis, make it more current with the latest features in the market, relevant for our administrative staff. This will be in line with making the interface and interaction of users to be seamless.

Methodology: Wagile
Timeline: - 8 weeks (No tolerance)
Budget: - £40,000

Requirement ID: HLR 001

Name: Manage User Registration

Business Problem: There is no current process on the portal to ensure end users registration is accurately managed.

Description: This allows users gain access to the portal, i.e. How End users are registered onto the portal with different registration methods.

Goal: : To enable the admin manage Registration and Login of End Users on the site.

Assumptions: The Admin has access to the portal and sole autonomy of information provided by users that are captured on their account.

Benefit: To ensure users registration details are accurate, safe and secured.

Priority: Must Have

Dependencies: Admin has access to the portal.

Risks: Poor performance of the portal and possible cyber threat while gaining access into the website.

Issues: N/A

User Types: Admin

Requirement ID: HLR 002

Name: User Verification

Business Problem: The admin is unable to differentiate between real and fake users, therefore leading to poor user experience

Description: This function allows for the validation of end-users to avoid unauthorised user access. Eg OTP and Email Confirmation

Goal: To ensure end-users details are safe/secured

Assumptions: Admin has validated end user details

Benefit: Secured end users details

Priority: Must Have

Dependencies: Admin is fully registered on the portal

Risks: Cyber Threat

Issues: N/A

User Types: Admin

Requirement ID: HLR 003

Name: Communication

Business Problem: Lack of communication and interaction between admin and end- users on the platform

Description: This function permits communication across various channels such as emails, telephone etc.

Goal: To ease communication amongst users

Assumptions: A communication link has been created

Benefit: This will increase interaction between the admin and end-users

Priority: Must Have

Dependencies: if admin has access to the portal

Risks: Queries might not be resolved

Issues: N/A

User Types: Admin

Requirement ID: HLR 004

Name: Automated push notification

Business Problem: There is currently no process in place to for admin to get notified of activities as they manually find out latest updates on end users activities which could result to delayed response.

Description: This function allows admin to get notifications on various activities of end- users such as vacancies posted by recruiters and shortlisted candidates.

Goal: This enables admin to get notified of preferred job roles, titles and location that recruiters have posted and also candidates preferences.

Assumptions: The admin has activated their notification button.

Benefit: Admin will be notified of activities of in the portal.

Priority: Must Have

Dependencies: Admin notification button has been activated.

Risks: There might be Delay in response or no response at all.

Issues: N/A

User Types: Admin

Requirement ID: HLR 005

Name: Portal Filtering

Business Problem: Admin is unable to sort out information to search preference. There is a need for admin to be able to search end user's specific criteria to easily locate desired information.

Description: This function enhances data filtration and promotes easy access for admin via a dropdown option which states the job title, location, industry, candidates and recruiters

Goal: This will enable Admin sort out information into categories according to search preferences.

Assumptions: The portal has filtration features

Benefit: Admin would be able to easily search and categorise information

Priority: Must have

Dependencies: if the portal has a filtering functionality

Risks: Likelihood of technical failure

Issues: N/A

User Types: Admin

Requirement ID: HLR 006

Name: User Feedback

Business Problem: There is no current feature on the portal to ascertain end-users experience on the portal by the admin

Description: This allows admin to view and understand end users experiences with the features on the portal.

Goal: This allows Admin to understand and monitor ratings and feedbacks for improvement.

Assumptions: The rating function is active

Benefit: This will drive traffic and increase revenue for Tritex Consulting

Priority: Must have

Dependencies: The Rating feature is functional

Risks: Possibility of losing out on areas of improvements if feedback are not properly managed by admin.

Issues: N/A

User Types: Admin

Requirement ID: HLR 007

Name: Control Access

Business Problem: There are insufficient features to enable the admin to manage and control end users activities and information on the portal.

Description: This function controls admin access to information and resources.

Goal: This will improve seamless interaction between admin and end-users.

Assumptions: The admin has access to the portal.

Benefit: This will ensure admin oversees and controls activities of end-users on the portal.

Priority: Must Have

Dependencies: The admin is Logged in.

Risks: System Crash

Issues: N/A

User Types: Admin

Requirement ID: HLR 008

Name: Web Chat

Business Problem: There is no automated feature for the admin to respond to end users queries during office hours.

Description: This allows the admin to have seamless interactions with end user.

Goal: Upsurge engagement between Admin and end users

Assumptions: Assuming the URL is automated and provides response to enquiry.

Benefit: This will enable the admin to respond to end-user queries within a specified time frame.

Priority: Must Have

Dependencies: Depends on users willingness to utilise the web chat.

Risks: Less security and privacy.

Issues: N/A

User Types: Admin

Functional Requirement						
FR ID	Req Name	Requirement Description	Rationale (Why)	Priority	Source (Person)	Parent
FR01	Manage User Registration	This allows users gain access to the portal, i.e. How End users are registered onto the portal with different registration methods.	To enable the admin manage Registration and Login of End Users on the Site	Must have	Sponsor	Admin
FR02	User Verification	This function allows for the validation of end-users to avoid unauthorised user access Eg OTP and Email Confirmation.	To ensure end-users details are safe and secure.	Must have	Sponsor	Admin
FR03	Communication	This function permits communication across various channels such as emails, telephone etc.	To ease communication amongst users	Must have	Sponsor	Admin
FR04	Automated push notification	This function allows admin to get notifications on various activities of end- users such as vacancies posted by recruiters and shortlisted candidates.	This enables admin to get notified of preferred job roles, titles and location that recruiters have posted and candidates preferences.	Must have	Sponsor	Admin
FR05	Portal Filtering	This allows for Admin to sort information into categories according to search preferences.	This function enhances data filtration and promotes easy access for users via a dropdown option which states the job title, location, industry, style of work (hybrid, work from home) and even salary range.	Must have	Sponsor	Admin
FR06	Reset Password	This function allows users to reset password.	This enables users to secure data and secure access to the system.	Must have	Sponsor	Admin
FR07	User Feedback	This allows admin to view experiences on the portal	This allows Admin to understand and monitor ratings and feedbacks.	Must Have	Sponsor	Admin
FR08	Access Control	This function controls admin access to information and resources.	This allows Admin to have different levels of authorisation.	Must have	Sponsor	Admin
FR09	Webchat	This allows the admin to have seamless interactions with end user.	This will improve seamless interaction between admin and end-users.	Must have	Sponsor	Admin

Non-Functional Requirement

NFR ID	Req Name	Requirement Description	Rationale (Why)	Source (Person)	Priority	Parent
NFR01	Security	The platform would be secured and encrypted with minimum requirements so that it's protected from non-users, outside environment, cyber-attacks, fraudulent acts by ensuring only registered user have access to secured area with permission to gain access.	The platform and contents must be secured and protected from unexpected cyber attacks or disruption.	Sponsor	Must Have	Admin
NFR02	Scalability	The platform would be able to adapt itself to increased usage or able to handle more data without delay or freezing out by optimizing the way storage is done and accessed.	The platform should function dynamically in size and content as users increases.	Sponsor	Must Have	Admin
NFR03	Usability	User Friendly Interface and experience	This will encourage user experience/engagement	Sponsor	Must Have	Admin
NFR04	Accessibility	This allow users access information on the portal with ease at no cost	This will ensure users have seamless interaction	Sponsor	Must Have	Admin
NFR05	Adaptability	The website must be adaptive to all digital platform	This will ensure that the website is readily accessible across all portable devices like mobile phones and tablets	Sponsor	Must Have	Admin
NFR06	Availability	The Portal must be active at all times	Users can acces the portal 24/7	Sponsor	Must Have	Admin
NFR07	Cross Platform	The Portal will be available and funcnional on all platforms i.e. Windows, Mac, IOS, Android via a web Browser	It will be used on different platforms and operating systems as users access will	Sponsor	Must Have	Admin
NFR08	Speed of performance	The platform should have a fast processing time to enhance the admin and end users perform task with ease on the platform.	This will ensure the website performance at optimal capacity	Sponsor	Must Have	Admin
NFR09	Maintainability	The website should have the feature that allows for future upgrade plans, servicing, problem investigation and correction.	This will ensure website is up to date with latest software and any future problem are dealt with accordingly.	Sponsor	Must Have	Admin
NFR10	GDPR Compliance/ Data Protection	The portal must comply to the Data Protection Act	To ensure the personal data of Client are protected and compliant with EU legislation. The portal will retain all data, information, documentation for two or three years and data would be recoverable. Backup would be done in a protected server or cloud storage.	Sponsor	Must Have	Admin