

WorkspaceOps – High Level Requirements (HLR)

Add a short note in README:

“Entities are flat in MVP; relationships are a future extension.”

Scope: 30-day MVP only

Style: Requirement IDs, clear, testable, no tech stack

TENANT & WORKSPACE

HLR0001 – The system shall allow a user to sign up and create a tenant.

HLR0002 – The system shall automatically create a default workspace for a new tenant.

HLR0003 – A workspace shall act as a logical boundary for users, data, and operations.

USER & RBAC

HLR0004 – The system shall allow a workspace OWNER or ADMIN to invite users to the workspace.

HLR0005 – The system shall assign exactly one role per user per workspace.

HLR0006 – The system shall support the following workspace roles:

- OWNER
- ADMIN
- MEMBER
- VIEWER

HLR0007 – The system shall restrict actions based on the user’s role within a workspace.

ENTITY MANAGEMENT

HLR0008 – The system shall allow authorized users to create entities within a workspace.

HLR0009 – Each entity shall be assigned exactly one entity role:

- SELF
- CUSTOMER
- EMPLOYEE
- VENDOR

HLR0010 – Entities shall act as subjects on which documents and work items operate.

DOCUMENT CONFIGURATION

HLR0011 – The system shall allow workspace OWNER or ADMIN to define document types.

HLR0012 – A document type may optionally support structured metadata fields.

HLR0013 – A document type may optionally support expiry tracking.

DOCUMENT MANAGEMENT

HLR0014 – The system shall allow authorized users to upload documents to a workspace.

HLR0015 – Each document shall be associated with a document type.

HLR0016 – The system shall enforce required metadata fields during document upload when enabled.

HLR0017 – A document may optionally be linked to an entity.

HLR0018 – The system shall store documents externally and maintain metadata internally.

DOCUMENT EXPIRY

HLR0019 – The system shall calculate document expiry status when expiry tracking is enabled.

HLR0020 – The system shall identify documents as valid, expiring, or expired based on expiry date.

WORK ITEM (GENERALIZED COMPLIANCE)

HLR0021 – The system shall allow workspace OWNER or ADMIN to define work item types.

HLR0022 – The system shall allow authorized users to create work items.

HLR0023 – Each work item shall be associated with:

- one workspace
- one entity
- one work item type
- one owner

HLR0024 – Work items shall support the following lifecycle states:

- DRAFT
- ACTIVE
- COMPLETED

HLR0025 – Documents may optionally be linked to work items.

AUDIT LOGGING

HLR0026 – The system shall record audit logs for critical actions.

HLR0027 – Each audit log entry shall record:

- actor (user)
 - action performed
 - target type
 - timestamp
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OVERVIEW (NOT DASHBOARD)

HLR0028 – The system shall provide a workspace overview with aggregate counts only.

HLR0029 – The overview shall include counts for:

- entities
 - documents
 - work items
 - expiring documents
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 **EXPLICIT NON-REQUIREMENTS (IMPORTANT)**

HLR0030 – The system shall NOT include invoicing or payments in the MVP.

HLR0031 – The system shall NOT include SLA enforcement in the MVP.

HLR0032 – The system shall NOT include notifications or alerts in the MVP.

HLR0033 – The system shall NOT include custom role or permission configuration in the MVP.

HLR0034 – The system shall NOT include dashboards or analytics charts in the MVP.

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