Inside ZC Web Portal

1. Introduction

• Purpose of the Document: Outline the objective of this document, stating that it defines requirements for an internal web portal at Zewail City.

• Scope: Describe the scope, starting with the IT department’s needs and planning for expansion to other departments.

• Objectives: Highlight the primary goals, including establishing an information repository and a service interface in later phases.

• Definitions and Acronyms: Provide any definitions or acronyms that will be referenced.

2. Project Overview

• Background: Briefly describe the current state (functional external website) and the need for an internal portal.

• Stakeholders: List key stakeholders (IT Department, internal users, development team).

• Assumptions and Constraints: Mention any project assumptions, like expected integrations with current systems, or constraints, such as budget and timelines.

**3. Functional Requirements**

**• Information Repository Requirements: Define the types of information the repository will host (IT resources, FAQs, policies, etc.).**

**• Access Control and Permissions: Specify requirements for user roles and access levels (e.g., admin, IT staff, general staff).**

**• User Interface (UI) Requirements: Outline the essential UI features for ease of navigation and search functionality.**

**• Search Functionality: Describe search capabilities to locate resources quickly.**

• Departmental Expansion Capabilities: Plan for modularity to allow the integration of other departments later.

4. Non-Functional Requirements

• Performance Requirements: Set targets for load times, capacity, and expected user load.

• Security Requirements: Include security measures (e.g., data encryption, multi-factor authentication).

• Usability Requirements: Specify ease of use, aiming for minimal training for end-users.

• Scalability Requirements: Define how the system should scale as more departments are added.

• Compliance Requirements: Mention any compliance or regulatory standards relevant to internal data handling.

5. System Architecture Requirements

• Platform and Technology Stack: Define initial technology preferences or requirements for compatibility with existing infrastructure.

• Data Storage and Backup Requirements: Describe requirements for data storage and backups.

• Integration Requirements: Identify any existing systems or services the portal must integrate with (e.g., email, student information system).

• APIs and External Interfaces: Outline any API or interface requirements for future integrations.

6. Content and Data Requirements

• Content Types and Sources: Specify types of content to include initially and future possibilities (IT policies, guides, support contact info).

• Data Categorization: Define how content will be organized (e.g., by department, service type).

• Metadata and Tagging Requirements: Describe requirements for tagging and metadata for better search and categorization.

7. User and Permissions Management

• Role Definition and Access Control: Detail roles for users (e.g., viewer, contributor, admin) and associated permissions.

• Authentication and Authorization: Specify authentication methods, including single sign-on (SSO) if available.

8. User Interface and User Experience (UI/UX) Requirements

• User Interface Elements: Specify basic UI elements like dashboard design, menus, search bar.

• Navigation and Layout Requirements: Describe how the portal should be navigated, with emphasis on user-friendliness.

• Responsiveness Requirements: Ensure that the portal works across various devices and screen sizes.

9. Reporting and Analytics Requirements

• Usage Analytics: Define reporting needs for tracking portal usage and identifying popular content.

• User Feedback Mechanism: Include feedback options for users to report issues or suggest improvements.

10. Maintenance and Support Requirements

• Ongoing Support Plan: Outline requirements for the maintenance of the portal post-launch.

• Content Management Requirements: Describe how content updates and management will be handled.

11. Timeline and Milestones

• Phased Rollout Plan: Create an overview of timelines, focusing first on the information repository and later adding service features.

• Milestone Definition: Outline key milestones, such as prototype, testing, and initial launch.

12. Appendix

• Glossary: Define any specific terms.

• References: List documents or systems referenced in this requirements document.

We can begin by detailing each section, starting with the most crucial parts like the Functional Requirements and System Architecture Requirements. Let me know which section you’d like to start with, or if you want to add any specific requirements not covered here.