Joint work Requirements Dawood and Qudsia DO NOT EDIT

Phil Brown

It needs to be easy and efficient to add a new sponsor.

The system has to be affordable and not too expensive.

The LOGO of the sponsors should be clearly visible.

RMS Thomas Smith

Customers' memberships should be stored on the RMS and should have the ability to be easily accessed.

The forms that are filled for memberships need to be transferred to a digital co

The information and details about the animals such as what they like to eating habitat etc need to also be stored on the rms.

The RMS should have customer emails on where the system will send newsletters/advertisements to the customers.

The RMS should be tailored so it can be used by people of all ages so it cannot be too complicated.

RMS Phil brown

Sponsors' data needs to be stored on the RMS in addition they need to be easily accessible.  
The RMS needs to have quick response times so when something needs to be added it can be added easily with speed.

There needs to be a progress bar to show you how long youll have to wait for uploads.

RMS Jonathon rodgers

All documents should be stored in alphabetical order with the surname as the primary name used.

The signage needs to be updated yearly so should be easy to update.

Data needs to have the option to be removed.

The rms needs to hold all the details about the customer such as personal and sensitive data such as contact details bank details.

The RMS should have the option to filter sponsors by how long they have left on their sponsor and when they need to renew it.

The designs for the new signage need to be able to be store on the RMS and updated through there.

Updating the documents and sharing need to be an option.

A form which can be filled out electronically needs to be available so paper documents will not need to be used every time a sponsor wants to sponsor.

Documents that are more than 2 years old should automatically be destroyed and removed.

There should be backups of the documents to avoid data loss.

Accessing and finding data on the RMS needs to be fast.

records management system to send out all the reminders automatically and let him know when renewals come through

For documents such as the signage you should be able to store drafts, share and make dynamic changes.

The RMS needs to give notifications when renewals for the sponsors have been made or if they need to be made.

The RMS should record the income made from sponsorships

The RMS should record the income made from Memberships.

The RMS should have a search bar to search for animals,sponsors and other documents.

Every document should be given a number relating to their sector such as memberships should be given a membership ID number.

For the RMS there should be security measures such as encryption, passwords,logins and security protocols to protect the data.

The RMS should give a notification if someone is trying to attack the system.

The RMS needs to comply with the GDPR/FCA.

The RMS should be easy to use.

Staff need to have training on how to use the RMS.

There should be a help page.

Every time a customer becomes a member or books a ticket their information needs to be automatically added to the RMS.

If a sponsor becomes a sponsor via a website or other methods their data should automatically be added to the RMS.

Updates should be done on off peak times such as sunday night to early monday.11 am -3 pm

The RMS search criteria should be by animal location,what animals are in a given location, animal name, animal code individual code

The sponsors should fill out their own forms electronically primarily with the option of doing it by paper and these documents should be directly added once the customer fills out each of their required details.

The system should have appropriate backups one option could be backing up on a Harddrive however a cloud service would be much better.