



INFOSAFE

Systems Requirements and Specifications



InfoSafe

Seed Analytics

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Introduction

InfoSafe is an application that is used by the Information Security team, System Administrators, Managers and other employees to automate the data security process. It is a single tool that can be used to monitor and manage any and all operations involving a company's data and projects within its Information Security Management System (ISMS).

The vision for this project is to create an easy to use application with a user friendly interface where an organization can have access to all their users, data scopes, support related queries/issues, risk reports and tasks. Users will be assigned certain roles when their profile has been created on the application. These roles are defined by a set of permissions within the application, this is to manage data access as well as to assign administrative rights to certain users.

A specific terminology will be used throughout this document to describe the system and its functions. This terminology is defined below:

System Administrator	Full control over the system, hosting and databases.
ISO (Information Security Officer)	Full privileges in the system with abilities to create, edit and delete users and data scopes.
DISO (Deputy Information Security Officer)	Same as ISO above.
Data Scope	A system or set of data that is processed, with defined rules on how it may be processed.
Data Custodian	A manager of a data scope who can manage users and assets within a data scope and the progress of the data scope.
Compliance Matrix	This refers to a task/requirement tracker that is specific to a Data-scope or person

Objectives

The high-level objectives of the project include:

- Implement a system where new users can be created by an already existing "system-admin" user. The system should only allow users to log into the system and not register themselves.
- Implement an RDS database to securely store all the users data and system data that will be used throughout the project.

-
- Store all relevant data and permissions for each of the roles that are defined within our scope for this project.
 - Implement a Home-page where a user can navigate to projects, assets and personal info.
 - Create an interactive front-end that will display all relevant data and profile information to the user. The front-end should make use of a service to fetch the needed data from the RDS database.
 - Setup AWS to deploy and host the system.
 - Allow for the creation of data-scopes and the assignment of roles to a data-scope by the system administrator.
 - Ensure a high level of system security to protect user and company information.
 - Create thorough documentation of the system for easy understanding and thorough assessment

Business Need

Information Security Management is something that has become very important in the modern world as more and more people and companies value their data privacy and security online. Companies specifically take this very seriously if they would like to comply with the rules and regulations that are set out by various security and online privacy frameworks such as [ISO 27001](#) (Information Security Management Systems), [GDPR](#) (General Data Protection Regulation) and the [POPI Act](#). It has in the past proven to be a challenge to keep a handle on data and security measures and it is very important that companies do not have a data breach or unauthorized personnel gaining access to company files or hardware. Thus the opportunity presents itself to be able to streamline their Information Security Management Systems.

This project will benefit the company greatly in terms of efficiently managing projects and data scopes as well as keeping track of assets and hardware within the organization. The application will neatly store all the relevant data of users, tasks, data-scopes, risks and assets all in one place. It will also help alleviate admin intensive tasks, repetitive and work tedious tasks, help streamline important workflows and thus allow employees to spend their time on more important tasks within the business.

Links To Supporting Documentation

Below are links to the supporting documentation of the Infosafe project:

Installation Guide

A detailed and comprehensive document on how to install the project. It includes a step by step guide on how to install supporting resources and technologies, downloading the project and creating your own local repository and how to compile and run the project. The installation guide can be found [here](#).

User Manual

The User Manual describes in depth how a user can use the system and what they can expect based on their system role. It shows how to navigate the system as well as how to interact with all the subsystems. The user manual can be found [here](#).

Systems Architecture

Describes the system architecture, styles, patterns, constraints and technology choices. It elaborates on the design of the system with diagrams of the system design and describes and justifies the architectural styles and patterns implemented. It also mentions constraints encountered during development and the technology choices used to implement the system. The systems architecture document can be found [here](#).

Coding Standards

This document describes the file structure of the system and the coding standards and naming conventions followed. It describes detailed analysis of the repository and file structure, the explicit naming conventions and any technologies used to maintain the aforementioned standards. The coding standards document can be found [here](#).

Testing Policy

The Testing policy document describes our testing procedure and how testing was carried out through the system. It details unit, integration and end-to-end (e2e) testing as well as tests for non-functional requirements. It also describes the process for setting up GitHub actions and workflows in order to create scripts that will automatically run tests on specific triggers. The testing policy document can be found [here](#).

Database Design

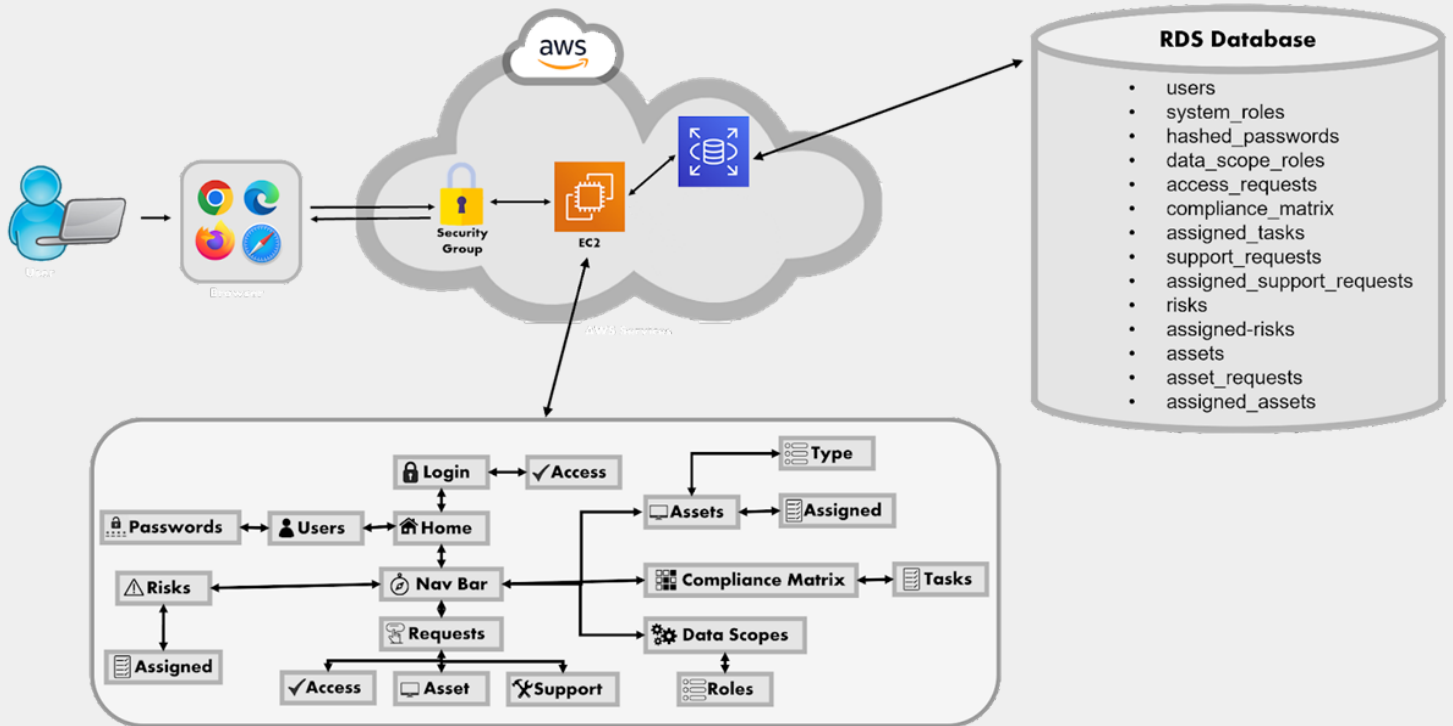
The Database Design document describes the process of designing the database and normalizing the data to be stored in the database. It shows the table structure of the database. It also mentions the naming conventions for each table as well as the columns in each table and their data type. The database design document can be found [here](#).

Team Contributions

This document contains all the contributions made by the team members for the current demo as well as their contributions towards all previous demos. The contributions document can be found [here](#).

Domain Model

Below is a very basic domain model to understand the flow of information in the system. A more detailed version can be seen further in the document under the Deployment Model.



User Stories and Characteristics

The user type with the highest authority in the system is the System Administrator. They have full control over all the subsystems and can create new users and revoke their privileges. Users can dynamically be granted privileges across the different subsystems that will allow them to interact with the system differently and have different user experiences to other users with different permissions. This was the best way to implement user and permission creation to keep the system as versatile as possible, however our client did request specific role types. We will describe these roles below and they can be created in the role creation subsystem. These Role/User types will be used as examples throughout this document to showcase how different roles can be created and how they will be able to interact with the system.

There are six types of users that were specified by the client for the Infosafe system. They are the System Administrator, The ISO (Information Security Officer), The DISO (Deputy Information Security Officer), A Data Custodian, The Asset Manager and the General User.

System Administrator

The System Administrator has full access, control and privileges over the system. They are able to edit and control the hosting and deployment of the system and will be able to make changes to the database. Although the System Administrator has the most access controls over the system they are hierarchically below the ISO and DISO and any and all changes they wish to make will need to be approved by these individuals.

ISO

The ISO is the highest ranked user in the system. They have the ability to create users and data scopes, approve access and service requests as well as assign tasks. As mentioned above they do not have as much access as the System Administrator but the System Administrator will need approval of any changes by the ISO. The ISO is mainly in charge of day to day operation in the company and uses the Infosafe system to administer the daily operations.

DISO

The DISO is ranked directly under the ISO. They will have much of the same system access as the ISO and will mainly fill the role of the ISO when the ISO is unavailable. They however cannot create data scopes or action tasks.

Data Custodian

The Data Custodian is in charge of looking after data scopes. They will be able to create data scopes and administer them. They will also create and assign roles within a data scope. These roles are different to systems roles and should not be

confused. These roles can be named anything and a description will be provided as well as the functionality these roles have within the data scope.

Asset Manager

The Asset Manager is in charge of the Assets subsystem in Infosafe. They will maintain a list of assets and be able to create tasks with reference to assets and assign them to users. They will also handle asset requests.

General User

The General User (or standard company employee) will be able to interact with existing elements in the system but cannot create new elements, apart from service and access requests. They can interact with existing data scopes, be assigned tasks, make requests for access and assets and log risks and findings to name a few.

User Stories

As a **System-Administrator** of InfoSafe:

Users:

- I can create new users
- I can revoke existing users
- I can edit existing users

System Configuration:

- I can change system configurations

General:

- I can do everything a General User can do

As an **ISO** of InfoSafe:

Users:

- I can create users and roles
- can update users and roles
- I can revoke users and roles

Data Scopes:

▸I can update data-scopes

▸I can revoke data-scopes

▸I can approve or reject requests inside a data-scope

▸I may be assigned to a task within a data-scope

Access Requests:

▸I can update access requests

▸I can revoke access requests

▸I can approve or reject access requests

▸I may be assigned to access requests

Assets:

▸I can create assets

▸I can update assets

Compliance Matrix:

▸I can create a task

▸I can update a task

▸I can assign tasks to other users

▸I may be assigned to tasks

▸I can revoke a task

Support Requests:

▸I can update support requests

▸I can assign tasks to support

Risks and Findings:

▸I may be assigned to access requests

▸I may be assigned to a risk

▸I may be assigned to access requests

▸I can approve or reject a risk

▸I may be assigned to access requests

▸I can create a new risk

▸I can assign risks

▸I can update a risk

General:

▸I can do everything a General User can do

As a **DISO** of InfoSafe:

Users:

- | | |
|--------------------------------|--------------------------------|
| ▸ I can create users and roles | ▸ I can update users and roles |
| ▸ I can revoke users and roles | |

Data Scopes:

- I may be assigned to a task within a data-scope

Access Requests:

- | | |
|--|---|
| ▸ I can update access requests | ▸ I can revoke access requests |
| ▸ I may be assigned to access requests | ▸ I can approve or reject access requests |

Compliance Matrix:

- | | |
|---|--|
| ▸ I can create a compliance matrix task | ▸ I can update a compliance matrix task |
| ▸ I can revoke a compliance matrix task | ▸ I can assign tasks to other users on a compliance matrix |

Support Requests:

- | | |
|---------------------------------------|---------------------------------|
| ▸ I can update support requests | ▸ I can assign tasks to support |
| ▸ I may be assigned to a support task | |

Risks and Findings:

- | | |
|-------------------------------|-------------------------------|
| ▸ I can create a new risk | ▸ I can update a risk |
| ▸ I can assign tasks to risks | ▸ I may be assigned to a risk |

General:

►I can do everything a General User can do

As a **Data Custodian** of InfoSafe:

Data Scopes :

►I can update data scopes

►I may be assigned to a task within a data scope

►I can update access requests

►I can revoke access requests

►I may be assigned access request tasks

►I may be assigned to tasks

►I can create a new risk

►I can update a risk

►I may be assigned to a risk

►I can create a data scope

General

►I can do everything a General User can do

As an **Asset Manager** of InfoSafe:

Assets:

►I can create assets

►I can update assets

►I may be assigned tasks that are asset related

General:

►I can do everything a General User can do

As a **General User** of InfoSafe:

Data Scopes:

- I can be assigned tasks within a data scope
- I can request access to a data scope

Tasks:

- I can be assigned tasks
- I can submit tasks for approval

Support Requests:

- I can request support on assets and systems
- I can create support requests
- I can be assigned support related tasks

Assets:

- I can request an asset

Risks and Findings:

- I can log risks
- I can submit risks for approval

System Configuration:

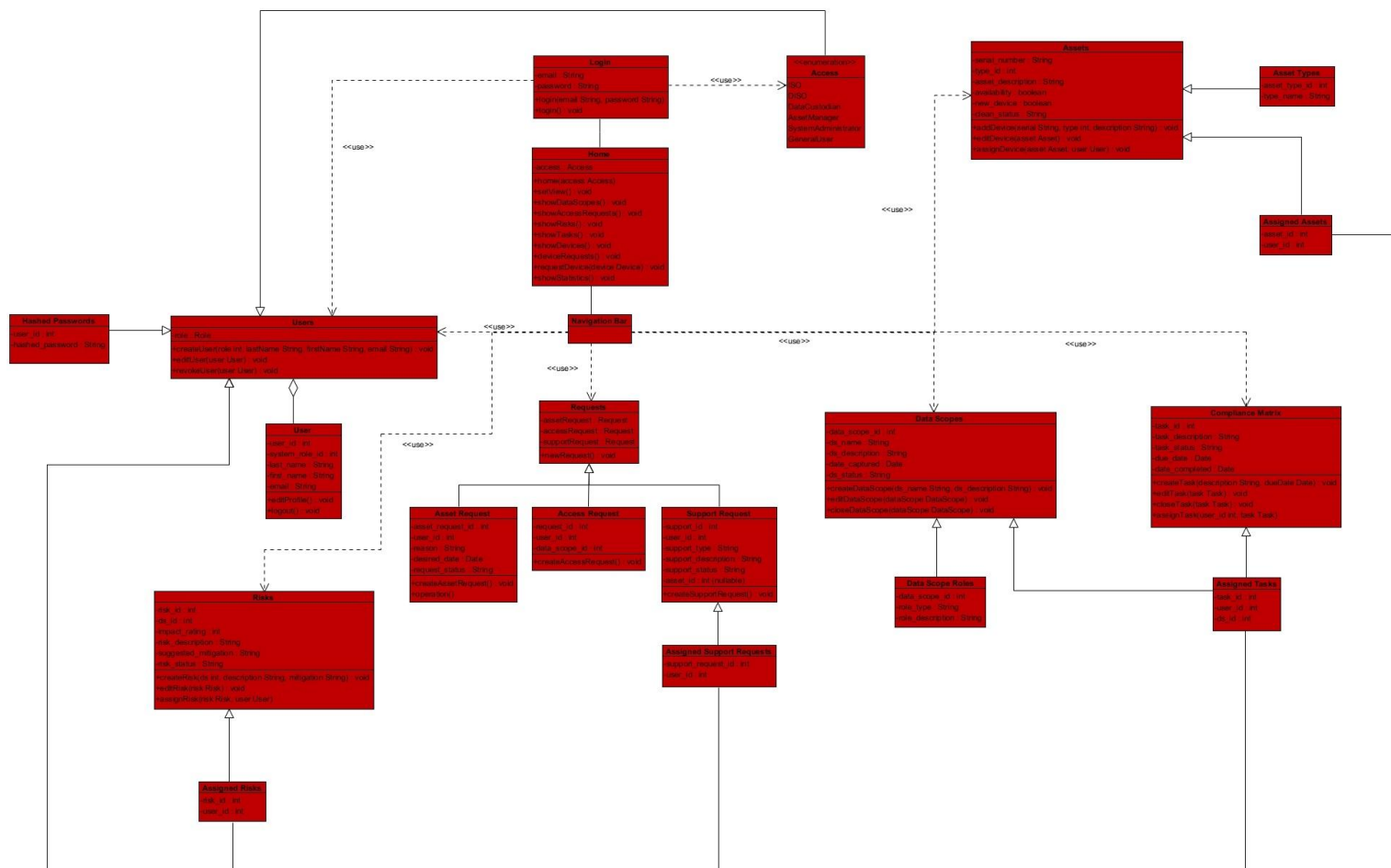
- I can change my password
- I can log in and out

As a **Support Entity** within a Data Scope of InfoSafe:

Data Scopes (Limited to the one they are assigned) :

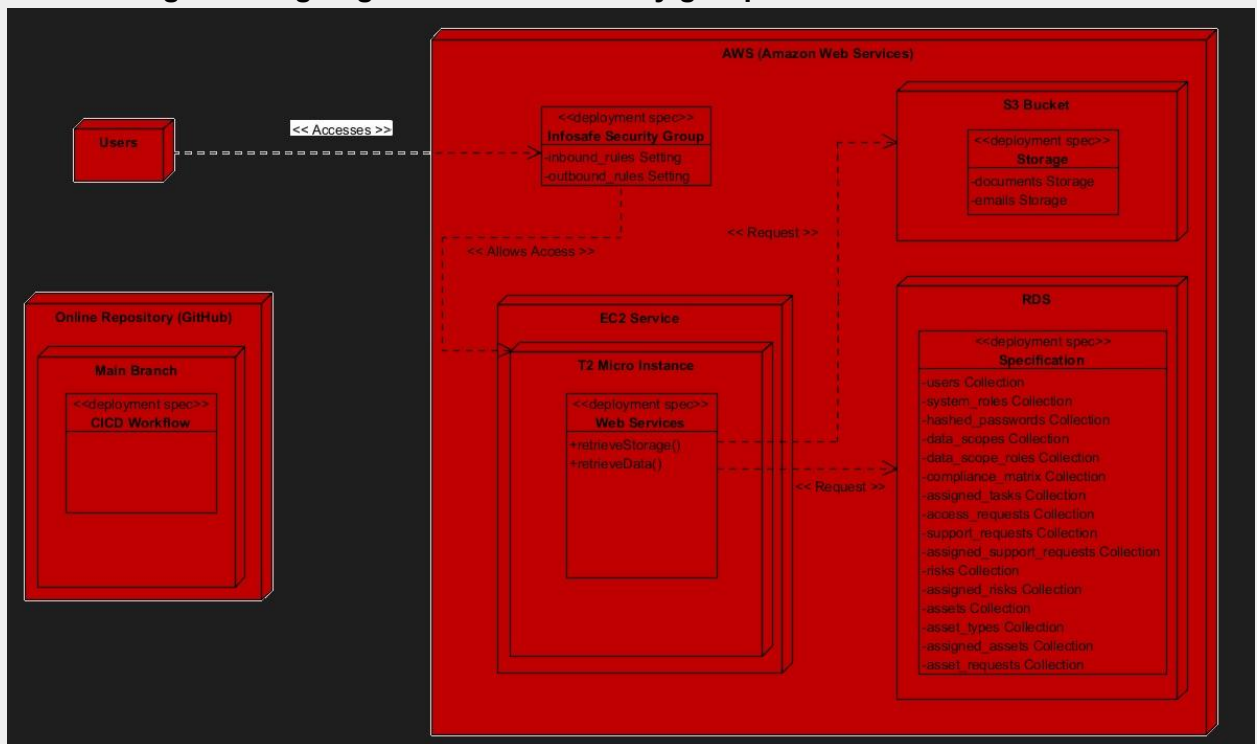
- I may be assigned to support related tasks

UML Class Diagram



Deployment Diagram

Below is a detailed diagram of the deployment model. The system is completely contained on AWS. AN RDS database is used to store all data for the system which is hosted on a T2 Micro Instance as part of AWS' EC2 service. An S3 bucket is also used to store document files and emails that can also be accessed through the system. Users can connect to the system via a web browser and traffic passes through an AWS security group to make sure connections abide by the set rules for incoming and outgoing traffic in the security group.



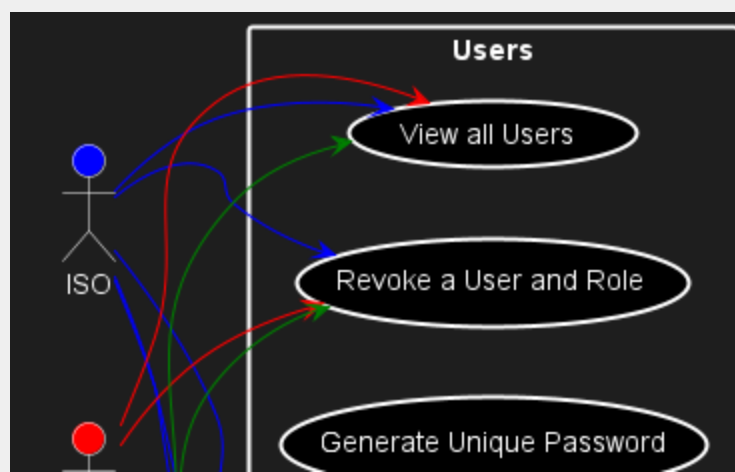
Functional Requirements

R1. Users and Roles Subsystem

a. Users and Roles Requirements

- R1.1: An existing system administrator will be able to create users and supply them with a generic password for initial system access.
- R1.2: Existing users will be supplied with a password to login to the system. They may then add their personal details to be captured in the database and change their password to one of their liking.
- R1.3: Users must then be able to login to the system from a web browser whenever they wish.
- R1.4: The supplied password will be a random generated password which the system will email to the user. The password needs to follow certain criteria in order to be a secure and valid password.
- R1.5: Users must be able to navigate the system from the home page to view data , scopes, access their assigned data scopes, update their personal details, log support requests, manage assets and risks.
- R1.6: The ISO, DISO and data custodians (described above) will be able to create data scopes and assign users specific roles within this data scope. A user can be assigned different roles in different data scopes and also be assigned more than one role in a single data scope.
- R1.7: Anyone can view the data scopes but only the ISO and data scope's Data Custodian are able to update the data scope. (See User stories for different roles.
- R1.8: Users will be able to apply for access requests to a data scope.
- R1.9: Asset Managers will be able to manage assets, request for new assets and remove old assets.

b. Users and Roles Use-case Diagram

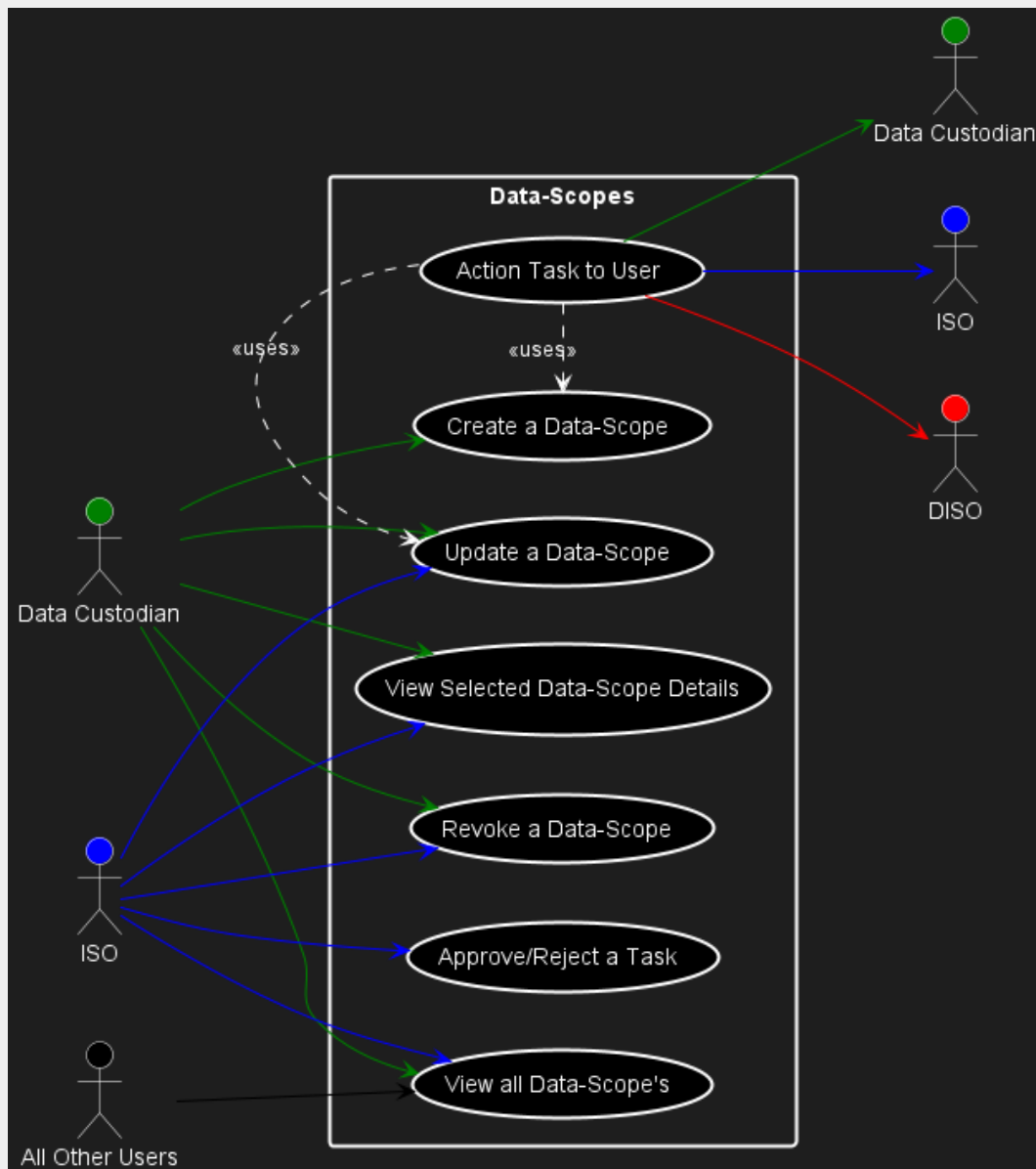


R2. Data-Scope Subsystem

a. Data-Scope Requirements

- R2.1: Data scopes can be created by a data custodian.**
- R2.2: Data scopes can be updated by a data custodian or the ISO.**
- R2.3: Users can be added or removed from a data scope by a data custodian or the ISO.**
- R2.4: Tasks can be assigned to users within a data scope.**
- R2.5: Once data scopes are created they can be approved or rejected by the ISO.**

b. Data-Scope Use-case Diagram

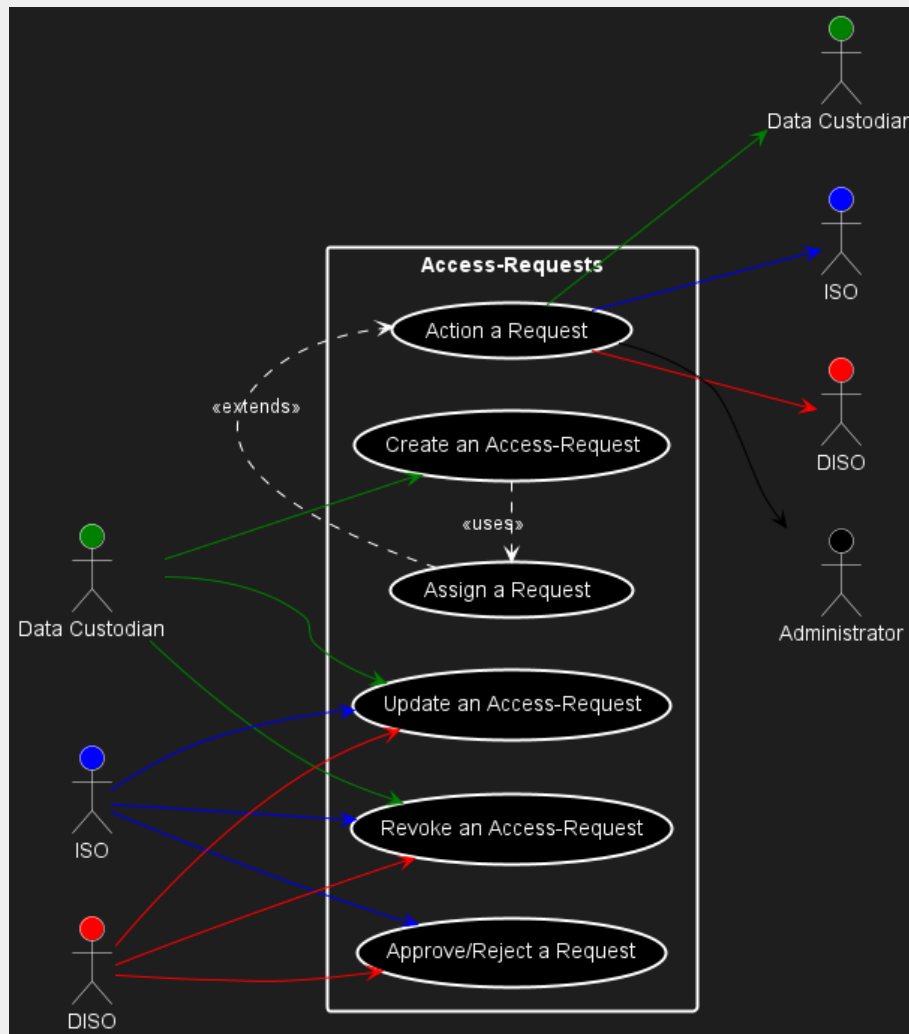


R3. Access Requests Subsystem

a. Access Requests Requirements

- R3.1: All users can log a support request.
- R3.2: Data custodians, ISO and DISO capture the request for processing and update if necessary.
- R3.3: The ISO or DISO can approve or deny a request.
- R3.4: The system will notify the system administrator if a request is approved so that the system administrator can grant the relevant permissions and access.
- R3.5: The system will notify the user of the status of their request.
- R3.6: A Data custodian of the data scope will be notified when a user's access or permissions have been updated.

b. Access Requests Use-case Diagram

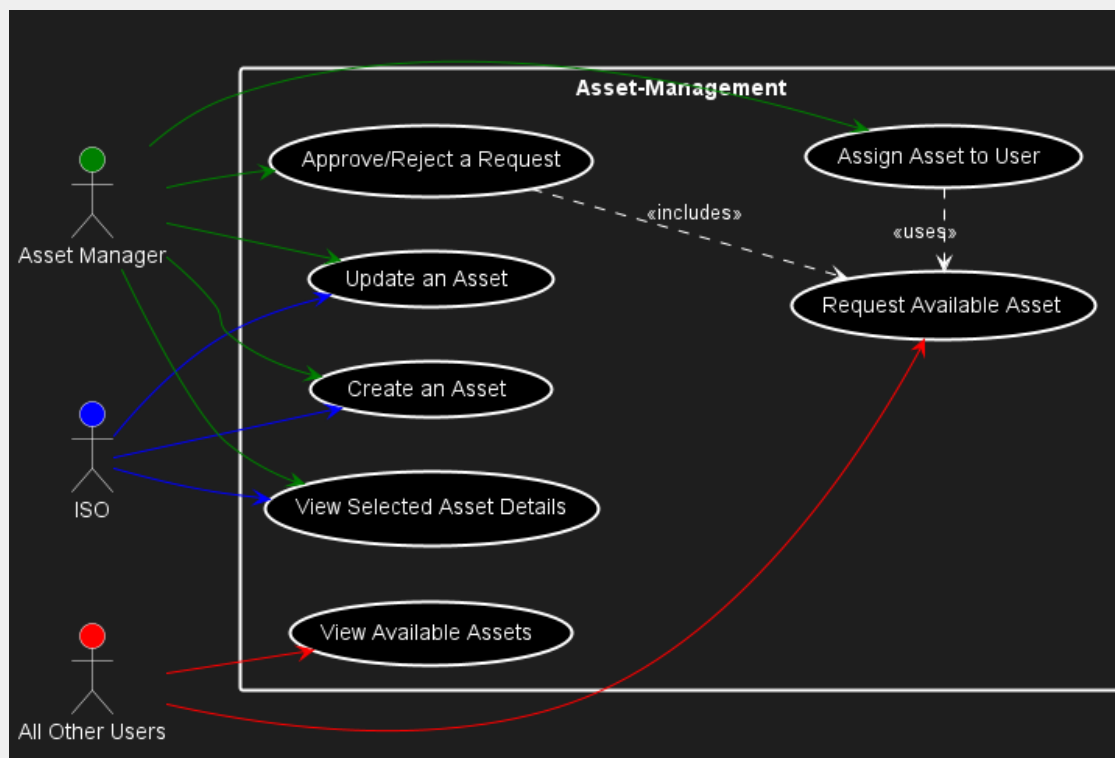


R4. Asset Management Subsystem

a. Asset Management Requirements

- R4.1: Assets can be added to the system by the ISO or asset manager.
- R4.2: Assets can be updated by the ISO or asset manager.
- R4.3: Assets can be assigned to users.
- R4.4: Users can view a list of types of hardware devices they may request.
- R4.5: Users can make requests for an asset.
- R4.6: Asset managers can approve or deny requests for assets by users.
- R4.7: Asset managers can remove hardware from the system once it has been disposed of.

b. Asset Management Use-case Diagram



R5. Compliance Matrix Subsystem

a. Compliance Matrix Requirements

R5.1: The ISO or DISO can assign information security compliance tasks to users.

R5.2: The ISO or DISO can create and assign a task to anyone.

R5.3: The ISO or DISO can update or remove tasks in the compliance matrix.

R5.4: Tasks will have due dates.

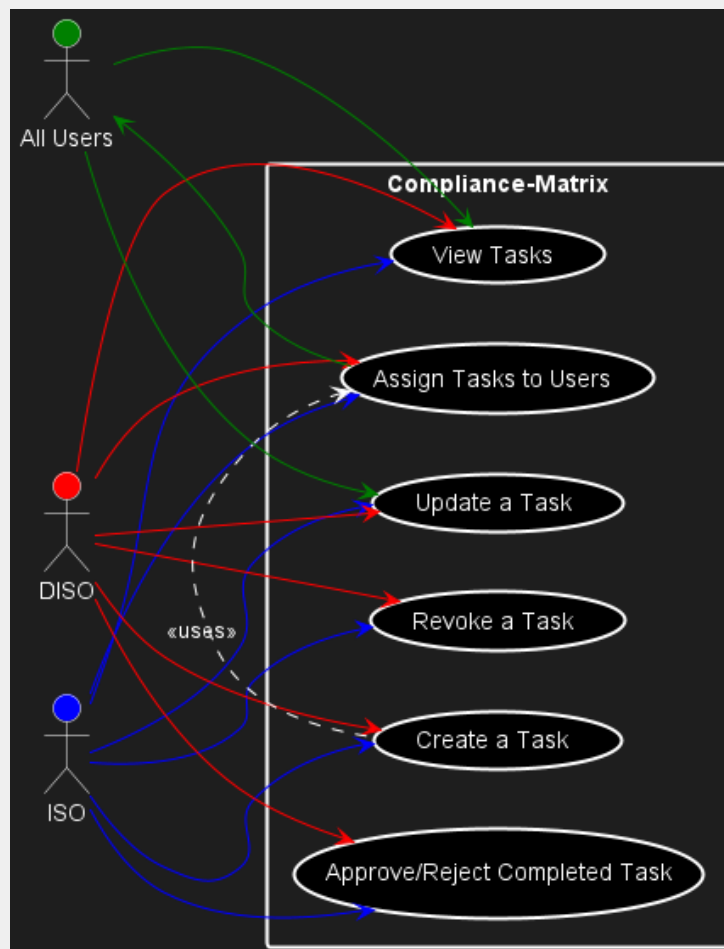
R5.5: Users can view all their tasks and update their status.

R5.6: Tasks once completed will be approved or denied by the ISO.

R5.7: Denied Tasks will need to be sent to the data custodian for reassignment.

R5.8: Documents and emails related to a task will need to be stored.

b. Compliance Matrix Use-case Diagram

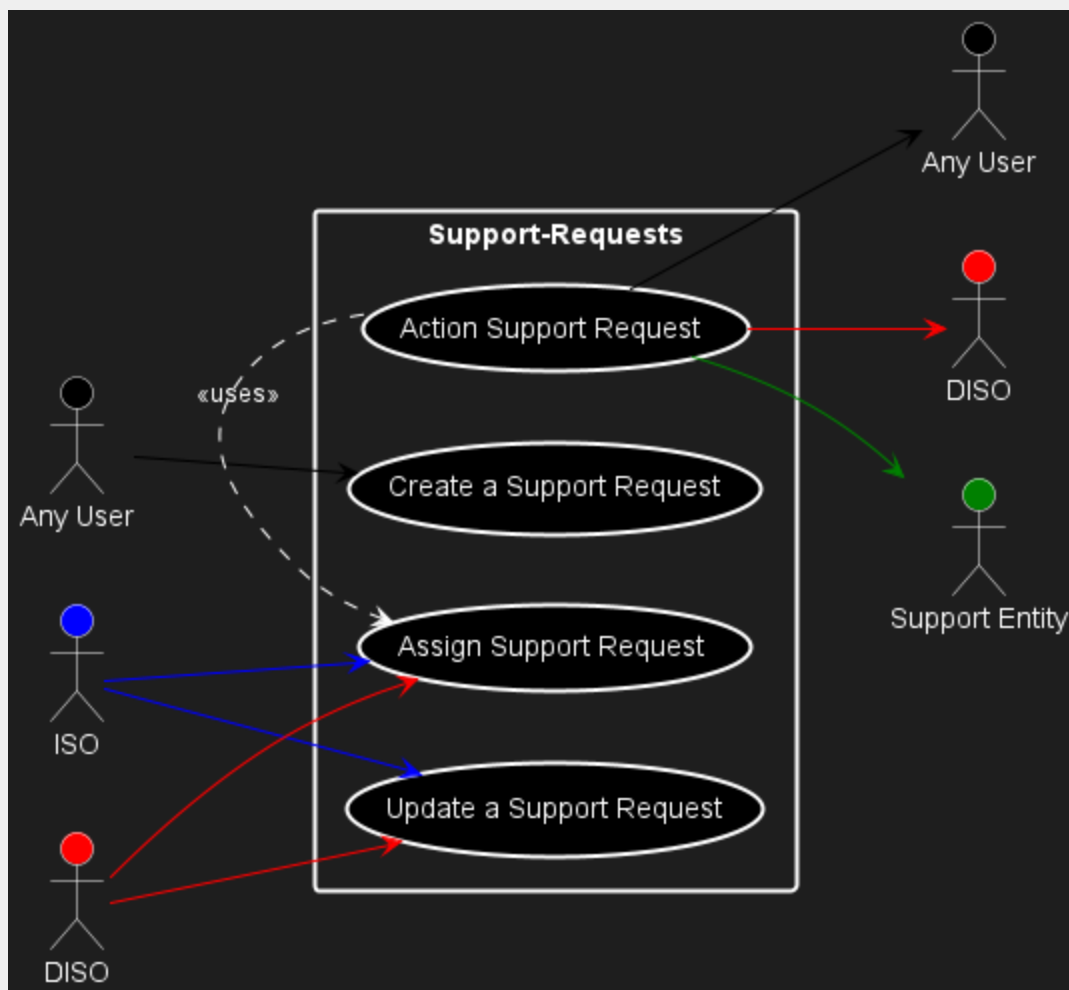


R6. Support Requests Subsystem

a. Support Requests Requirements

- R6.1: All user types can log support requests.
- R6.2: Support requests can be for laptop hardware, Microsoft Applications, Microsoft Accounts, working of applications rolled-out to laptops by Microsoft EndPoint Manager, working of any applications that may be as a result of policies rolled-out by End-Point Manager.
- R6.3: The ISO or DISO will receive the request for review.
- R6.4: The ISO or DISO can approve, deny or reassign the request to the relevant role.
- R6.5: The ISO or DISO can update a request.
- R6.6: Users will receive updates on the status of their request.

b. Support Requests Use-case Diagram

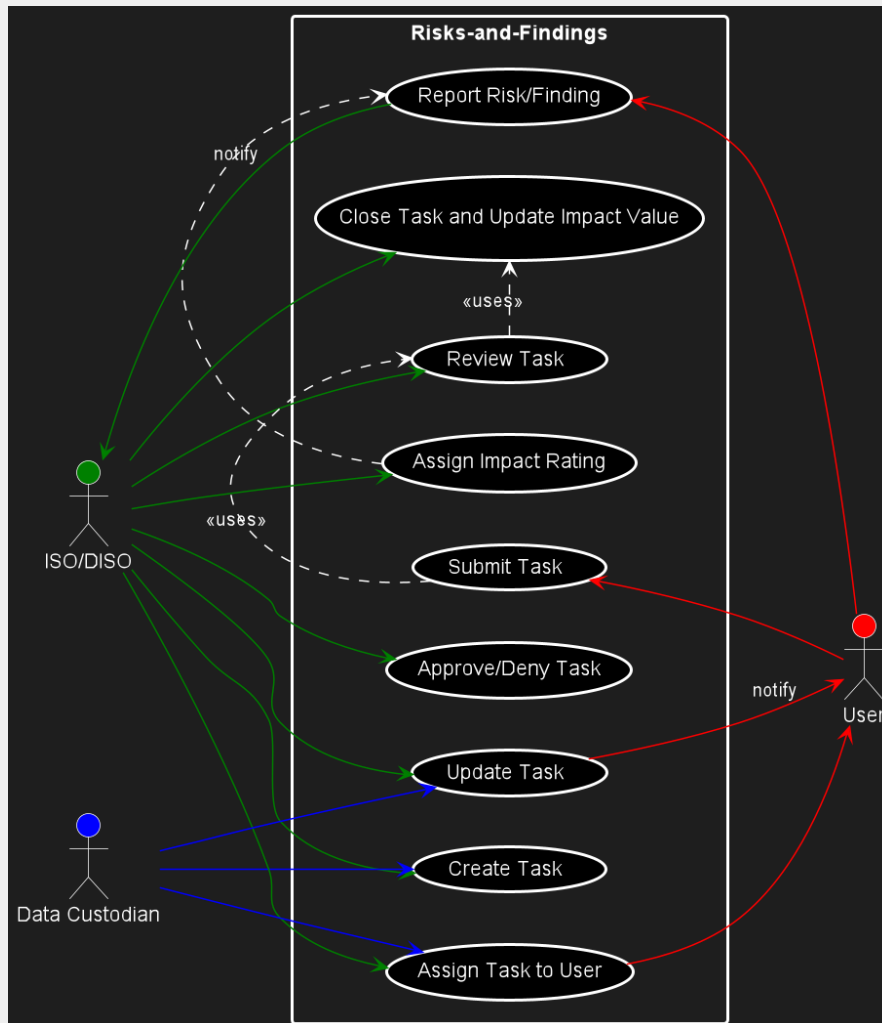


R7. Risks and Findings Subsystem

a. Risks and Findings Requirements

- R7.1: Users can log potential risks or findings within a data scope.**
- R7.2: These risks can be assigned an impact rating from 1 to 5, with 1 being an acceptable/low risk and 5 being a critical risk.**
- R7.3: Based on these risks that are logged the ISO or DISO can assign tasks to users that will review and assess these risks.**
- R7.4: The ISO will approve or deny the risk findings reports and may update if necessary.**
- R7.5: The ISO can set the status of the risks to Accepted, Avoided, Transferred or Mitigate.**
- R7.6: If approved risks are assigned the “Mitigate” status, tasks can be created and assigned to a user with a due date to resolve the risk.**
- R7.7: Assigned users will receive notifications from their tasks.**
- R7.8: Assigned tasks will have a status to track progress.**
- R7.9: Once assigned tasks are completed they are sent to the ISO for review to confirm if tasks were completed successfully to mitigate the risk and then approve or reject the task. The ISO will also update the impact value for the risk.**

b. Risks and Findings Use-case Diagram



Traceability Matrix

Below is the traceability matrix for the system. It is a quick reference guide to see which of the above use cases are related to the specific subsystems in the Infosafe project.

R	Users and Roles	Assets	Data Scopes	Compliance Matrix	Risks and Findings	Access Requests	Support Request
1.1	✓						
1.2	✓						
1.3	✓						
1.4	✓						
1.5	✓						
1.6	✓						
1.7	✓						
1.8	✓						
1.9	✓						
2.1			✓				
2.2			✓				
2.3			✓				
2.4			✓				
2.5			✓				
3.1						✓	
3.2						✓	
3.3						✓	
3.4						✓	
3.5						✓	
3.6						✓	
4.1		✓					

R	Users and Roles	Assets	Data Scopes	Compliance Matrix	Risks and Findings	Access Requests	Support Request
4.2		✓					
4.3		✓					
4.4		✓					
4.5		✓					
4.6		✓					
4.7		✓					
5.1				✓			
5.2				✓			
5.3				✓			
5.4				✓			
5.5				✓			
5.6				✓			
5.7				✓			
5.8				✓			
6.1							✓
6.2							✓
6.3							✓
6.4							✓
6.5							✓
6.6							✓
7.1					✓		
7.2					✓		
7.3					✓		
7.4					✓		

R	Users and Roles	Assets	Data Scopes	Compliance Matrix	Risks and Findings	Access Requests	Support Request
7.5					✓		
7.6					✓		
7.7					✓		
7.8					✓		
7.9					✓		

Service Contracts

Service contracts are a set of terms agreed upon by a team, under which services will be provided in order to complete the project. These contracts will outline the scope of services, responsibilities and expectations for the team.

Project Management

The main tool used for project management will be GitHub boards. Here team members are expected to create issues and track them through their stages in order to keep the team up to date with what they are currently working on. This will save time as other team members will not have to constantly keep in contacts to track progress.

There will be a weekly standup meeting that all team members are expected to attend. Members will discuss the previous week's progress and the goals and plans for the upcoming week. These meetings will take place on Blackboard Collaborate and will be recorded. Other meetings can be scheduled in the week, however these are not compulsory and may be considered more informal conversations to help with work.

A bi-weekly meeting will take place with the clients to update them on the progress of the project as well and get advice and information on aspects of the project.

Communication

The two main forms of communication will be the team Whatsapp group and the team Discord Server. The Whatsapp group is very informal and is for general conversation and meeting scheduling. The Discord Server is a more formal means of communication. Channels are set up for various parts of the project and team members are expected to keep to these channels for discussions on the project parts.

Documentation

All aspects of the project should be documented correctly and regularly. The team has a Google Drive set up where all documentation is stored for collaborative purposes. When working on aspects of the system, team members should update the relative documents in order to keep the documentation inline with the current working version of the system.

Technologies

Team members can use any IDE they are comfortable with as long as it is compatible with the technologies being used to develop the system. The online repository will be located on GitHub and team members will commit their changes to the relevant branches they are working on. For security purposes no usernames or passwords should be pushed to the repository. If this happens, passwords should be changed immediately.

The frontend will be developed with Javascript-React and the backend will be developed as a Java-Spring-Boot project. Due to the nature of Spring-Boot, team members should understand the dependencies they are injecting into the project for functional use and have a rough understanding of how these 'imports' work and support the relevant subsystem.

All cloud services will make use of AWS. The system will be hosted on AWS as an EC2 Instance. The database will be an RDS instance and file and object storage will take place on an AWS S3 Bucket.

Terms of Service and Use

Welcome to the InfoSafe system. These Terms of Use govern your access to and use of our website. By accessing or using our website, you agree to comply with these Terms. Please read these Terms carefully before using our Website. If you do not agree to these Terms, you may not use our Website.

Use of the Website

- **Eligibility:** By using our website, you affirm that you are at least 18 years and you consent to use the website. If you are using the website on behalf of an organization, you represent and warrant that you have the authority to bind that organization to these Terms.
- **Content:** You agree not to use our website for any unlawful or prohibited purpose. You are responsible for all content you post or transmit on the website. We reserve the right to remove any content that violates these terms or is otherwise objectionable.
- **User Accounts:** You will be required to obtain a user account to access certain features of our website. You are responsible for maintaining the confidentiality of your account credentials and for all activities that occur under your account. You agree to notify us immediately of any unauthorized use of your account.

Intellectual Property

All content and materials on our website, including text, graphics, logos, images, software, and any other intellectual property, are owned or licensed by us and protected by copyright and other intellectual property laws. You may not use, reproduce, distribute, or create derivative works from our content without our explicit written permission.

Privacy

Your use of our Website is also governed by our Privacy Policy, which is incorporated by reference into these Terms. Please review our Privacy Policy below to understand how we collect, use, and protect your personal information.

Termination

We reserve the right to terminate or suspend your access to our website, without notice, for any reason, including if we believe you have violated these Terms. Upon termination, your right to use the Website will cease immediately.

Changes to these Terms

We may update these Terms at any time for operational, legal, or regulatory reasons. We will notify you of any significant changes by prominently posting a

notice on our Website. Your continued use of the Website after such changes constitute your acceptance of the revised Terms.

Privacy Policy

This Privacy Policy outlines how the InfoSafe System collects, uses, maintains, and protects user information on our website. We are committed to safeguarding your privacy and ensuring the security of your personal data. By using our Website, you consent to the practices described in this policy.

Information We Collect

- **Personal Information:** We may collect personal information that you provide to us, such as your name, email address, postal address, and phone number when you register on our Website, subscribe to our newsletter, or fill out a contact form.

How We Use Your Information

We may use the collected information for the following purposes:

- **To Provide Services:** To personalize your experience and provide the services you request.
- **To Improve Our Website:** To analyze user behavior and feedback, allowing us to enhance our Website's functionality and content.
- **To Send Periodic Emails:** To send you information, updates, and notifications related to our services.

Data Security

We are committed to protecting your personal information. We implement reasonable security measures to safeguard your data against unauthorized access, disclosure, alteration, or destruction. However, please be aware that no method of data transmission over the internet or electronic storage is entirely secure, and we cannot guarantee absolute security.

Your Rights

You have the right to access, update, correct, or delete your personal information at any time. You can exercise these rights by contacting us at fragile.cos301@gmail.com. Please allow a reasonable amount of time for us to respond to your request.

Appendix A

Changes made to the document since demo 1 :

- Appendix added
- Title Added
- Links to supporting documentation added
- User Characteristics added
 - System Administrator
 - ISO and DISO
 - Asset Manager
 - General User
- User Stories updated and tabularised
- Functional Requirements
- Updated User Use-Case Diagram
 - Added the “View User” use-case.
 - Added the “View Selected User Details” use-case.
 - Changed “View a User” to “View all users”
 - Added “Generate Password” use-case.
- Updated Data-Scope Use-Case Diagram
 - Added the “View all Data-Scope’s” use-case.
 - Added the “View Selected Data-Scope Details” use-case.
 - Added “All Other Users” actor.
- Updated Asset-Management Use-Case Diagram
 - Added “View Selected Asset Details” use-case.
- Updated Compliance Matrix Use-Case Diagram
 - Added the “View Tasks” use-case.
 - Renamed the use-cases to the correct naming format(using tasks instead of compliance matrix).
 - Removed “Action Task” use-case due to repeating use-cases.
 - Added “Complete/Reject Completed Task” use-case.
- System Architecture
 - Quality requirements were removed
 - Headings for system architectures and such were removed
 - The above items were removed as they have been added to the System Architecture document that has been linked

Changes made to the document since demo 2 :

- Supporting Documentation
 - Descriptions of supporting documents added
 - Links to updated documents added
- Domain mode
 - Description added
 - Diagram added
- Deployment
 - Description added
 - Deployment diagram added

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- **Traceability Matrix**
 - Description added
 - Traceability table added
 - **Service Contracts**
 - Description add
 - Project management added
 - Communication added
 - Documentation added
 - Technologies added
 - **UML Class Diagram**
 - Updated to show new system structure

Changes made to the document since demo 3 :

- Updated domain model
- Supporting documentation descriptions updated
- New links to supporting documents
- Privacy policy added
- Terms of use added
- Updated roles and description of roles for the document