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|  | Add Idea Category | The system will allow the QA managers to create, update and delete categories |
|  | Add department and QA coordinator | The system will allow the QA manager to add new departments and their QA coordinators to oversee the department contribution |
|  | Select Idea Category | The website shall allow the staff to select category idea before posting an idea. Each idea will have its own category for easy retrieval |
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| ;’#’;mnhvkjl; | ‘# | The system will provide a terms and condition option for staff to agree before posting ideas |
|  | Upload document | The system will allow the staff to upload documents to support their ideas |
|  | View Ideas | All the staff can view all ideas submitted. Each page will have 5 ideas as the list is paginated. The ideas will be arranged into  I. most popular ideas, ii. Most viewed ideas, iii. Latest ideas, iv. Latest comments |
|  | Comments, Thumbs Up and Thumbs down | The system will all see all submitted ideas, comment on them, and give thumps up or thumbs down. However, thumps up or down can be done just once. |
|  | Anonymous posts | The ideas and comments will allow the staff to post in anonymous form. However, their details are still in the database for cases of investigation. |
|  | QA coordination notification | Once a new idea is submitted the system send a notification message to department QA coordinator |
|  | Idea disabling | When the closure date for ideas arrives the ideas are disabled for new ideas. However comments are allowed till final closure date draws |
|  | Ideas Author notification | The idea author is notified through email whenever a comment is made to their ideas |
|  | Downloading of data | After final closure date the system will allow the QA manager to download the ideas data in CSV file and the uploaded documents in ZIP file |
|  | Statistical analysis | The system dashboard will have statistical analysis of ideas and comments. The representation can be done in graphical representations to show most popular ideas ,Most viewed ideas among other statistical data available |
|  | Manage ideas, comments and users | The administrator will have super admin rights to manage (add, update, view, delete) ideas, comments and users |
|  | Registration | The staff members are allowed to register by giving their names, social security number, DOB, gender, contact email, phone number, password and department. also a short biography can be added |
|  | Account activation | On submitting registration details, there are save to database and inactive account created. An activation link is send to new user email. On clicking the link the account is activated and ready for use |
|  | Login | Username and password obtained during registration will be used to login. The details will be verified against the database before a user is authenticated. |
|  | User Dashboard | Once authenticated, the user to directed to dashboard with news feed and statistical data. The content of the dashboard will differ for QA manager, QA coordinator and staff members. For staff members it will only contain ideas and comments data, for QA coordinators an additional department staff participation will be shown. For QA managers all participating staff members will show as per their departments as well as other details show to members and QA coordinators |
|  | Maintenance of the system data | The system administrator will maintain any system data, e.g. closure dates for each academic year, staff details. |

Compatibility

The system interface must be compatible with various browsers and devices as well as operating environments. The compatibility will be ensured on Linux, Windows, Mac, android and iOS operating systems. For devices, it will be compatible with mobile phones, tablets, desktops and laptops. The developers and testers must also ensure it works well on all browsers such as Mozilla Firefox, Google Chrome, Safari, Internet Explorer, and Safari among others.

Performance

The system is web based and thus concurrently used by several users within a particular university. High performance with no or little delay is expected. The system will be expected to achieve a 99% compliance with response time requirements.

The requirements of the system will be kept as low as possible for acceptable performance by the University staff. This will be possible through reduction of potential application market it is expected the initial system capacity will be 500 user across the platforms used by staff members.

Usability

It is anticipated that most Universities where the web based system will be used with both capacities, physically challenged and the physically fit. There are chances that some of staff members will be physically challenged and thus there is need to develop a system usable by all groups of people within the University

Security

The system will capture staff member’s personal information such social security number and thus there is need to offer privacy, confidentiality and security to system data. All information will be encrypted before storage or transmission.

The information will only be used for purpose it was intended for. Members will also be allowed to post in anonymous identify to allow free contribution without fear of victimization.