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# 1 Signox LogX System - Client Requirements Specification Form

## 1.1 Introduction

This document serves as a comprehensive requirements gathering form for institutions interested in implementing the Signox LogX System. The LogX System is an intelligent attendance management platform that combines advanced features like facial recognition, geolocation-based attendance, automated timetable generation, and comprehensive reporting.

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## 1.3 Institutional Profile

### 1.3.1 Basic Information

**Institution Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Institution Type:** [ ] Technical College [ ] University [ ] Polytechnic [ ] Training Institute [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Primary Contact Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Position/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Institution Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Website:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.3.2 Institutional Characteristics

**Total Student Population:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Total Faculty/Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Number of Departments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Number of Programmes/Courses Offered:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Number of Physical Campuses/Locations:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Academic Calendar Type:** [ ] Semester [ ] Trimester [ ] Quarter [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Operating Hours:** From \_\_\_\_\_ to \_\_\_\_\_ (Typical weekday)  
**Weekend Operations:** [ ] Yes [ ] No  
**Current Academic Management System:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.4 System Scale and User Requirements

### 1.4.1 User Categories and Volumes

| User Type | Current Count | Projected Growth (Next 3 Years) | Peak Concurrent Users |
| --- | --- | --- | --- |
| Students/Trainees | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| Faculty/Trainers | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| Heads of Department | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| Academic Administrators | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| Registrar Staff | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| Timetable Coordinators | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |
| System Administrators | \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ |

### 1.4.2 Usage Patterns

**Peak Usage Times:**  
- Daily: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
- Weekly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
- Seasonal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected Daily Active Users:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Expected Concurrent Sessions:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Number of Attendance Sessions Per Day:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.5 Attendance Management Requirements

### 1.5.1 Attendance Tracking Methods

**Required Attendance Methods:** (Check all that apply) - [ ] Facial Recognition - [ ] Geolocation-based Check-in - [ ] QR Code Scanning - [ ] Manual Entry - [ ] Biometric (Fingerprint) - [ ] RFID/NFC Cards - [ ] Mobile App Check-in - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.5.2 Attendance Policies

**Attendance Radius:** \_\_\_\_\_ meters (for geolocation-based attendance)  
**Grace Period:** \_\_\_\_\_ minutes after class start  
**Cutoff Time:** \_\_\_\_\_ minutes after class start (no attendance allowed after this)  
**Minimum Attendance Percentage:** \_\_\_\_\_%  
**CAT (Continuous Assessment) Attendance Percentage:** \_\_\_\_\_%

### 1.5.3 Attendance Rules and Exceptions

**Makeup Class Policy:** [ ] Allowed [ ] Not Allowed  
**Excused Absence Categories:** (List all applicable) - [ ] Medical - [ ] Official Institution Business - [ ] Family Emergency  
- [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Late Arrival Policy:** - Grace period for late arrival: \_\_\_\_\_ minutes - Maximum late arrivals per term: \_\_\_\_\_ - Late arrival consequences: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.5.4 Attendance Monitoring

**Real-time Attendance Tracking:** [ ] Required [ ] Optional  
**Automated Alerts for Low Attendance:** [ ] Required [ ] Optional  
**Parent/Guardian Notifications:** [ ] Required [ ] Optional [ ] Not Applicable  
**SMS Notifications:** [ ] Required [ ] Optional  
**Email Notifications:** [ ] Required [ ] Optional

## 1.6 Academic Structure Requirements

### 1.6.1 Department and Programme Structure

**Number of Departments:** \_\_\_\_\_  
**Department Names:** (List all) 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Add more as needed)

### 1.6.2 Programme Types

**Programme Categories:** (Check all that apply) - [ ] Diploma Programmes - [ ] Certificate Programmes  
- [ ] Degree Programmes - [ ] Artisan Training - [ ] Continuing Education - [ ] Professional Development - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.6.3 Course Structure

**Average Courses per Programme:** \_\_\_\_\_  
**Course Duration Types:** - [ ] Full Semester/Term - [ ] Half Semester/Term - [ ] Intensive (Short Duration) - [ ] Year-long - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Types:** - [ ] Theory Only - [ ] Practical Only - [ ] Mixed (Theory + Practical) - [ ] Laboratory Sessions - [ ] Workshop Sessions - [ ] Field Work - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.6.4 Class Scheduling

**Typical Class Duration:** - Theory Sessions: \_\_\_\_\_ hours - Practical Sessions: \_\_\_\_\_ hours - Laboratory Sessions: \_\_\_\_\_ hours

**Sessions per Week per Course:** - Average Theory Sessions: \_\_\_\_\_ - Average Practical Sessions: \_\_\_\_\_

**Class Group Sizes:** - Average Class Size: \_\_\_\_\_ - Maximum Class Size: \_\_\_\_\_ - Minimum Class Size: \_\_\_\_\_

## 1.7 User Management Requirements

### 1.7.1 Authentication and Security

**Required Authentication Methods:** (Check all that apply) - [ ] Email/Password - [ ] Single Sign-On (SSO) - [ ] Multi-Factor Authentication (MFA) - [ ] Facial Recognition - [ ] Institutional ID Integration - [ ] LDAP/Active Directory - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.7.2 User Profile Requirements

**Student/Trainee Profile Fields:** (Check required fields) - [ ] Student ID Number - [ ] National ID Number - [ ] Date of Birth - [ ] Gender - [ ] Phone Number - [ ] Address - [ ] Emergency Contact - [ ] Programme Information - [ ] Enrollment Date - [ ] Expected Graduation - [ ] Photo - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty/Staff Profile Fields:** (Check required fields) - [ ] Employee ID - [ ] National ID Number - [ ] Date of Birth - [ ] Gender - [ ] Phone Number - [ ] Address - [ ] Department - [ ] Position/Title - [ ] Hire Date - [ ] Qualifications - [ ] Specialization - [ ] Teaching Load - [ ] Photo - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.7.3 Role-Based Access Control

**Required User Roles:** (Customize as needed) - [ ] Students/Trainees - [ ] Faculty/Trainers - [ ] Heads of Department - [ ] Deans/Academic Directors - [ ] Registrar Staff - [ ] Timetable Coordinators - [ ] System Administrators - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permission Levels:** - [ ] View Only - [ ] Edit Own Data - [ ] Edit Department Data - [ ] Edit Institution Data - [ ] System Administration - [ ] Report Generation - [ ] User Management - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.8 Reporting and Analytics Requirements

### 1.8.1 Required Reports

**Administrative Reports:** (Check all required) - [ ] Daily Attendance Summary - [ ] Weekly Attendance Reports - [ ] Monthly Attendance Reports - [ ] Semester/Term Attendance Reports - [ ] Student Performance Analytics - [ ] Faculty Performance Reports - [ ] Department-wise Statistics - [ ] Programme-wise Statistics - [ ] Attendance Trend Analysis - [ ] Low Attendance Alerts - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Reports:** (Check all required) - [ ] Individual Student Progress - [ ] Class Performance Analysis - [ ] Course Completion Rates - [ ] Dropout Risk Analysis - [ ] Academic Calendar Compliance - [ ] Timetable Utilization - [ ] Room Utilization - [ ] Faculty Workload Analysis - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.8.2 Report Distribution

**Report Recipients:** (Check all applicable) - [ ] Students/Trainees - [ ] Faculty/Trainers - [ ] Heads of Department - [ ] Academic Administration - [ ] Registrar Office - [ ] Institution Management - [ ] External Stakeholders - [ ] Parents/Guardians - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Report Delivery Methods:** - [ ] Email (Automated) - [ ] Dashboard (Real-time) - [ ] PDF Download - [ ] Excel Export - [ ] API Access - [ ] SMS Notifications - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Report Frequency:** - [ ] Real-time - [ ] Daily - [ ] Weekly - [ ] Monthly - [ ] Semester/Term - [ ] Annual - [ ] On-demand - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.9 Infrastructure and Technical Requirements

### 1.9.1 Current IT Infrastructure

**Current Network Infrastructure:** - Internet Bandwidth: \_\_\_\_\_ Mbps - Wi-Fi Coverage: [ ] Complete [ ] Partial [ ] Limited - Network Reliability: [ ] Excellent [ ] Good [ ] Fair [ ] Poor - Backup Internet Connection: [ ] Yes [ ] No

**Current Hardware:** - Servers: [ ] On-premises [ ] Cloud [ ] Hybrid [ ] None - Storage Capacity: \_\_\_\_\_ TB - Backup Systems: [ ] Yes [ ] No - UPS/Power Backup: [ ] Yes [ ] No

**Current Software Systems:** - Student Information System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Learning Management System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Email System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Database System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Operating System Preference: [ ] Windows [ ] Linux [ ] macOS [ ] No Preference

### 1.9.2 Mobile and Device Requirements

**Device Types Used:** (Check all applicable) - [ ] Desktop Computers - [ ] Laptops - [ ] Tablets - [ ] Smartphones - [ ] Dedicated Terminals - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Operating System Requirements:** - [ ] Windows - [ ] macOS - [ ] iOS - [ ] Android - [ ] Linux - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Camera Requirements:** - [ ] Built-in Device Cameras - [ ] External USB Cameras - [ ] IP Cameras - [ ] Security Cameras Integration - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.9.3 Performance Requirements

**Response Time Expectations:** - Login: \_\_\_\_\_ seconds - Attendance Check-in: \_\_\_\_\_ seconds - Report Generation: \_\_\_\_\_ seconds - Data Synchronization: \_\_\_\_\_ seconds

**Availability Requirements:** - Uptime Requirement: \_\_\_\_\_% - Scheduled Maintenance Windows: [ ] Yes [ ] No - Disaster Recovery Time: \_\_\_\_\_ hours - Data Backup Frequency: [ ] Real-time [ ] Hourly [ ] Daily [ ] Weekly

## 1.10 Security and Compliance Requirements

### 1.10.1 Data Security

**Data Sensitivity Levels:** (Check all applicable) - [ ] Public - [ ] Internal Use Only - [ ] Confidential - [ ] Highly Confidential - [ ] Personal Data (GDPR/Privacy) - [ ] Academic Records - [ ] Financial Information - [ ] Health Information

**Security Measures Required:** (Check all required) - [ ] Data Encryption (at rest) - [ ] Data Encryption (in transit) - [ ] Access Logging - [ ] Audit Trails - [ ] Regular Security Updates - [ ] Penetration Testing - [ ] Vulnerability Assessments - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.10.2 Compliance Requirements

**Regulatory Compliance:** (Check all applicable) - [ ] GDPR (General Data Protection Regulation) - [ ] FERPA (Family Educational Rights and Privacy Act) - [ ] Local Data Protection Laws - [ ] ISO 27001 - [ ] SOC 2 - [ ] Government Education Standards - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Retention Policies:** - Student Records: \_\_\_\_\_ years - Attendance Records: \_\_\_\_\_ years - Audit Logs: \_\_\_\_\_ years - User Activity Logs: \_\_\_\_\_ years

### 1.10.3 Privacy Requirements

**Personal Data Handling:** - [ ] Consent Management Required - [ ] Right to Erasure (Forget) - [ ] Data Portability - [ ] Access Control by Individual - [ ] Anonymization Capabilities - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.11 Integration Requirements

### 1.11.1 Existing System Integration

**Current Systems to Integrate:** (List all applicable) - Student Information System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Learning Management System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Email System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Payment System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Library System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - HR System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Accounting System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Integration Methods:** (Check preferred methods) - [ ] REST API - [ ] SOAP API - [ ] Database Direct Connection - [ ] File Import/Export - [ ] Real-time Synchronization - [ ] Scheduled Batch Processing - [ ] Webhook Notifications - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.11.2 External Service Integration

**Required External Services:** (Check all applicable) - [ ] SMS Gateway - [ ] Email Service Provider - [ ] Payment Gateway - [ ] Cloud Storage - [ ] Backup Services - [ ] Analytics Services - [ ] Notification Services - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.11.3 Data Migration

**Data to Migrate:** (Check all applicable) - [ ] Student Records - [ ] Faculty Records - [ ] Course Information - [ ] Historical Attendance - [ ] Academic Transcripts - [ ] User Accounts - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Migration Timeline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Data Validation Requirements:** [ ] Full Validation [ ] Sample Validation [ ] No Validation

## 1.12 Deployment and Support Requirements

### 1.12.1 Deployment Preferences

**Deployment Model:** (Select one) - [ ] Cloud-based (SaaS) - [ ] On-premises Installation - [ ] Hybrid (Cloud + On-premises) - [ ] Private Cloud

**Cloud Provider Preference:** (If applicable) - [ ] Amazon Web Services (AWS) - [ ] Microsoft Azure - [ ] Google Cloud Platform - [ ] Local Cloud Provider - [ ] No Preference - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Geographic Requirements:** - [ ] Data must remain in country - [ ] Data can be stored internationally - [ ] Specific regional requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.12.2 Implementation Timeline

**Preferred Implementation Timeline:** - Planning Phase: \_\_\_\_\_ weeks - Development/Configuration: \_\_\_\_\_ weeks - Testing Phase: \_\_\_\_\_ weeks - Training Phase: \_\_\_\_\_ weeks - Go-Live Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Implementation Approach:** (Select one) - [ ] Big Bang (All at once) - [ ] Phased Rollout (By department) - [ ] Pilot Program (Small group first) - [ ] Gradual Migration

### 1.12.3 Support Requirements

**Support Level Required:** (Select one) - [ ] Basic Support (Email only) - [ ] Standard Support (Email + Phone, Business Hours) - [ ] Premium Support (24/7, Multiple Channels) - [ ] Dedicated Support (On-site support person)

**Training Requirements:** - [ ] Administrator Training - [ ] End-user Training - [ ] Faculty Training - [ ] Student Orientation - [ ] Train-the-Trainer Program - [ ] Online Training Materials - [ ] Video Tutorials - [ ] User Manuals

**Ongoing Maintenance:** - [ ] System Updates - [ ] Security Patches - [ ] Feature Enhancements - [ ] Database Maintenance - [ ] Performance Monitoring - [ ] Backup Management - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.13 Budget and Commercial Considerations

### 1.13.1 Budget Information

**Total Budget Range:** (Select one) - [ ] Under $10,000 - [ ] $10,000 - $25,000 - [ ] $25,000 - $50,000 - [ ] $50,000 - $100,000 - [ ] $100,000 - $250,000 - [ ] Above $250,000

**Budget Categories:** - Software Licensing: $ \_\_\_\_\_ - Implementation Services: $ \_\_\_\_\_ - Training: $ \_\_\_\_\_ - Hardware (if needed): $ \_\_\_\_\_ - Annual Support: $ \_\_\_\_\_ - Customization: $ \_\_\_\_\_

**Funding Source:** (Select one) - [ ] Internal Budget - [ ] Government Grant - [ ] Donor Funding - [ ] Loan/Financing - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.13.2 Commercial Preferences

**Licensing Model:** (Select preferred) - [ ] Perpetual License - [ ] Annual Subscription - [ ] Monthly Subscription - [ ] Pay-per-User - [ ] Pay-per-Usage - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Terms:** - [ ] Upfront Payment - [ ] Quarterly Payments - [ ] Annual Payments - [ ] Milestone-based Payments - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.14 Special Requirements and Customizations

### 1.14.1 Unique Institutional Requirements

**Special Academic Structures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Unique Attendance Policies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Custom Reporting Needs:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific Compliance Requirements:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.14.2 Customization Requirements

**User Interface Customizations:** - [ ] Institutional Branding - [ ] Custom Color Scheme - [ ] Logo Integration - [ ] Custom Labels/Terminology - [ ] Multi-language Support: Languages needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workflow Customizations:** - [ ] Custom Approval Processes - [ ] Modified User Roles - [ ] Custom Notifications - [ ] Special Business Rules - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Integration Customizations:** - [ ] Custom API Endpoints - [ ] Specialized Data Formats - [ ] Unique Synchronization Requirements - [ ] Custom Authentication Methods - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.15 Risk Assessment and Mitigation

### 1.15.1 Implementation Risks

**Identified Risks:** (Check all concerns) - [ ] Data Migration Complexity - [ ] User Adoption Challenges - [ ] Technical Infrastructure Limitations - [ ] Budget Constraints - [ ] Timeline Constraints - [ ] Staff Availability - [ ] Change Management - [ ] Security Concerns - [ ] Compliance Issues - [ ] Integration Complexities - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Risk Mitigation Strategies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.15.2 Success Criteria

**Key Success Metrics:** - [ ] User Adoption Rate: \_\_\_\_% - [ ] System Uptime: \_\_\_\_% - [ ] Performance Response Time: \_\_\_\_\_ seconds - [ ] Data Accuracy: \_\_\_\_% - [ ] User Satisfaction Score: \_\_\_\_\_ out of 10 - [ ] ROI Achievement: \_\_\_\_\_ months - [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.16 Approval and Sign-off

### 1.16.1 Stakeholder Information

**Project Sponsor:** - Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Technical Lead:** - Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**End-user Representatives:** - Faculty Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Student Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Administrative Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### 1.16.2 Final Requirements

**Must-Have Requirements:** (Top 5 critical requirements) 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nice-to-Have Requirements:** (Desired but not critical) 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Deal Breakers:** (Requirements that if not met, would prevent implementation) 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.17 Form Completion

**Date Completed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Completed By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Reviewed By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Approval Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## 1.18 Instructions for Completion

1. **Complete all relevant sections** - Some sections may not apply to your institution
2. **Provide specific details** - Generic answers may lead to implementation issues
3. **Involve key stakeholders** - Ensure all major user groups provide input
4. **Review thoroughly** - Requirements gathering is critical for project success
5. **Keep updated** - Requirements may evolve during the project
6. **Prioritize requirements** - Distinguish between must-have and nice-to-have features

## 1.19 Next Steps

Upon completion of this requirements form:

1. **Review and Validation** - Our team will review all requirements
2. **Clarification Meeting** - Schedule a meeting to discuss complex requirements
3. **Technical Assessment** - Evaluate feasibility and implementation approach
4. **Proposal Development** - Create detailed project proposal and timeline
5. **Contract Negotiation** - Finalize terms, pricing, and service agreements
6. **Project Kickoff** - Begin implementation with approved requirements

*For questions about this requirements form, please contact the Signox LogX implementation team.*

**Contact Information:** - Email: support@Signox-smart-roster.com - Phone: [Contact Number] - Website: [Website URL]

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