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| ID | As a… | I want to be able to… | So that… | Priority |
| 1 | Admin | create an account | I can create account for staff and QA | High |
| 2 | Admin | create closure date and final date | I can manage closure date and final date | High |
| 3 | Admin | modify all data any time | I can fix or update the data | High |
| 4 | Admin | Track all the idea submission | I see all idea submission | High |
| 5 | Admin | create reset, reset password or account email | I can customize account information | High |
| 6 | Admin | access the statistical system of each department | I can manage all department | High |
| 7 | QA assurance | monitoring the process of applying ideas or documents staff | I can monitor the activities of staff | High |
| 8 | QA assurance | evaluate ideas | I can post comment for ideas | High |
| 9 | QA assurance | to like or unlike on the public page of that idea | I can agree or not agree an idea | High |
| 10 | QA assurance | Delete ideas or document | I can delete data has not been approved | High |
| 11 | QA coordinator | access the statistical system of each department | I can manage all department | High |
| 12 | QA assurance | can add additional categories at any time, and can delete categories, but only if they have not been used | I can add additional categories at any time, and can delete categories, but only if they have not been used | High |
| 13 | QA assurance | receive an email every time an idea submission is submitted for approval | I can receive an email every time an idea submission is submitted for approval | High |
| 14 | QA assurance | download the detail of that idea submission form | I can download the detail of that idea submission form | High |
| 15 | QA assurance | download the list of that idea submission | I can download the list of that idea submission | High |
| 16 | QA assurance | comment on the public page of that idea | I can comment on the public page of that idea | High |
| 17 | Staff | Submit ideas | I can submit ideas | High |
| 18 | Staff | add, edit and delete their application before submitting. | I can add, edit and delete their application before submitting. | High |