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| ID | Priority Level | Requirement Description |
| 1 |  | An Admin role for the Quality Assurance Manager |
| 2 |  | Admin can Add and delete Categories only if they have not been used |
| 3 |  | All Users should be able to summit more than one idea |
| 4 |  | All Users must agree to Terms and Conditions before they can submit |
| 5 |  | All Users can optionally upload documents to support their ideas. |
| 6 |  | Ideas that are submitted should be able to be categorised |
| 7 |  | All Users should be able to see and comments on ideas |
| 8 |  | All Users should be able to give the Thumbs Up or Thumbs Down for any idea, but only once for any idea |
| 9 |  | The comments and ideas can be posted anonymously |
| 10 |  | Authors of ideas and comments information is to be kept on the database in case the idea or comment is inappropriate |
| 11 |  | All new ideas are disabled after a closure date for new ideas, |
| 12 |  | comments can continue to be done until a final closure date. |
| 13 |  | Once an idea is submitted the system emails a notification to the Department’s QA Coordinator. |
| 14 |  | email notification to the author of the idea if any comments have been made |
| 15 |  | A Lists of the most Popular Idea, most viewed, Latest Idea and Latest Comment made viewable and available to all users |
| 16 |  | Lists of Ideas need to be paginated (5 per page) |
| 17 |  | QA Manager needs to be able to download all the data after the final closure date in a CSV file for transfer out of the system. Any uploaded documents need to be downloaded in a ZIP file |
| 18 |  | An administrator is needed to maintain any system data, e.g. closure dates for each academic year, staff details. |
| 19 |  | Statistical analysis (e.g. number of ideas per Department) needs to be available. |
| 20 |  | The interface must be suitable for all devices (eg mobile phones, tablets, desktops). |