MEMORANDUM FOR SQ/CC

FROM: 805 CTS/CB

SUBJECT: Capability Need Statement (CNS) for Accountability Tracker

References: (a) DoDI 5000.87, 2 October 2020, *Operation of the Software Acquisition Pathway*

(b) DAFI 63-150, 11 August 2021, *Operation of the Software Acquisition Pathway*

(c) AFI 63-101, 30 June 2020, *Integrated Life Cycle Management*

1. Overview

1. Amn Bamieh, Amn Carrasco, A1C Free, A1C Gronemeier are tasked to create, test, improve and document an accountability tracker, to be finished by 04 Aug 23. This CNS will document the functional and non-functional needs that the airmen have been tasked with planning and implementing, as required by DoDI 5000.87.

2. Problem Statement

1. CB currently lacks the ability to quickly and efficiently manage the accountability of a team that has members that can work at different places.

3. Scope

1. The scope of the proposed solutions includes accountability planning, confirmation, viewing, and supervisory notification. At a minimum, we will provide a means for recording where members plan on being, and sending notifications if timelines are not met.

4. Requirements

1. There are two sets of requirements for this project. One set applies to what we see as the minimum viable product and the other applies to what we see as the ideal state. For clarity, requirements are defined for both states. We will strive to achieve the ideal state while ensuring all stakeholders understand what the minimum viable product (MVP) is for this accountability tracker.
2. MVP Functional Requirements

(1) The application shall provide a means of recording your intended location for up to two weeks ahead of time.

(2) Users should be able to confirm their daily location, with failing to confirm resulting in the notification of supervisor and then flight/directorate lead.

(3) The application will securely encrypt passwords.

1. MVP Non-functional Requirements

(1) The product and process developed by the airman will be documented by the airmen and the documentation shall be stored in a location they can access.

(2) Documentation about the application that are in written form shall be readable and understandable by non-technical stakeholders.

1. Ideal Functional Requirements

(1) The accountability product shall have a means for viewing everyone’s planned schedules, as well as the ability to edit another member’s plans if you are their supervisor or a flight/directorate lead.

(2) The accountability product shall provide secure encryption between the server and user.

(3) The planner shall allow for scheduling work locations up to two weeks from the day a user is accessing it.

5. For any questions or concerns regarding this document and the requirements documented, please contact Amn Bamieh (youssef.bamieh@us.af.mil).