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| Clean Maestro |
| High Level Requirements Document |
| Version 1.0 |
| 25 th of September, 2024 |

Project Identification

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| Project: | Clean Maestro |
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Contributors

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Distribution

This document is distributed to all the following people.

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Referenced Documents

This document refers to the following materials

| Version number | Title | Author | Date | Source / Location |
|---------------------|-------|--------|------|-------------------|
| 1.0 | | | | |
| 1.0 | | | | |
| 1.0 | | | | |

Revision History

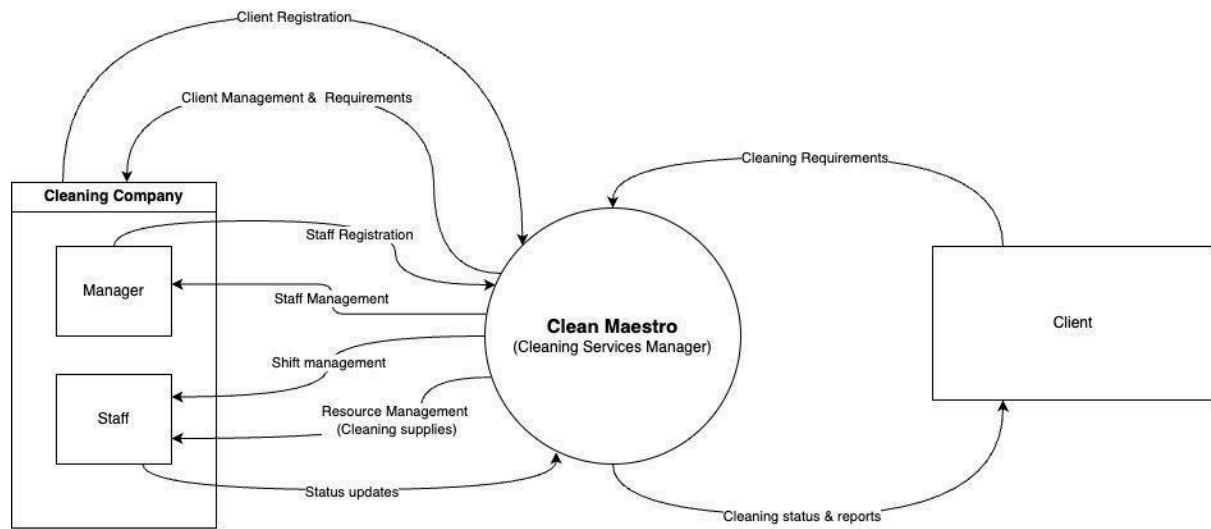
| Version Number | Revision Date | Summary of Changes | Modified by |
|----------------|---------------|--------------------|-------------|
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[Note: It is recommended that drafts be numbered 0.1 to 0.9, and that the first approved version be numbered 1.0. Thereafter, new version numbers will depend upon changes: 1.01, 1.1, etc for minor updates, 2.0, 3.0 etc for major changes.]

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1. Business Context Diagram



| Requirement Scope Area | Description |
|---|---|
| Clean Maestro (Cleaning Services Manager) | Software Management System responsible for allowing cleaning companies to handle their clients and staff, which includes resource management and shift handling. As well as allowing clients to set up personalized cleaning requirements, keep track of cleaning status/progress and receive cleaning reports. |

| External Entity | Description |
|------------------|---|
| Cleaning Company | Businesses that provide cleaning services as a business |
| Clients | Organizations that need to outsource their cleaning and need to track said cleaning |

| Information Flows | Description |
|-------------------------------|--|
| Client flow | |
| Cleaning requirements | Client registers the specific and very detailed requirements for their cleaning (each room or area to be cleaned, specific instructions for said areas, etc) |
| Cleaning status and reports | <p>Clients can access real time progress of the status of the cleaning: what has been cleaned so far, who is cleaning what, days of cleaning, pictures of before and after.</p> <p>Client may receive an auto generated report of all cleaning done (daily, weekly, monthly)</p> |
| Cleaning company flow | |
| Client registration | The cleaning company may register their clients as separates entities and set their requirements |
| Client manager & requirements | The cleaning company can access the special requirements detailed by their client inside their profile. |
| Staff registration | The cleaning company can register their staff members. |
| Staff & shift management | The cleaning company can access employee details, manage their shifts, and timetables. |
| Resource management | The cleaning company can manage their resources like cleaning supplies. |
| Status updates | The cleaning company constantly updates the cleaning progress of a certain client. The client can access this progress at any time. |

2. Requirements Scope Statements

| HLR# | Description | Priority (H, M, L) |
|-------|--|--------------------|
| HLR01 | Users (contractors, cleaning company managers, staff members, and supervisors) must be able to securely log in to the application to access their respective functionalities. | H |
| HLR02 | Clients must be able to track and view the status of their cleaning requests through the web portal. | H |
| HLR03 | Managers must be able to approve and manage cleaning tasks, assign staff schedules, and monitor progress. | H |
| HLR04 | Cleaning staff must be able to access their schedules and task lists across multiple client locations via the mobile application. | H |
| HLR05 | Managers and staff must receive notifications about important updates such as task assignments, completions, overdue tasks, and shift changes through email or in-app notifications. | H |
| HLR06 | Cleaning company administrators must be able to create, retrieve, and update client-specific cleaning requirements and staff schedules within the application. | M |
| HLR07 | Managers must be able to track staff performance and generate reports on cleaning tasks, productivity, and resource utilization. | M |
| HLR08 | Clients must be able to provide feedback on the quality of service and communicate special requests directly through the platform. | M |
| HLR09 | The system must enable staff to report task completion and any issues encountered during the cleaning process accurately. | M |
| HLR10 | Managers must be able to assign new cleaning tasks to available staff in real-time, with automatic updates reflected in the mobile app. | M |
| HLR11 | The application must support resource management, allowing administrators to track cleaning supplies and other resources. | M |
| HLR12 | Clients should have access to real-time updates and reports on cleaning status, including before-and-after photos and detailed progress logs. | M |

3. High Level Business Requirements Sign-Off

The undersigned acknowledge their agreement with the contents of Version <1.0> of the High-Level Requirements document for <Project Name>.

Following approval of this document, requirements changes will be governed by the project's change management process, including impact analysis and appropriate reviews and approvals, under the general control of the Project Plan and according to company policy. Approved Change Request Documents, if present, will be attached to this Requirements Document as updates.

| Name | Project Role and Functional Area | Date Signed |
|-------------------------|----------------------------------|------------------------------------|
| Samuel Gallego Rivera | Professor | Wednesday, 25th of september, 2024 |
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** Note: physical signatures are not required. Email approvals are acceptable and should be appended to project documents.*