



THE TONY ELUMELU
FOUNDATION

SCOPE DOCUMENT

TEFCONNECT V2.0



CONTENT

ABOUT	3
Platform Modules – At a Glance	6
Platform Modules – Requirements	8
Landing Page	8
Sign Up/Sign In	9
Profile	10
Home Page	11
Application	12
Training	14
Community	17
Discover/Tools	19
Opportunities	19
Pitching & Seed Capital	20
Mentorship	20
Alumni	23
Events	23
Platform Admin Functions	23
Platform Data Dashboard	24
UAT goals- Automation of test	25
Add-ons	26



ABOUT

TEFConnect is designed to become a one-**stop** ecosystem for African entrepreneurs. It is the platform through which the Tony Elumelu foundation empowers African entrepreneurs by providing opportunities, access to mentors, access to a marketplace while providing a community to collaborate with other African entrepreneurs across the continent.

Objectives of the document

1. To provide an end-to-end plan for a new scalable version of the TEFConnect
2. Fix current user pain points.
3. To deploy value-driven features to reach critical mass to move to the commercialization phase.

Target Audience

- **Primary target audience**- African TEF entrepreneurs, Alumnis
- **Secondary target audience** – Other entrepreneurs, Mentors and investors

Platform Actors

- TEF, Entrepreneurs, Investors, Mentors, other NGOs

Motivation

Motivated through Africapitalism, which is predicated on the belief that Africa's private sector can and must play a leading role in the continent's development.

This project scope of work is created for rebuilding the current TEFConnect platform to meet the organizational goal.



Key Assumptions

- Vendor will review and come up with additional technical dependencies that aren't highlighted in this document.
- Vendor to provide technical interpretation to understand the scope.

Assumed Constraints

- Building a new platform and merging both into the existing platform as we ideally do not want to completely jettison the current platform. Though open to a swap-out model
 - We have a platform that is currently in use <https://www.tefconnect.net>. This platform is built using: React / JavaScript for the Frontend and C# / .net core for the Backend

Platform Goals

Project Goal	Priority	Comment/Description
Functional Goals:		
Scalability	1	Scalable and microservice driven to support new features.
Extendibility	1	Easily customizable
User Friendly	1	Simple and easy user navigation
Performance	1	Optimal performance
Stability	1	Platform stability



Security	1	A security model that is used to protect an entire platform and secures the entire span of software or devices on that platform
Business Goals:		
Time to market availability	2	Available in time for launch
Data optimization-	1	Data management and modelling
Ranking and popularity		Well ranked and popularity growth
Technological Goals:		
Agile Methodology	2	Agile method of delivery
Quality Goals:		
Test-Driven Development (TDD) methodology	2	To avoid trial and error
User interface and design	1	Appealing and modern interface and design
Design thinking goals		
Our innovation framework is design thinking and below are our design thinking goals		
Design for cognitive, physical and sensory disability with features like screen readers	2	
Design for trust- including digital badges	1	
Design for diversity	1	
Design for accessibility	2	
Design for usability	2	



Design for Interconnectedness	2	
-------------------------------	---	--

Open in Web View Functionality

The platform is expected to have an open web view functionality that will ensure the platform content, tools and other applicable details will open in view on TEFCConnect and not direct the user to another platform or webpage

Platform Modules – At a Glance

The TEFCConnect platform is to be a digital learning and networking platform for all things entrepreneurship. The platform will operate two language conversion features:

- Direct language translation will be provided for all static texts on the platform and entrepreneurship programme related modules as specified by the Foundation.
- Language API to be integrated for all dynamic texts on the platform.

S/N	Module Name	Description	Priority
1	Landing Page	First page the users see when they type in the TEFCConnect URL.	0
2	Sign Up, Sign In & Onboarding	This module caters to new user sign up and profile creation or existing users sign in	0
3	Profile	In this section, users are able to create or edit their profile information and images	0
4	Home Page	This is intended to be the dashboard of users showing platform navigation links, their timeline and interaction dashboard	0
5	Application	In this module, users can apply to the Entrepreneurship Programme by filling an application form and taking a personality and cognitive assessment.	0
6	Training	This is the Learning Management System with arrays of courses, study groups and assessment.	0
7	Community	This module is the networking/ interactive section of the platform for connection/group forming and chatting	0



8	Discover / Tools	This is a resource library with articles, case studies, e-books, user stories, business tools etc. for all users of the platform	1
9	Opportunities	In this module, business opportunities are posted by TEF, Investor etc for entrepreneurs on the platform to apply for.	1
10	Pitching & Seed Capital	<p>In this module, shortlisted entrepreneurs on the entrepreneurship programme submit their business registration documentation, send in their business plans and pitch videos which are scored by a panel of judges online.</p> <p>Final Shortlisted candidates provide the bank details, receive seed capital and download their programme completion certificates</p>	0
11	Mentorship	Every selected application on the entrepreneurship programme is eligible to a mentor, The module is where Mentees connect with their Mentors and track interaction progress	0
12	Alumni	This is a dedicated page for all TEF alumni where business progress is recorded, surveys are administered and interaction with other alumni in their business industry or country.	1
13	Reporting	All modules must have their respective dashboard displaying its data, numerically and graphically. Report can also be downloaded or sent automatically for additional analysis	0
14	Events	A module to display upcoming events. Users can also RSVP to attend.	2
15	Mobile App	Creation of mobile app for IOS and Android	1



Platform Modules – Requirements

Landing Page

Functional Requirements	Feature Exists?	Priority
I want to see a description of the major features of the platform	Yes	0
I want to see a menu of available information which include: - About us - Contact us - FAQs (a bot) - Terms of Use / Privacy Policy / Cookies / Information Collection Consent etc. - Send feedback to the TEF Team etc.	Yes	0
I want to be able to change my language (English, French, Portuguese, Arabic)	Yes	0
All static information will be manually translated to the other 3 language offerings, any other language to be Google Translated.	Yes	0
I want to see Sign Up and Sign in buttons	Yes	0
I want to be able to access the platform without registering (for guest users even if it is with limited access to platform features)	No	0
I want to see a pop up when privacy policies have changed - review and accept new or updated privacy policies	No	0
I want users a cookies notification displayed to users	Yes	0
Admin functionality		
I want admin access to be able to change header text, favicon, banners	No	0
I want to be able to update the FAQs and respective answers	No	0
Note: Many of our users are Mobile users with screen size of about 860X420		



Sign Up/Sign In

Functional Requirements	Feature Exists?	Priority
I want to see login connectors (including Google, LinkedIn)	Yes	0
I want to be able to reconfirm my password	Yes	0
I want to see tips to create a strong password	Yes	0
I want to be able to retrieve my password	Yes	0
I want to see a pop up when privacy policies have changed - review and accept new or updated privacy policies	No	0
I want to give consent for by information to be shared with 3rd party	Yes	0
I want help navigating the platform upon registration	No	0
I want users to fill basic information about themselves e.g., FirstName, Last Name, email, business industry, Country		
Technical Dependencies		
Login connectors	Yes	0
Social sharing connectors	Yes	0
Password authentication	Yes	0
Cache technology	Yes	0
Email validation	Yes	0
OTP Verification	No	1
Admin functionality/ data to view		
I want admin access to be able to change header text, favicon, banners	No	0
I want to view sign ups on dashboard and filter by:	Yes	0
1. Date/Time of sign up	Yes	0
2. Country	Yes	0
3. Gender	Yes	0
4. Age Range	Yes	0
5. Type of user (e.g. Entrepreneur/Mentor/Alumni/Partner)	Yes	0
6. Industry	Yes	0
7. Attached to a mentors (Yes/No)	No	0
I want the ability to download report as PDF	Partial	0
I want the ability to download report as Excel	Partial	0
I want to be able to see number of active/inactive users of the platform	Partial	
I want to be able to see day's/week's/month's/year's sign ups and activities on the platform	Partial	0



I want to be able to schedule a specified report to send to specified people at a set time	No	1
I want to be able to update privacy policies to be displayed on the platform - in multiple languages	No	0
Cookies notification	Yes (not accurate data)	0

Profile

Features	Feature Exists?	Priority
I want to be able to invite friends to join TEFCConnect	Yes	P1
I want to be able to add to/update my profile information with more details about me and my business (outside of details provided at on-boarding)		
I want to choose audience that can view sections of my profile (e.g. public/entrepreneurs/mentors/investors/my contacts etc.)	No	P1
I want to be able to join and view the community groups I belong to	No	P2
I want to be able to see my timeline	Yes	P2
I want areas I need mentoring on to show (not mandatory)	Yes	P2
I want a breakdown of number of connections I have based on investors, mentors and entrepreneurs	Yes	P1
I want to be able to tag my friends	No	P3
I want to post a status on my profile	Yes	P3
I want people to like and share my posts	Yes	P1
I want to be notified of comments on my posts	Yes	P3
I want to be able to flag posts of concerns	No	P1
I want others to see profile of my connections	Yes	P2
I want to see the time I joined the platform (age on platform)	No	P3
I want to be notified of a new message	No	P2
I want to be able to change my language on my page	Yes	P0
I want to be able to mute and delete a connection	No	P1
I want to be able to see my TEFID number and it choose whether or not to make it visible to others (only applicable to those that have been issued one by the Admin)	No	P0
I want a badge on my profile to indicate who I am (e.g. Mentor, Entrepreneur/Alumni/Partner)		
I want to be able to see upcoming events	No	P3
Technical Dependencies		
Image standardisation	No	P1



Admin functionality/ data to view		
I want to be able to view the user with the highest invite a friend, (top 20 users)	No	P3
I want to be able to review and action flagged comments /status	No	P1
I want to be able to delete or suspend a user	No	P1
I want to be able to change a user's category badge		
Data to view		
• Engagement rate	No	P1
• No of profile views / user/location	No	P1

Home Page

Features	Feature Exists?	Priority
I want to be able to like comments	Yes	0
I want to be able to invite a friend to TEFCConnect	Yes	0
I want to be able to post a message	Yes	0
I want to be able to reply to a post and @ a user		0
I want to see content in my default language or click to translate	No	0
I want to be able to chat with friends or groups	No	0
I want to take a tour of what's available on the site	No	0
I want to see quick links to notifications, messages, post a comment	Yes	0
I want to see my profile completion percentage	Yes	1
I want to see the last date and time I was on the platform	No	2
I want to be able to follow or connect with other members of community	No	0
I want to be able to see my progress with application (if user has applied to the entrepreneurship programme)	Yes	2
I want to be able to get tips and suggestions on new things on the platform	No	1
I want to be able to like a post	Yes	0
I want to be able to bookmark/fav content and people	No	0
I want to post smileys and gifs	Yes	0
I want to be able to privatise or secure my account	No	0
I want to see other community members who are online and chat with them	No	1
Technical Dependencies		
• Video feature		
• Quotes feature		



• Share plugins		
• Smileys, bookmark feature		
• Chatbot feature		
Admin functionality		
Generic Admin functions. See Profile		
I want to be able to display important notice to all users or selected user categories		
I want to be able to edit all banner images and texts		
Data		
Generic Data.		

Application

Features	Feature Exists?	Priority
I want to see the stages of my application overview at a glance	Yes	0
I want to be able to save and continue my application at any time	Yes	0
I want the form to auto detect my location, country, state, city, LGA, Rural/Urban area	Partial	0
I want my country calling code to be auto-selected based on my country		0
I want to navigate around the form without filling any detail	Yes	0
I want to get direct feedback on each form field's input before proceeding	Yes	0
I want to preview my filled form before I submit	Yes	0
I want to see a countdown of when the application phase will close	Yes	1
I want a downloadable copy of my form sent to my email (Personal & Business Details only)	No	1
I want to be able to edit my filled form at any time within the application window	No	1
I want a timeline on my profile to indicate which stage of the application I have in	No	1
I want to be able to get reminders to nudge me to complete my application	Yes	1
I want to apply from any device	Partial	0
I want to see the Terms & Conditions before I commence the application	Yes	0
I want to select the language I would like the application form to be displayed in	Yes	0
I want to be able to get help with my application	No	0
I want to be able to see my auto-generated TEF ID number when I have been selected for the next stage	No	0



I want to be able to use application form filled in previous years so I don't have to fill the form all over again	No	0
I want to be able to fill the application form without registering on the platform	No	0
Technical Dependencies		
Ensure tracking of unfinished applications	No	0
Dynamic question distribution – ability to randomise questions for each category of questions	Yes	0
For the cognitive assessment questions, applicants cannot navigate around the form	Yes	0
Auto scoring of application and segmentation based on final test scores (Stating eligibility status)	Yes	0
Auto generated emails to all applicants stating entrepreneurial eligibility	Yes	0
Auto routing of applicants to appropriate training segment - based on training needs analysis	Yes	0
Downloaded copy of form should not include competence test questions	Yes	0
Terms and conditions and other applicable policies should be readable and scrolled to read.	Yes	0
Webcam test monitoring and requirements to avoid cheating or auto screen grab	No	2
Email verification at application stage for those that do not register on the platform first	Yes	0
OTP phone number verification	No	1
Admin functionality		
I want to be able to add/modify/delete fields on the application form including MCQs	Yes	0
Ability to decide number of people per country/gender/industry to move to the next stage based on percentile score and/or quota	No	0
I want to be able to reset an applicant's application - with reasons documented	No	0
I want to be able to delete an applicant's application - with reasons documented	No	0
To view time and date the user commenced and finished the application	Partial	0
To view application completion rate	Yes	0
To be able to view and export previously filed application	No	0
To be able to view applicants that have not completed their applications and send them a reminder to complete	Yes	0
Ability to search for an entrepreneurs using email, firstname or lastname	Partial	0
Ability to view searched entrepreneur's complete application form and score	Partial	0
Admin url with Read-only and Read/Write access	Partial	0



Data to View		
View applications on dashboard and filter by stated categories:	Yes	0
Total number of applications	Yes	0
Total number of applications completed	Yes	0
Total number of applications in progress	Yes	0
Total number of applications in different sections of the application process	Yes	0
Filter by a combination of variables e.g. Gender, Country, Industry, completion rate, Rural/Urban	No	0
Ability to see applications by Regions e.g. Africa, Europe, USA etc.	No	0
Ability to manually move a batch of entrepreneurs to the next stage based on specified criteria	No	0
Download report as PDF	Yes	0
Export report to excel function	Yes	0
I want graphical representation of data displayed based on selected variables	Partial	0

Training

Features	Feature Exists?	Priority
I want to be able to take an assessment to uncover my area of weaknesses	No	1
I want a suggested curriculum based on my identified improvement areas	No	1
I want a wide selection of training courses in business management	No	0
I want too see each courses average completion time	No	1
I want to be able to select a mentor/coach to guide me	No	1
I want to be able to access the training content offline	No	0
I want to see timing spent on each module's assessment	No	2
I want to be able to review my assessment before submitting	Yes	0
I want modules to auto-check once I am done consuming the lesson content	Yes	0
I want to be able to turn on subtitles for video training content	No	1
I want to be able to set goals weekly	No	3
I want to be reminded to complete my training periodically	Yes	2
I want to be able to see the summary details of the course details	Yes	0
I want to able rate a course / training	Yes	1
I want different training channel / medium e.g. text/video/audio	Partial	0
I want to be able to take the assessment via video/audio	No	0



I want shareability of my training certificate	No	2
I want prompts on training milestones	No	3
I would like to see FAQs for training	Yes	1
I would like to be able to ask questions to people taking same course visible to all	No	0
I want to be able to reply to a question asked - visible to all	No	0
I want to have a cumulative score of my assessment at the end of my training	No	0
I want to see how many trainings score compares with others taking or has taken the training	No	1
I want to see immediate score once quiz is done	Yes	0
I want to be able to redo my test after each week training	Yes	0
I want to see my completion percentage for each training - progress	Partial	0
I want a downloadable certificate for training completion	No	0
I want to receive notifications when I have been away for more than 1 week	No	2
I want to able to select video speed and quality using	No	1
I want to be able to enable and disable captions	No	1
I want to bookmark parts/ segment in the video	No	1
I want to be able to set up, join or leave a study group	No	1
I want my mentors to see my progress/activity/score	No	1
I want to see an introductory page explaining the expectations of the training	Yes	0
I want to be able to pause, rewind, fast forward my training videos	No	0
I want to be able to revisit see past weeks' training as I go through the weeks	No	0
I want to easily access my leaning resources - Further reading	Yes	0
I want the training module categorized by topics etc.	No	0
I want a self-paced training	Yes	0
I want to show the materials /courses finished shared on my social media pages	No	1
I want to be able to search for past trainings	No	1
Technical Dependencies		
Video Playback	Yes	0
Push notification	No	0
Share buttons	No	0
Countdown clock	No	0
Rating system	Yes	0
Open subtitle API	No	1
YouTube integration	No	0
Ability to step up or step down the video bit rate	No	0



Speech to text	No	0
Azure Media Servicing Tools is required for the Video and Audio Streaming –	No	0
Encoding Tool	No	0
Streaming Tool (This takes care of the Storage, Bandwidth and CDN)	No	0
Admin functionalities		
Generic Moderation dependencies- add, delete, edit, update, change the title of training	No	0
Ability to create courses	No	0
Ability to attach curriculum to course	No	0
Ability to create and manage topics in the curriculum materials like text, pdf and video, the estimated timeline for completion	No	0
Ability to add prerequisite to classes where applicable	No	0
Ability to attach certificate to classes	No	0
Ability to see list of users registered for a class	No	0
Ability to configure classes to subscription plan	No	0
Ability to view user learning history including - Time spent on each topic	No	0
Ability to schedule Online Classes with the option to interact by asking questions and getting instant response	No	0
Ability to notify students of any key information via Email or SMS	No	0
Ability to decide number of people per country/gender/industry to move to the next stage based on percentile score and/or quota		0
Ability to send push notification to those who are yet to complete		0
Data	No	0
Most and least taken training course	No	0
Most commented-on training/ Training Module that has the most engagement	No	0
Most liked training	No	0
Top rated training course	No	0
Most viewed training courses	No	0
Quiz views	No	0
Average quiz score	No	0
Video views	No	0
Average completion time	No	0
Top scoring applicant - The Quiz	No	0
Low scoring applicant- The Quiz	No	0
view the IDs of those viewing, commenting, liking,	No	0
Total completed vs total enrolled		



Total in each stage of the training e.g. Module 1,2 etc.		
Non-functional Requirements		
I want to have less things to click before I do what I want		
Interactive training		
Speed		
Content Protection (This takes care of encrypting the media materials)		

Community

Features	Feature Exists?	Priority
I want to be able to search for people on the platform by industry, name, category (e.g. entrepreneurs, mentors, alumni, investors)	No	0
I want to be able to see the profile of users I select on the platform	Yes	0
I want to be able to send a connection request to other desired users on the platform	Yes	0
I want to be able to receive connection requests by email	Yes	0
I want to be able to see connection request notification on my profile	Yes	0
I want to be able to create community groups	Yes	0
I want to be able to invite people to a group	Yes	0
I want to be able to see how many people are in different community groups	Yes	0
I want to be able to post messages on my community group and reply to other posts	Yes	0
I want to know which community groups are public or private	Yes	0
I want to be able to search for keywords and hashtags to find content in communities.	No	0
I want to be able to read translated version of individual comments and posts	Yes	0
I want to be able to send a private message to groups	Yes	0
I want to be able to mention people or ask people questions	No	1
I want to be able to follow conversations and get notification on subsequent replies.	No	1
I want to be able to like and share posts on TEFCConnect to other platforms	No	2
I want to be able to reply to posts and comments	Yes	0
I want to be able to create polls	Yes	0
I want to be able to take a poll	Yes	0
I want to be able to see all available polls	No	0
I want to be able to add smiley to post and comment	Yes	0



I want to be notified when a content is sensitive	No	0
I want to be able to upload image, GIFs, videos	Yes	0
I want to see user's activity when I click their profile	No	2
I want to subscribe to group and communities	No	2
I want to be able to see when someone is online	No	0
I want to be able to bookmark / save content	Yes	0
I want to be able to flag a comment with reason for flagging	Yes	0
I want to see featured comments	No	1
I want to see topic recommendations	No	2
Technical Dependencies		
Elastic search API or Algolia API https://www.algolia.com/ to crawl entire platform		
Email invite plugin		
Google API		
Email trigger for mentions, conversation		
SMS triggers		
Integration to poll API		
Integration to public smiley API like emojiopedia- https://emojiopedia.org/		
Flag technology and keyword censoring		
Unique identifier/badges		
Uploader API, 3 image standardization, rounded edges		
Integration with collaborative tools/ using google doc- collaborative widget		
Admin functionality/ data to view		
Create, edit and delete community groups		
See all flagged posts/comments		
Delete or resolve a flagged comment		
Suspend or delete a user from the platform		
See community guidelines		
See name of owners of community groups and reach out to them		
Report a post, delete a comment		
Pin a comment to the top		
View communities and posts on dashboard and filter by:		
1. Industry		
2. No of people		
3. No of posts		
4. No of likes		
5. No of comments		
6. Most performing rooms, posts		



7. Add guidelines, edit and delete guidelines

Discover/Tools

This is a resource library with articles, case studies, e-books, user stories, business tools etc. for all users of the platform

Features	Feature Exists?	Priority
I want to be able to add a business tool to the platform	Yes	0
I want to be able to see all available tools on the platform by category	Yes	0
I want to see who created the tool and when	Yes	0
I want to be able to search for a tool by name, category, most popular, latest	Yes	0
I want to see tools that have been verified by TEF Admin	No	0
I want to see the number of people that have viewed this tool	Yes	0
I want to be able to comment on a particular tool	Yes	0
I want to be able to flag a tool	No	0
Admin		
I want to be able to verify a business management tool	Yes	0
I want to see tools added, creator, date of creation, time of creation, number of views for each tool	Yes	0
I want to be able to see all flagged tools	Yes	0
I want to be able to delete a tool from the platform	Yes	0
I want to be able to see total number of tools added by category and their respective uptake/views	No	0
I want other business to be able to plug in their own tools	No	0

Opportunities

Features	Feature Exists?	Priority
Sub-pages – Trainings, challenge, grants, conferences, alumni opportunities		
I want to get a pop up when there is a new value-add opportunity	No	0
I want to see sector-based value add opportunities	Yes	0
I want to receive notifications about deadlines	Yes	0
I want to be able to see Opportunities by type of opportunity (e.g. challenges, competitions, awards, scholarships, discounts, funding, fellowships)		0



I want entrepreneurs to upload their personal opportunities	Yes	0
I want to sort opportunities by countries	Yes	0
I want to be able to filter by TEF verified opportunities	No	0
I want to be able to sort opportunities by latest, most popular etc.	No	0
I want to see time left until deadline for an opportunity	Yes	0
I want a standard template for uploading (name of opportunity, picture, description, deadline, link, eligibility status)	Yes	0
Technical dependencies		
Generic Moderation dependencies		
Admin		
I want to be able to verify a posted opportunity	Yes	0
I want to see opportunity added, creator, date of creation, time of creation, number of views for each opportunity	Yes	0
I want to be able to see all flagged opportunity	Yes	0
I want to be able to delete an opportunity from the platform	Yes	0
I want to be able to see total number of opportunities added by category and their respective uptake/views	No	0

Pitching & Seed Capital

Updated. See Additional attachment

Mentorship

Features	Feature Exists?	Priority
MENTOR:		
I want to be able to give feedback to my mentees	Yes	0
I want to be notified when I have been requested as a mentor	Yes	0
I want to be able to accept or reject a mentor request	Yes	0
I want to accept or decline mentee requests with personalized messages	Yes	0
I want to be able to create a group for my mentees as a mentor	No	0
I want to be able to see progress of all my mentees on a dashboard	Yes	0
I want to be able to have a calendar where I can show my availability for mentoring. A schedule	Yes	0
I want to be able to select my preferred mode of communication (call, email, chat on TEFCConnect, other)	Yes	0



I want to be alerted when it is my mentees birthday	No	1
I want to be able to send my mentee a five star (or something similar) congratulatory message on completion of milestones	No	2
I want to be able to chat with other mentors	No	1
I want to receive notification of events	No	1
I want to be able to filter mentees based on industry, country etc	Yes	0
I want to be able to upload and share documents with Mentee	Yes	0
I want to be able to view my mentees profile	Yes	0
I want to be able to set milestones/tasks for my mentee with deadlines	Yes	0
I want to be able to change my mentee	Yes	0
I want a resource library where I can get all the information I need for onboarding and the rest	No	0
I want to be able to automatically renew my agreement after the 1 year without having to reapply	No	0
I want to know when mentees have completed their tasks	Yes	0
NB: Mentor cannot mentor more that 5 mentees at the same time	Yes	0
MENTEE:		
I want to be able to give feedback on my mentees and the mentorship programme	Yes	0
I want to be able to view all mentor profiles	Yes	0
I want to be able to request a mentor	Yes	0
I want to know when I have been accepted or rejected	Yes	0
I want to be able to suggest mentors to the programme	No	0
I want to be able to see my mentor's availability on a calendar and request for time	No	0
I want to be able to filter mentors based on:	Yes	0
• Industry		
• Number of years of experience		
• Interests		
• Strengths		
• Country		
• Location		
• Language		
• Gender		
• Religion		
I want to receive meeting notifications	No	1
I want mentors recommendations based on my Country and business industry	No	0
I want to see related mentors when I do a search	No	0



I want to sort through mentor messages by links, doc and media	No	1
I want my profile to show my mentor	Yes	1
I want to be able to rate my mentors	Yes	0
I want to be able to give feedback on my mentor	No	0
I want to be able to change my mentor	Yes	0
NB: Mentees can have a maximum of 3 mentors at a time	Yes	0
ADMIN:		
Generic Moderation dependencies		
Ability to give mentorship role to a registered user	No	0
Ability to shortlist mentors based on criteria	No	0
Ability to view mentorship connections	Yes	0
Ability to directly message mentors/mentees	Yes	0
I want to receive triggers when there are poor ratings of mentor/mentee	No	0
I want to be able to send surveys and the results be collated	No	0
I want to be able to assign points to mentors	No	0
I want a prompt when a mentor is recommended to added to the programme	No	0
I want the system to track mentees/mentors - point rating	No	0
I want the system to auto- generate certificates for mentors after programme cycle	No	0
I want mentor to tell me if they don't want to be mentors anymore and why (seriousness, no integrity, no response, others)	No	0
I want to be alerted if mentees or mentors are changing too often	No	0
I want to be able to search mentees/mentor by:	No	0
• Industry		0
• Number of years of experience		0
• Interests		0
• Strengths		0
• Country		0
• Location		0
• Language		0
• Gender		0
• Religion		0
I want number of check in by mentor or mentee to be recorded	Yes	0
I want to be able to do batch upload of mentors to the platform	Release 2	0
I want Mentors to sign Terms & Conditions online	Yes	0
See at a glance mentee peering with mentors	Yes	0
I want to see and track mentee weekly engagement	Yes	0



Technical dependencies		
Calendar integration		
Chat functionality		

Alumni

Updated. See Additional attachment

Events

Features	Feature Exists?	Priority
I want to be able to create an event	No	P2
I want to choose whether the event is displayed publicly or to a particular group of people	No	P2
I want to see and be reminded of an upcoming event (in the week/month)	No	P2
Technical Dependencies	No	P2
Calendar features		
	No	P2
Admin functionality/ data to view	No	P2
I want to be able to create and delete events	No	P2
I want to see all events created, the creator and date of creation	No	P2

Platform Admin Functions

1. Delete comment, delete user
2. I want to see the number of connection pairs per region, per countries, per gender, per category of users
3. Popular keywords used on the platform
4. I want to be able to administer surveys to a particular user group
5. I want to see the current users logged in
6. I want to set active duration on site pages
7. I want to be able to flag and delete negative posts
8. I want to delete, view and edit a banner, notification, links etc.
9. I want to see how many people have viewed a post
10. I want to see how many people are going through the training



11. I want to see how long it takes users to go through training courses
12. I want to perform a specific admin function on the learning page easily
13. I want to be able to easily create surveys and append survey links
14. I want to easily navigate the survey from the admin
15. I want to be able to give specific admin access to specific users
16. I want to be able to edit, view and delete surveys
17. I want to be able to search for surveys by keywords
18. I want to see all survey reports
19. I want to preview changes before going live
20. I want an auto report delivered to a set of stakeholders
21. I want to get alerts for scheduled data
22. I want to be able to create rooms on the community
23. I want the mentors and mentees to get notified when an update has been made
24. I want to see all the connections for a mentor
25. I want to be able to match bulk mentees to mentors

Platform Data Dashboard

1. Total Sign ups – Filter by User category e.g. Entrepreneurs, Mentors, Partners, gender, age, country, language, date range. Also display growth month on month.
2. Total users by category e.g. Entrepreneurs, Mentors, Partners, Alumni. Filter by country, age, Gender, Industry
3. Total Active, Inactive, Dormant Users users
4. Bounce rate
5. Articles – no/day and total
6. Events acceptance (no/day and total)
7. Most searched keyword.
8. Total Return visitors by date range
9. Avg. time on site
10. Page views/visit
11. Average session duration, daily, monthly for application
12. DOB Entrepreneurs/Alumni mentors (auto email birthday recognition) Total num of users (subscribers), growth month on month
13. Top active countries
14. Total number of all who visited today – entrepreneurs & mentors?
15. DATA AVERAGES



- DAU- Daily average user
- MAU – Monthly average user
- WAU- Weekly average user
- Average engagement rate

Generic admin functionality

- Embed API for an email mailing
- Auto email template
- Set goal tracking and alerts for specific set thresholds

For applications data- Exploration of sharing an iframe (power bi) that can be used to embed the report on TEFCConnect.

UAT goals- Automation of test

- Load test
- Stress test
- Penetration test
- UAT technical dependencies
- UAT admin functionality
- Vulnerability tests

Security monitoring procedure and security reports by the technical team every month.

Synergize hosting platform with Azure platform for better optimization, security and monitoring.



Add-ons

Connections

I want to be able to connect with be people by the following:

- Sector
- Skills
- Interests

Business Needs

- Type of User – Mentor, Alumni, Entrepreneur, Partner, etc.

Admin User Access

Super Admin

Access control functionality to manage users by the super admin, Super users
– To make give permission to different user segments, create permission.

Role-Based Access Control (RBAC) – The super user assign users to roles at three different levels of scope:

The admin privileges should have a super user(s) who can then assign privileges and rights to other users.

Editors

Can edit content, can delete content, can export data

Moderators –

Can view, can create groups, and can upload details

Analyst

Can review data, download data

Other Requirements

- Migration of old data and content and capabilities from the document management system, learning and mentoring from previous platform to the new one.
- API management module that provides API documentation for possible integrations.
- SDK module for people to develop tools and apps