

# Passport Automation System – SEAD Documentation

## Problem 2: Team Agreement Creation

This agreement defines roles, communication, decision-making, and quality standards for the Passport Automation System project.

### 2.1 Team Roles and Responsibilities

- Project Manager: Manages planning and delivery.
- Documentation Lead: Maintains project documentation.
- Lead Developer: Designs system architecture.
- QA Lead: Validates requirements and testing.

### 2.2 Communication Methods

WhatsApp for daily communication and Google Meet for weekly reviews.

## Problem 4: Stakeholder Analysis

Stakeholder	Role	Impact
Citizens	Passport application	High
Passport Officer	Verification & approval	High
System Administrator	System maintenance	Medium
Government Authority	Oversight	High

## Problem 5: Stakeholder Interests

Citizens expect fast and transparent passport processing.

Passport Officers expect automated verification tools.

System Administrators expect secure and stable systems.

Government Authorities expect compliance with regulations.

## Problem 12: Functional Requirements

FR-01: Online passport application submission.

FR-02: Document upload and verification.

FR-03: Appointment scheduling.

FR-04: Application status tracking.

FR-05: Secure data storage.

## Problem 13: Non-Functional Requirements

NFR-01: High security with encryption.

NFR-02: System availability 24/7.

NFR-03: User-friendly interface.

NFR-04: Scalable to millions of users.

## **Problem 15: Glossary**

Passport Automation System – Digital platform for passport services.

Verification – Validation of applicant documents.

Stakeholder – Person or organization involved in the system.