## ****Functional Requirements (FR)****

These describe **what the system should do** — specific features, behaviors, and interactions.

### 1. ****User Management****

FR1.1: The system shall support four user roles: Admin, BCM Coordinator, Business Unit Champion, and Steering Committee.

FR1.2: Users shall be able to log in securely with email and password.

FR1.3: Admins shall be able to create, edit, and deactivate users.

FR1.4: Role-based access control shall limit functionality according to user roles.

### 2. ****Assessment Module****

FR2.1: The system shall display BCM maturity questions aligned with six ISO 22301 focus areas.

FR2.2: Users shall be able to select a maturity rating (0–5) per question.

FR2.3: Users shall be able to upload supporting evidence per question.

FR2.4: Users shall be able to enter free-text comments or observations.

FR2.5: The system shall calculate the average maturity score per focus area and overall automatically.

### 3. ****Evidence Management****

FR3.1: Users shall be able to upload files (PDF, DOCX, XLSX).

FR3.2: Each uploaded file shall be linked to a specific question.

FR3.3: The system shall maintain a version history of uploaded files.

FR3.4: Admins and BCM Coordinators shall be able to view an audit trail of changes.

### 4. ****Dashboard & Reporting****

FR4.1: The system shall display dashboards showing maturity levels by unit, area, and overall.

FR4.2: The system shall support exporting reports to PDF and Excel.

FR4.3: The system shall generate BCM improvement roadmaps based on assessment results.

FR4.4: Dashboards shall be filtered by date, department, or user.

### 5. ****Notifications & Reminders****

FR5.1: The system shall send email and in-system reminders for due or overdue assessments.

FR5.2: The system shall alert relevant users when scores are updated.

FR5.3: Users shall be notified of assigned tasks and deadlines.

## 📋 ****Non-Functional Requirements (NFR)****

These describe **how the system should perform** — qualities like performance, security, usability, etc.

### 1. ****Performance & Scalability****

NFR1.1: The system shall support concurrent use by at least 100 users.

NFR1.2: Average page load time shall not exceed 2 seconds under normal load.

NFR1.3: The system shall scale to support growth in the number of assessments and uploaded documents over time.

### 2. ****Security****

NFR2.1: The system shall enforce HTTPS for all communications.

NFR2.2: User authentication shall include secure password hashing and optional 2FA.

NFR2.3: Uploaded files shall be scanned for viruses.

NFR2.4: Users shall only access data and files relevant to their role and permissions.

NFR2.5: The system shall maintain audit logs of key actions (login, file upload, score updates).

### 3. ****Usability****

NFR3.1: The system shall be usable by non-technical users with minimal training.

NFR3.2: All major functions shall be accessible within 3 clicks.

NFR3.3: The UI shall be responsive and compatible with major browsers.

### 4. ****Maintainability & Modularity****

NFR4.1: The codebase shall be modular to support future enhancements (e.g., new focus areas).

NFR4.2: The system shall follow standard coding practices and include inline documentation.

### 5. ****Availability & Backup****

NFR5.1: The system shall have >99% uptime during business hours.

NFR5.2: Backups of data (including files and assessments) shall be taken daily and retained for at least 30 days.

### 6. ****Compliance****

NFR6.1: The system shall comply with relevant data protection regulations (e.g., GDPR if applicable).

NFR6.2: The system shall support record retention policies as defined by BCM governance.