|  |  |
| --- | --- |
| Priority | Task |
| Very High | 1. Staff must be able to upload one or more ideas. 2. Staff must be able to accept the terms and conditions before submission. 3. QA managers must be able to add or delete categories if they haven't been used. 4. Staff must be able to view and comment on any ideas. 5. QA Managers must be able to set a closure date for ideas. 6. QA Managers must be able to allow the system to allow for new ideas to longer be submitted after the closure date. 7. QA Managers must be able to download all the data in a CSV file for transfer out of the system after the final closure date. 8. QA Managers must be able to download any uploaded documents in a ZIP file. 9. Administrators must able to maintain (add, edit or delete) all system data. 10. Users must be able to access the website from all devices. |
| High | 1. Quality Assurance Managers must be able to accept or decline requests. 2. QA Coordinators must be able to manage requests from a specific department. 3. Staff must be able to categorise (tag) ideas 4. Staff must be able to anonymously upload and comment on ideas. 5. Staff must be able to comment until the final closure date. 6. Users must be able to view most popular ideas, most viewed ideas and latest comments 7. Users must be able to generate a report which contains all statistics and exceptions. |
| Medium | 1. Staff must be able to upload documents to support ideas. 2. Staff must be able to thumbs up or down once per idea. 3. QA Managers must be able to locate the author by their given ideas. 4. QA Coordinators must be able to receive an email notification every time an email is submitted. 5. QA Coordinators ideas must be able to paginate where each page contain five ideas. |
| Low | 1. As a QA Coordinator I want to be able to send emails which are automated to all the staff. |