

# **PMO Web Application**


## Business Requirements Document

Version 1.1

## VERSION AND APPROVALS

VERSION HISTORY			
Version #	Date	Revised By	Reason for change
1	15 <sup>th</sup> july 2020	Simranjit Singh	

This document has been approved as the official Business Requirements Document for PMO web application, and accurately reflects the current understanding of business requirements. Following approval of this document, requirement changes will be governed by the project's change management process, including impact analysis, appropriate reviews and approvals.

DOCUMENT APPROVALS			
Approver Name	Project Role	Signature/Electronic Approval	Date
Kadidia Fofana	Client Representative	<i>Kadidia Fofana</i> 	22th July 2020

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## PROJECT DETAILS

<b>Project Name</b>	PMO web application
<b>Project Start Date</b>	8 July, 2020
<b>Project End Date</b>	15 September, 2020
<b>Project Sponsor</b>	ABC Tech
<b>Project Manager</b>	Simranjit Singh

## OVERVIEW

This document defines the high level requirements PMO web application. It will be used as the basis for the following activities:

- Use Cases
- Business Process
- Application Flow Diagram
- Requirement Traceability Matrix

## GLOSSARY OF TERMS

Term/Acronym	Definition
IAM	Identity and Access management
PM	Project Manager
PCO	Project Control Officer
PMO	Project Management Office
R&D	Research and Development

## PROJECT OVERVIEW

### 4.1 Project Overview and Background

ABC Tech, which is specialized in Artificial & Robotic technology came into existence in 2006. Since the gradual innovations in the field there have been many projects managed and delivered by the company turning its numbers tripling from the initial number over the past two years.

In such a competitive market environment, an improved methodology was much required in the company for the ongoing projects. So, the company after a thoughtful revision of different products available in the market that simply provide status of the portfolio & project timelines, cost & resource, has hired Paris Tech to create a Customized web application tool.

The new customized web application tool is required is expected to overcome the difficulties that the PMO department faces while monitoring the projects, also making sure that they all pass the gating system mandatory to the federal audits conducted on a monthly basis

**The objective of this project is to:**

- To obtain up to 20% decrease in the on boarding frame by the PM hired (in time period ending 2021)
- 40 percent increment for the projects that abides the timelines, budgets and qualifying the federal audits as well. (in time period ending 2021)
- Customer Satisfaction increment expectation by thirty-five percent period ending 2021.

**4.2 Project Dependencies**

This is the standalone application, hence as of now, there is no internal and external dependencies.

**4.3 Stakeholders**

The following comprises the internal and external stakeholders whose requirements are represented by this document:

	Stakeholders	
	INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
1.	Company owner	Vendors
2.	Steering Committee	Suppliers
3.	PMO	Contractors
4.	PM	Sponsors
5.	Team Lead	
6.	Developers	
7.	Testing Team	
8.	All team members	

**KEY ASSUMPTIONS AND CONSTRAINTS**

## 5.1 Key Assumptions and Constraints

#	Assumptions
1.	Time might increase, if the requirement changes by the client.
2.	English will be the overall language used in the application.
3.	The services provided by ABC tech are well defined.
4.	Java would be used for the application
5.	Licensing cost for any tool/platform is not included in the allocated budget.
6.	This is standalone web application.
7.	The staff working for app development will be available at all times.
8.	The kind of testing will be UAT,Unit testing ,system testing,development testing
#	Constraints
1	A single language will be used for the application which reduces diversity of usage.
2	Users will have a limited access according to their roles.
3	This will only be available in web browsers and not as an individual application .
4.	This works only on a specific framework.

## BUSINESS REQUIREMENTS

The following sections document the various business requirements of this project.

ID – Prefix	ID– Number	Function – Feature - Requirement	Use Case Reference	Comments
<b>Business User Requirements</b>				
B	0001	Features – Resource Planning, Ghant Chart, Process Flow, Templates, Project selection (Kanban, Scrum, Waterfall), ETC		
B	0002	Management of project lifecycle workflows (Agile and Waterfall)		
B	0003	Storage- template and documentation on cloud (AWS)		
B	0004	3 Role based permissions: <ul style="list-style-type: none"> <li>• Write and Edit – PM, PCO.</li> <li>• Admin – PMO, Managers.</li> <li>• View – Team Members, Sponsors, Steering Committees.</li> </ul>	UC0001	
B	0005	Managing timelines, budget, resources, risks and issues in a project		
B	0006	3 types of View: <ul style="list-style-type: none"> <li>• Portfolio view-All project should be view with detailed Ghannt chart, budget and KPI's.</li> <li>• Project view-Particular Project status view all details.</li> <li>• Resource view-Resource Availability, Expertise, etc.</li> </ul>	UC0002	
B	0007	VPN login		
B	0008	To develop cloud based application		

Reporting Requirements				
R	0001	Risk report		
R	0002	Project Status report		
R	0003	3 levels of reports: <ul style="list-style-type: none"> <li>Portfolio report</li> <li>Project report</li> <li>Resource report</li> </ul>		
User Access/Security Requirements				
U	0001	IAM(identity and Access management)		
U	0002	Firewall or 3 <sup>rd</sup> party secure cloud (implementation-require network resources)		
Service Level/Performance Requirements				
SL	0001	Application response time- 20secs		
Scalability Requirements				
S	0001	System should be able to easily adapt with the new changes made with time.		
S	0002	Recoverability		
S	0003	Ease of management		
Support and Maintenance Requirements				
SM	0001	After Go Live provide support and maintenance.(Yearly / monthly)		
SM	0002	Need to share costing of the resources provided for support		
SM	0003	Support SLA (Less then 24 hours)		

## USE CASES

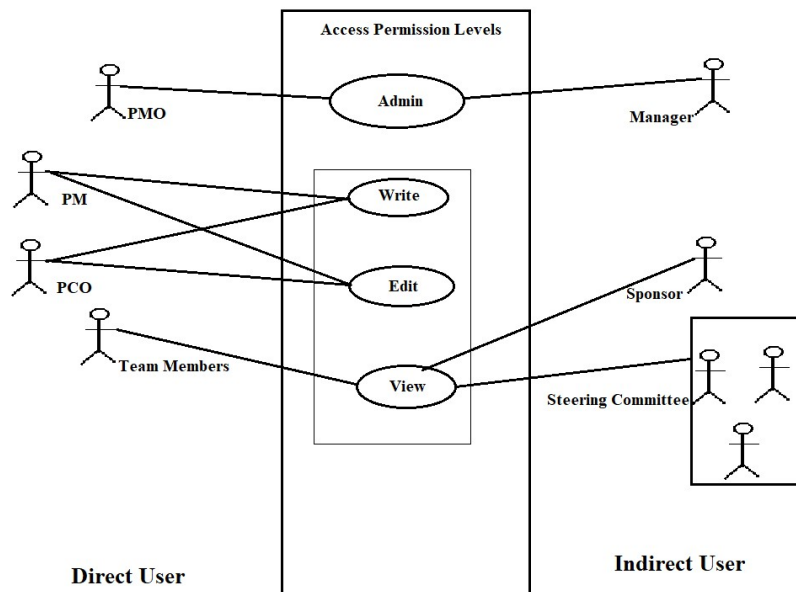
### Use Case

<b>UseCase ID:</b>	UC0001		
<b>UseCase Name:</b>	Access Permission		
<b>Created By:</b>	Ashu Gupta	<b>Last Updated By:</b>	Simranjit Singh
<b>Date Created:</b>	19th July 2020	<b>Date Last Updated:</b>	21th July 2020

<b>Actors:</b>	PM, PCO, PMO, Managers,Term Members, Sponsors, and Steering Committees
<b>Description:</b>	This use case describe the different level of access permission provided to the actors and will use as a web browser accessed application. The user accesses the appropriate URL and interacts with the functionality made available.
<b>Preconditions:</b>	Web browser opened, and web application URL accessed.
<b>Postconditions:</b>	Actors will have pre-defined different level of access permission.
<b>Normal Course:</b>	1. Open browser. 2. Navigate to PMO Web Application URL.

	3. Login to the web application with their respective login credentials.
<b>Alternative Courses:</b>	None
<b>Exceptions:</b>	None
<b>Includes:</b>	None
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Once per visit
<b>Business Rules</b>	PM & PCO – Write & Edit Access PMO & Managers – Admin Access Team Members, Sponsors & Steering Committee – View Access
<b>Special Requirements:</b>	None
<b>Assumptions:</b>	None
<b>Notes and Issues:</b>	

#### Use Case Graphic



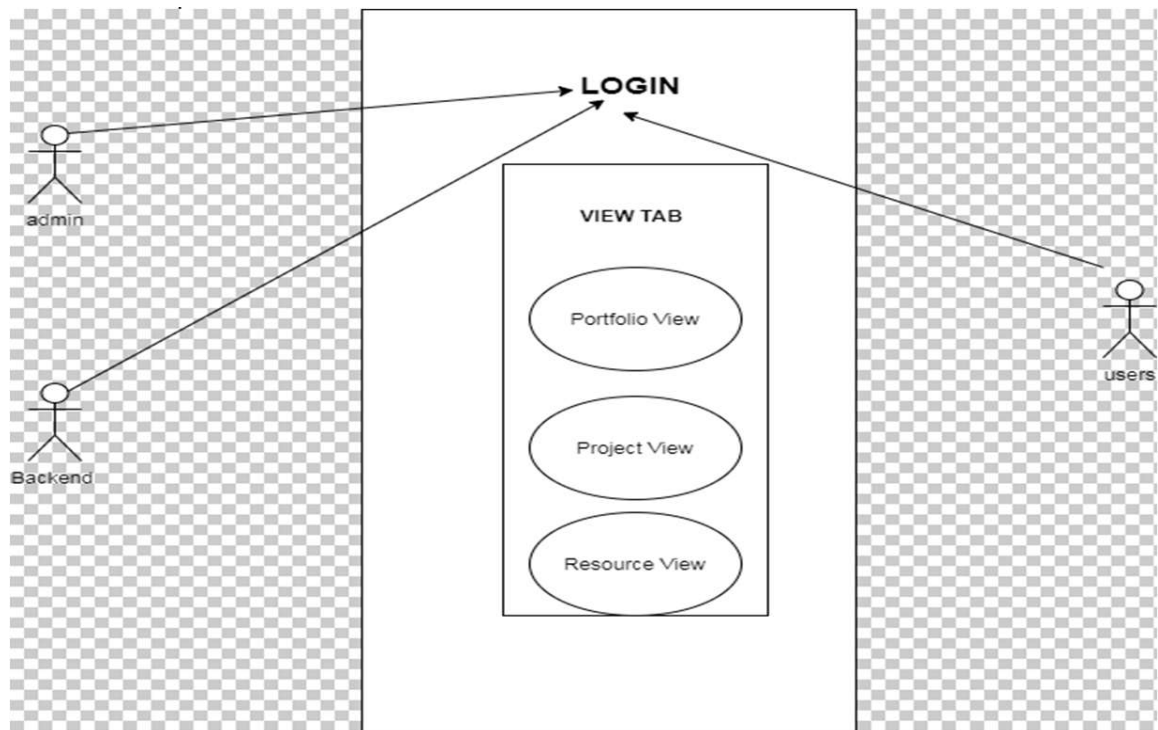
<b>UseCase ID:</b>	UC0002		
<b>UseCase Name:</b>	Type of Views		
<b>Created By:</b>	Ashu Gupta	<b>Last Updated By:</b>	Simranjit Singh
<b>Date Created:</b>	7/19/20	<b>Date Last Updated:</b>	

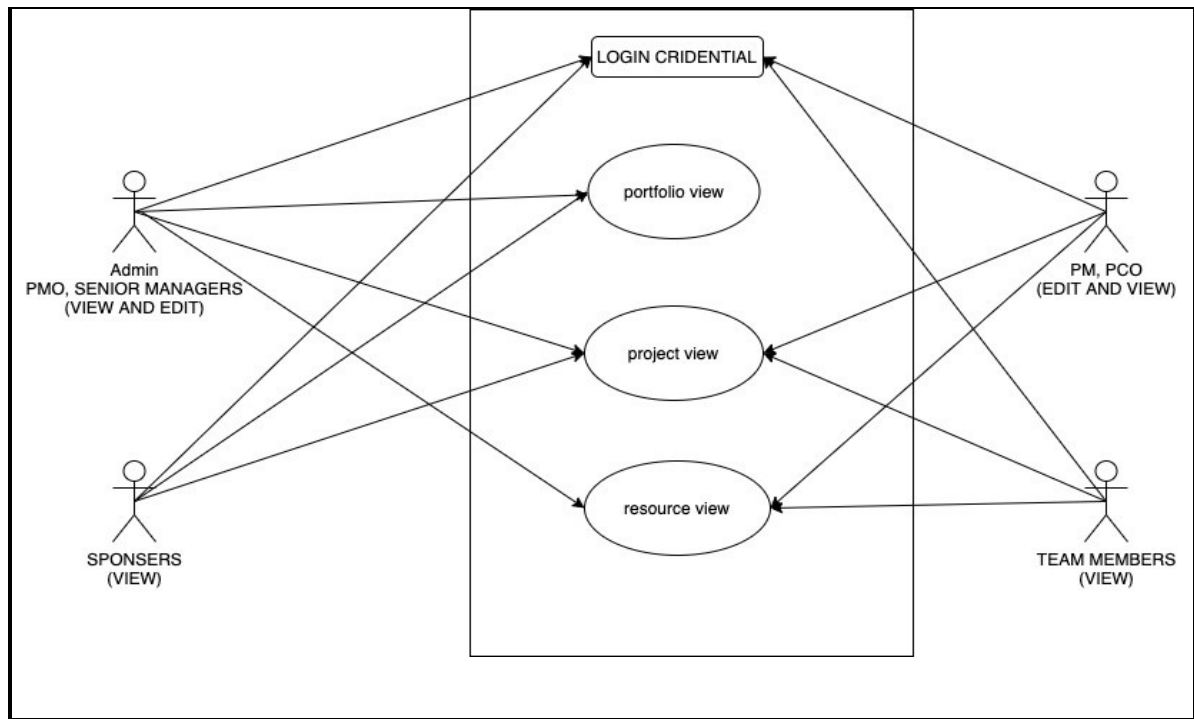
<b>Actors:</b>	PM, PCO, PMO, Managers, Team Members, Sponsors, Steering Committee
<b>Description:</b>	This use case describes the different types of views provided to the actors. There are 3 types of views: 1. Portfolio view 2. Project view 3. Resource view
<b>Preconditions:</b>	Open the web application.
<b>Postconditions:</b>	Select the desired view from the 'View' dropdown tab.



<b>Normal Course:</b>	<ol style="list-style-type: none"> <li>1. Open the view tab.</li> <li>2. Select the desired View according to the requirement.</li> </ol>
<b>Alternative Courses:</b>	None.
<b>Exceptions:</b>	Desired output
<b>Includes:</b>	None
<b>Priority:</b>	High
<b>Frequency of Use:</b>	Regular
<b>Business Rules</b>	To be declare
<b>Special Requirements:</b>	<ol style="list-style-type: none"> <li>1. 24*7 availability</li> <li>2. Ease of use.</li> <li>3. Downloading the reports.</li> </ol>
<b>Assumptions:</b>	none
<b>Notes and Issues:</b>	

### Use Case Graphic

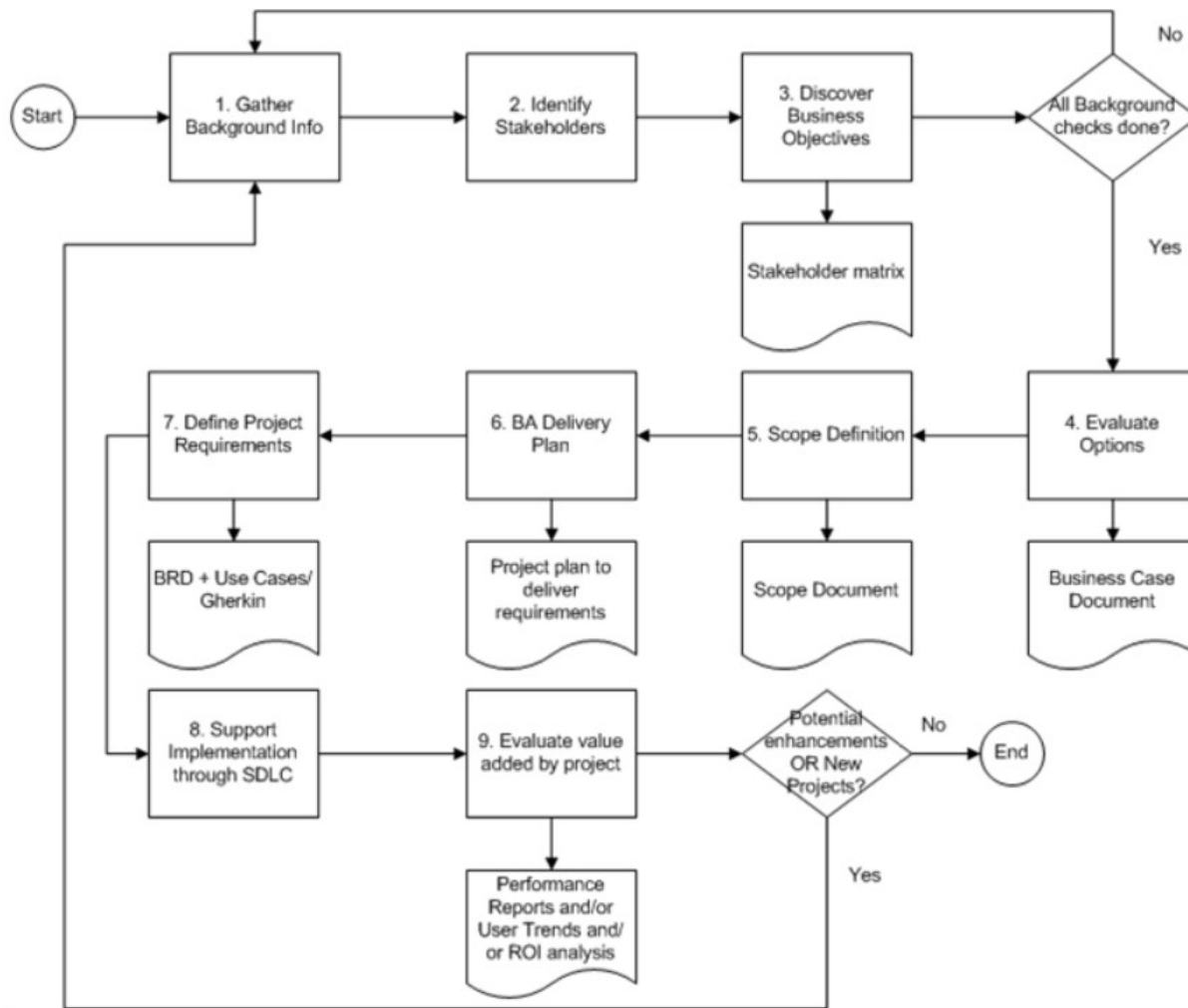




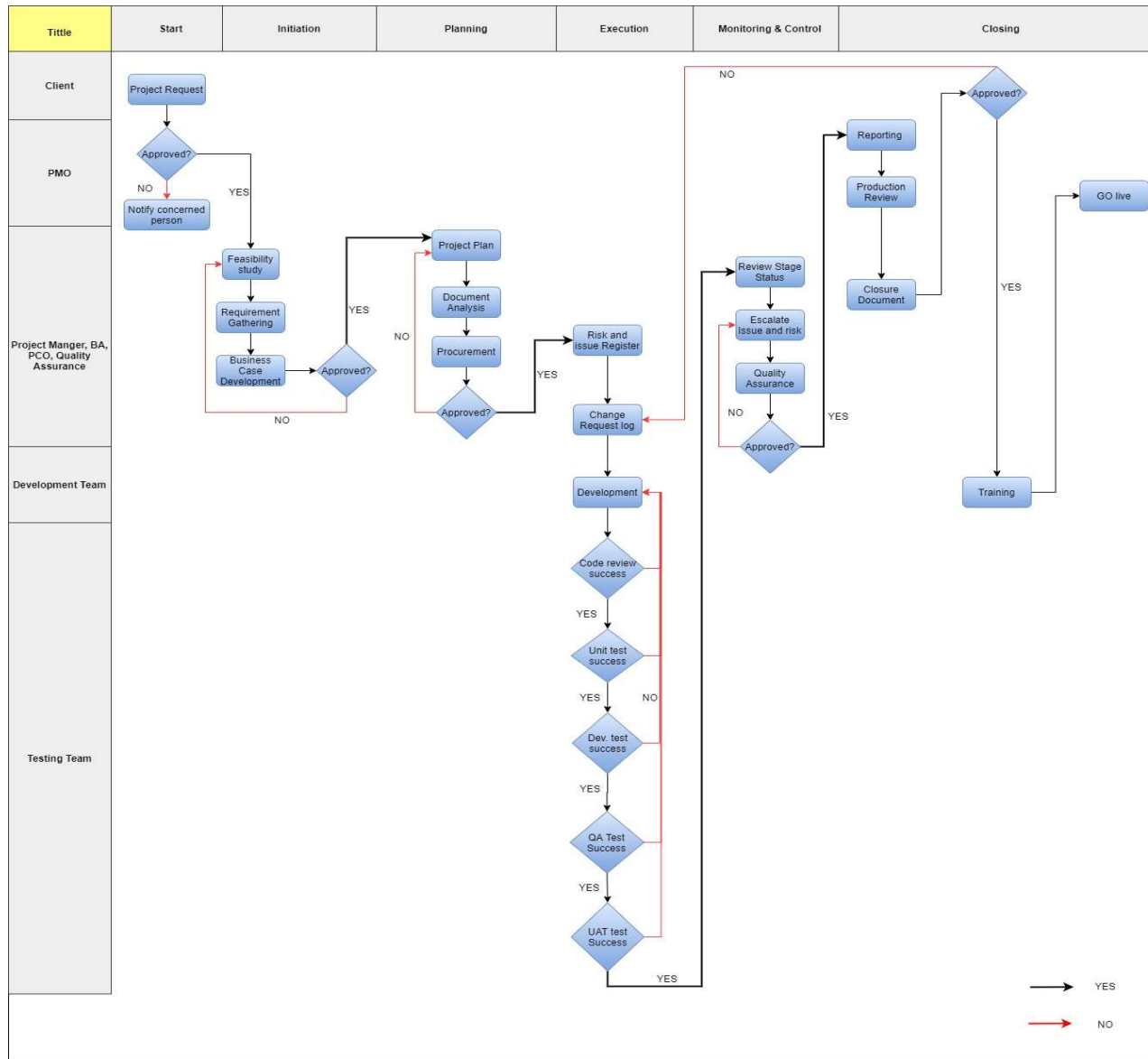
## Traceability Matrix

Requirements Traceability Matrix				
Project Name: PMO Web Application				
TYPE	Requirement ID	Requirement/Business Case	Use	Priority
<b>BUSINESS REQUIREMENT</b> <b>USER</b>	B0001	Features		High
	B0002	project lifecycle		Medium
	B0003	Storage		Medium
	B0004	Permissions		High
	B0005	Management		High
	B0006	Views		High
	B0007	Login		High
	B0008	Deployment		Medium
<b>REPORTING REQUIREMENT</b>	R0001	Risk		Medium
	R0002	Project Status		High
	R0003	Reports		Medium
<b>USER ACCESS/SECURITY REQUIREMENT</b>	U0001	IAM		High
	U0002	Firewall		High
<b>SERVICE LEVEL/PERFORMANCE REQUIREMENT</b>	SL0001	Response Time		High
<b>SCALABILTY REQUIREMENT</b>	S0001	System Adaption		Medium
	S0002	Recovery		High
	S0003	Ease Management		High
<b>SUPPORT MAINTENANCE REQUIREMENT</b> <b>AND</b>	SM0001	Support		High
	SM0002	Maintenance Document		Medium
	SM0003	Support SLA		Medium

## Business Process Flows



# Application Flow Diagram



## APPENDIXES

### Appendix – Business Rules Catalog

Business Rule Name:	<The name should give you a good idea about the topic of the business rule.>
Identifier	<Defines unique identifier.> <i>EXAMPLE: BR1</i>
Description	<Defines the rule in detail.> <i>EXAMPLE: "All employee labor is tracked, reported and billed in 15 minute increments."</i>
Example	<(Optional) An example of the rule>
Source	<Source of the rule. E.g. stakeholder>
Related Rules	<List of related rules, to support traceability>

### Use Case Narrative Instructions

Use Case Field Name	Definition
Use Case ID	Give each use case a unique numeric identifier, in hierarchical form: X.Y. Related use cases can be grouped in the hierarchy. Functional requirements can be traced back to a labeled Use Case.
Use Case Name	State a concise, results-oriented name for the use case. These reflect the tasks the user needs to be able to accomplish using the system. Include an action verb and a noun. Some examples: <ul style="list-style-type: none"><li>• View part number information.</li><li>• Manually mark hypertext source and establish link to target.</li><li>• Place an order for a CD with the updated software version</li></ul>
Created By	Include the name of the person who initially documented this Use Case.
Date Created	Enter the date on which the use case was initially documented
Date Last Updated	Enter the date on which the use case was most recently updated
Last Updated By	Include the name of the person who performed the most recent update to the use case description.
Actor	Enter the person or other entity external to the software system being specified who interacts with the system and performs use cases to accomplish tasks. Different actors often correspond to different user classes, or roles, identified from the customer community that will use the product. Name the actor(s) that will be performing this Use Case.
Description	Provide a brief description of the reason for and outcome of this use case, or a high-level description of the sequence of actions and the outcome of executing the Use Case.

Use Case Field Name	Definition
Preconditions	<p>List any activities that must take place, or any conditions that must be true, before the Use Case can be started. Number each precondition. Examples:</p> <ul style="list-style-type: none"> <li>• User's identity has been authenticated.</li> <li>• User's computer has sufficient free memory available to launch task</li> </ul>
Post conditions	<p>Describe the state of the system at the conclusion of the use case execution. Number each post condition. Examples:</p> <ul style="list-style-type: none"> <li>• Document contains only valid SGML tags.</li> <li>• Price of item in database has been updated with new value</li> </ul>
Normal Course	<p>Provide a detailed description of the user actions and system responses that will take place during execution of the use case under normal, expected conditions. This dialog sequence will ultimately lead to accomplishing the goal stated in the use case name and description. This description may be written as an answer to the hypothetical question, "How do I &lt;accomplish the task stated in the use case name&gt;?" This is best done as a numbered list of actions performed by the actor, alternating with responses provided by the system.</p>
Alternative Courses	<p>Document other, legitimate usage scenarios that can take place within this use case separately in this section. State the alternative course, and describe any differences in the sequence of steps that take place. Number each alternative course using the Use Case ID as a prefix, followed by "AC" to indicate "Alternative Course". Example: X.Y.AC.1</p>
Exceptions	<p>Describe any anticipated error conditions that could occur during execution of the use case, and define how the system is to respond to those conditions. Also, describe how the system is to respond if the use case execution fails for some unanticipated reason. Number each exception using the Use Case ID as a prefix, followed by "EX" to indicate "Exception". Example: X.Y.EX.1</p>
Includes	<p>List any other use cases that are included ("called") by this use case. Common functionality that appears in multiple use cases can be split out into a separate use case that is included by the ones that need that common functionality.</p>
Priority	<p>Indicate the relative priority of implementing the functionality required to allow this use case to be executed. The priority scheme used must be the same as that used in the software requirements specification.</p>
Frequency of Use	<p>Estimate the number of times this Use Case will be performed by the actors per some appropriate unit of time.</p>
Business Rules	<p>List any business rules that influence this Use Case.</p>

Use Case Field Name	Definition
Special Requirements	Identify any additional requirements, such as nonfunctional requirements, for the use case that may need to be addressed during design or implementation. These may include performance requirements or other quality attributes.
Assumptions	List any assumptions that were made in the analysis that led to accepting this use case into the product description and writing the use case description.
Notes and Issues	List any additional comments about this use case or any remaining open issues or TBDs (To Be Determined) that must be resolved. Identify who will resolve each issue, the due date, and what the resolution ultimately is.