

PROJECT REQUIREMENTS DOCUMENT	
Project Name	Safety Toolbox
Functional Requirements	
<p>Toolbox Talk</p> <ul style="list-style-type: none"> - Need to be able to track attendance for each talk date - Need to be able to generate attendance reports for each talk - Should be able to add a planned date for a Toolbox Talk along with a list of topics to be discussed - Possible library of Toolbox talk ideas/presentations(?) <p>Certification Tracking</p> <ul style="list-style-type: none"> - Should be able to filter by the certification type - Should be able to search by employee to see what certifications they have - Should be able to add/delete/edit a certification record in the system - Should be able to generate a list of who's training is expiring within a specific time frame (could have multiple grouping options i.e. by employee or training name) 	
Technical/Performance Requirements	
<p>Technical Requirements</p> <ul style="list-style-type: none"> - Needs to work on Windows-based computers - All data processing and updating has to be done locally within the customer's own servers <ul style="list-style-type: none"> - A data import job may be required to copy information from their main employee table to the application's employee table <p>Performance Requirements</p> <ul style="list-style-type: none"> - Response times should be within an acceptable range (i.e. users shouldn't be waiting for 5 minutes for a screen to update after information has been changed in a table) 	