

Software Requirements Document

1. Introduction

Purpose

This document details the specifications for a workflow system designed specifically for Atarimae Talent Agency, ensuring compliance with Australian regulations governing data protection, privacy, and digital communication.

Scope

The system offers a responsive design suitable for both mobile and desktop devices, facilitating efficient management of agency operations, with hosting provided by HostHatch.

Definitions and Acronyms

SRD: Software Requirements Document

API: Application Programming Interface

APPs: Australian Privacy Principles

2. Overall Description

Product Perspective

This solution integrates with Google Drive and Calendars to enhance functionality, featuring a custom internal task management board similar to Trello, developed to comply with Australian legal standards.

User Needs

Employees require a secure, intuitive system that complies with legal requirements while enhancing operational efficiency.

Assumptions and Dependencies

The system relies on stable server performance with minimal downtime.

Legal compliance is assumed to be based on current Australian laws and standards.

3. System Features

Functional Requirements

1. Job Estimating

Description: Create, save, and access detailed job estimates.

Priority: High

Acceptance Criteria: Capability to handle sensitive data in compliance with Australian Privacy Principles.

2. Job Tracking

Description: Monitor progress of agency tasks.

Priority: High

Acceptance Criteria: Accurate, real-time updates, adhering to data security regulations.

3. Email Automation

Description: Automated email notifications for job updates.

Priority: Medium

Acceptance Criteria: Compliance with the Spam Act 2003, ensuring consent for communications.

4. Integration with Google Drive and Calendars

Description: Efficient document and schedule management.

Priority: High

Acceptance Criteria: Secure data handling as per the Privacy Act 1988.

5 Internal Task Management Boards

Description: Visual task management using an internal board.

Priority: High

Acceptance Criteria: Ease of use with secure data processing capabilities.

User Interfaces

- Responsive design for multiple devices, adhering to accessibility standards.

Hardware/Software Interfaces

- Hosted on HostHatch servers, with data security measures in place.

4. External Interface Requirements

Software Interfaces

Google APIs used under conditions compliant with Australian data protection laws.

5. Non-Functional Requirements

Security Requirements

Compliance with the Australian Privacy Principles and the Privacy Act 1988.

Secure user authentication and data encryption methods.

6. Data Management

Data Requirements

Handling of personal and sensitive information in accordance with Australian laws.

Data Retention

Data retention policies that meet or exceed legal requirements.

7. System Constraints

Regulatory Policies

Full compliance with Australian laws, including the Privacy Act, Spam Act, and applicable employment laws.

Technological Constraints

Dependency on third-party services that comply with Australian standards.