

Software Requirements Specification for Contract Management System

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1. Introduction

1.1 Purpose

The purpose of this Software Requirements Specification is to provide a detailed specification for the Contract Management System (CMS) to be developed for XYZ Corporation. This document outlines the functional and non-functional requirements, system architecture, and use cases to ensure a comprehensive understanding of the system.

1.2 Scope

The Contract Management System aims to streamline the creation, approval, storage, and compliance management of contracts within XYZ Corporation. The system will cater to Contract Managers, Legal Advisors, Vendor/Client Managers, and Executive Management.

1.3 Definitions, Acronyms, and Abbreviations

- **CMS:** Contract Management System
- **UR:** User Requirement
- **SR:** System Requirement

1.4 References

- XYZ Corporation's internal guidelines on contract management.
- Industry standards for contract lifecycle management.

1.5 Overview

This document is structured to provide a comprehensive view of the system requirements, including user and system requirements, system architecture, use cases, and both functional and non-functional requirements.

2. Overall Description

2.1 Product Perspective

The CMS will be a web-based application integrated into XYZ Corporation's existing IT infrastructure. It will interface with the company's email system for notifications and the document management system for storing contracts.

2.2 Product Functions

- Contract creation and authoring using templates.
- Approval workflow for contracts.
- Centralized repository for contract storage and retrieval.
- Automated compliance checks and audit trails.
- Alerts and notifications for key contract dates.

2.3 User Characteristics

- **Contract Managers:** Responsible for creating and managing contracts.
- **Legal Advisors:** Review and approve contracts for compliance.
- **Vendor/Client Managers:** Manage relationships and retrieve contracts.
- **Executive Management:** Receive alerts and make high-level decisions.

2.4 Constraints

- The system must comply with XYZ Corporation's IT security policies.
- The system should be scalable to accommodate future growth.

- The system must integrate with existing email and document management systems.

2.5 Assumptions and Dependencies

- Users have basic computer literacy.
 - The system will be accessed via modern web browsers.
 - Internet connectivity is available for all users.
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3. Specific Requirements

3.1 User Requirements

UR-1: Contract Creation and Authoring

- **Description:** The system shall provide a user-friendly interface for creating and authoring contracts. Users should be able to use templates and predefined clauses to ensure consistency.
- **User Story:** As a Contract Manager, I want to create contracts using templates and predefined clauses so that I can ensure consistency and reduce drafting time.

UR-2: Contract Approval Workflow

- **Description:** The system shall support a configurable approval workflow, allowing contracts to be reviewed and approved by relevant stakeholders.
- **User Story:** As a Legal Advisor, I want to review and approve contracts before they are finalized to ensure they comply with legal requirements.

UR-3: Contract Repository and Search

- **Description:** The system shall provide a centralized repository for storing and managing contracts. Users should be able to search and retrieve contracts easily.
- **User Story:** As a Vendor/Client Manager, I want to search and retrieve contracts quickly so that I can manage vendor and client relationships effectively.

UR-4: Compliance and Audit Trail

- **Description:** The system shall ensure compliance with legal and regulatory standards by providing automated checks and maintaining a detailed audit trail.
- **User Story:** As a Contract Manager, I want to ensure that all contracts comply with legal and regulatory standards to mitigate compliance risks.

UR-5: Alerts and Notifications

- **Description:** The system shall provide alerts and notifications for key contract dates, such as renewal and termination dates.
- **User Story:** As an Executive Manager, I want to receive notifications for key contract dates so that I can make timely decisions.

3.2 Functional Requirements

UR-1: Contract Creation and Authoring

- **SR-1.1:** The system shall provide a “Create New Contract” button on the dashboard.
- **SR-1.2:** The system shall fetch and display a list of contract templates and predefined clauses from the database.
- **SR-1.3:** The system shall enable the Contract Manager to select a template and enter contract details.
- **SR-1.4:** The system shall provide text editing tools within the contract creation interface.
- **SR-1.5:** The system shall store the contract in the database with a unique identifier.
- **SR-1.6:** The system shall display a success message and the contract’s unique identifier upon saving.
- **SR-1.7:** The system shall provide a “Save as Draft” option and store the draft in the database.

UR-2: Contract Approval Workflow

- **SR-2.1:** The system shall send an email and in-system notification to the Legal Advisor for pending approvals.
- **SR-2.2:** The system shall fetch and display contracts pending approval from the database.
- **SR-2.3:** The system shall display contract details and relevant documents for review.
- **SR-2.4:** The system shall enable the Legal Advisor to approve or reject the contract.
- **SR-2.5:** The system shall update the contract status in the database and log the decision.
- **SR-2.6:** The system shall send an email and in-system notification to the Contract Manager with the decision.
- **SR-2.7:** The system shall prompt the Legal Advisor to enter a reason for rejection if the contract is rejected and notify the Contract Manager.

UR-3: Contract Repository and Search

- **SR-3.1:** The system shall display search fields and filters (e.g., contract type, date, parties).
- **SR-3.2:** The system shall enable the Vendor/Client Manager to enter and modify search criteria.
- **SR-3.3:** The system shall query the database and return matching contracts.
- **SR-3.4:** The system shall show a list of contracts that match the search criteria.
- **SR-3.5:** The system shall display the selected contract’s details.
- **SR-3.6:** The system shall show a “No results found” message and prompt to modify search criteria if no contracts match the criteria.
- **SR-3.7:** The system shall provide an option to save the search criteria for future use.

UR-4: Compliance and Audit Trail

- **SR-4.1:** The system shall allow the Contract Manager to choose a contract from the repository for compliance review.
- **SR-4.2:** The system shall run predefined compliance rules against the contract.
- **SR-4.3:** The system shall show the results of the compliance checks, indicating any issues.
- **SR-4.4:** The system shall update the contract's compliance status in the database.
- **SR-4.5:** The system shall display suggestions for resolving compliance issues if the contract is non-compliant.
- **SR-4.6:** The system shall enable the Contract Manager to modify the contract and re-run compliance checks.
- **SR-4.7:** The system shall provide an option to generate and download a compliance report.

UR-5: Alerts and Notifications

- **SR-5.1:** The system shall provide an interface for setting up alerts for key contract dates.
- **SR-5.2:** The system shall continuously track key dates in the contract database.
- **SR-5.3:** The system shall dispatch email and in-system notifications for upcoming key dates.
- **SR-5.4:** The system shall show notifications in the system's dashboard.
- **SR-5.5:** The system shall enable the Executive Manager to view and acknowledge notifications.
- **SR-5.6:** The system shall apply default settings for alerts and notifications if no custom configuration is provided.
- **SR-5.7:** The system shall display a dashboard view summarizing key contract dates and associated actions.

3.3 Non-Functional Requirements

Performance Requirements

- **SR-6.1:** The system shall respond to user actions within 2 seconds under normal operating conditions.
- **SR-6.2:** The system shall support up to 500 concurrent users without performance degradation.

Security Requirements

- **SR-7.1:** The system shall encrypt all sensitive data at rest and in transit using AES-256 encryption.
- **SR-7.2:** The system shall implement role-based access controls to restrict access to sensitive information.

Usability Requirements

- **SR-8.1:** The system shall provide an intuitive and user-friendly interface, adhering to standard usability principles.
- **SR-8.2:** The system shall include comprehensive help documentation and tutorials accessible from within the application.

Reliability Requirements

- **SR-9.1:** The system shall have an uptime of 99.9% over a 12-month period.
- **SR-9.2:** The system shall automatically recover from a failure within 5 minutes.

Maintainability Requirements

- **SR-10.1:** The system shall be designed in a modular fashion to facilitate easy updates and maintenance.
- **SR-10.2:** The system shall include automated testing tools to ensure code quality and facilitate continuous integration.

Scalability Requirements

- **SR-11.1:** The system shall be able to scale horizontally to accommodate increased load.
 - **SR-11.2:** The system architecture shall support the addition of new features without significant refactoring.
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4. System Architecture

4.1 System Interfaces

- **User Interface:** Web-based interface accessible via modern web browsers.
- **Email System Interface:** Integration with the company's email system for sending notifications.
- **Document Management System Interface:** Integration with the existing document management system for storing contracts.

4.2 System Components

- **User Interface Component:** Handles user interactions and displays information.
- **Business Logic Component:** Manages contract creation, approval workflows, compliance checks, and notifications.
- **Database Component:** Stores contract data, templates, user information, and audit trails.
- **Notification Component:** Manages the dispatch of email and in-system notifications.

4.3 Data Flow Diagrams

- **Level 0 DFD:** High-level overview of the system's data flow.
 - **Level 1 DFD:** Detailed view of the main processes and data flows within the system.
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5. Appendices

5.1 Glossary

- **Contract Manager:** A user responsible for creating and managing contracts.
- **Legal Advisor:** A user responsible for reviewing and approving contracts.
- **Vendor/Client Manager:** A user responsible for managing vendor and client relationships.
- **Executive Management:** Users who oversee high-level decisions and receive notifications for key contract dates.

5.2 Acronyms

- **CMS:** Contract Management System
 - **UR:** User Requirement
 - **SR:** System Requirement
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This Software Specification Document provides a comprehensive and structured view of the requirements, architecture, and use cases for the Contract Management System to be developed for XYZ Corporation. It serves as a detailed guide for both stakeholders and the development team, ensuring a clear understanding of the system's functionalities and constraints.