



Public Authority for Electricity and Water
www.paew.gov.om

FUNCTIONAL SPECIFICATION DOCUMENT

ABSTRACT

Portal Enhancement



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Functional Specification

Table of Contents

1	SCOPE FROM DOCUMENT	2
1.1	Our Understanding of the Requirement and Proposed Solution	2
2.1	Current Homepage.....	5
2.2	Proposed Homepage by PAEW	5
2.3	Proposed Homepage by ITON.....	6
Phase 1: Fast action requirements		6
Phase 2: Directorate requirements.....		8

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Project	Portal Enhancements for PAEW
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1 SCOPE FROM DOCUMENT

1.1 OUR UNDERSTANDING OF THE REQUIREMENT AND PROPOSED SOLUTION

PAEW currently is looking to revamp their intranet portal for the purpose of having a central communication platform for all staff, and reduce the amount of bulk emails being sent to the employees.

The objective of this initiative is to implement following features:

1. Internet explorer should open by default in any PAEW PC when staff logging in.
2. Portal should be the home page for all PAEW PCs.
3. Arabic home page should reflect English page.
4. Change the banner style to reflect PAEW/Diam image.
5. Add web part for photo looping.
6. Add web part for Announcements.
7. Add web part for Braking News.
8. Separate Staff link and Application to tow lists.

This is primarily a software enhancement project. The major deliverables are:

- Phase 1: Fast action requirements.
- Phase 2: Directorate requirements.

Requirement 1:

Internet explorer should open by default in any PAEW PC when staff logging in.

Proposed Solution:

System process can be enabled to open Internet explorer by default in all staff machines when user/staff boot/reboot the system. We can push policy to all staff machines using active directory group policy.

Prerequisite: Group Policy to be implemented on Active Directory by PAEW IT staff, MITECH will provide support where needed.

Requirements 2:

Portal should be the home page for all PAEW PCs.

Proposed Solution:

URL of the portal will be configured in Active Directory. Create group/role with identified staff. Push Group Policy to the staff for all the browsers.

Prerequisite: Group Policy to be implemented on Active Directory by PAEW IT staff, MITECH will provide support where needed.

Requirements 3:

Arabic home page should reflect English page.

Proposed Solution:

MITECH Arabic consultant and UI/UX designer can work on Arabic version of home page. Staff can switch between English and Arabic home pages using language selection option.

Prerequisite: We need access to current portal and code and do feasibility analysis to give estimated hours and work plan.

Requirements 4:

Change the banner style to reflect PAEW/Diam image.

Proposed Solution:

MITECH UI/UX designer can work on banner as per latest PAEW standards and deliver attractive design. It can be applied to all pages.

Prerequisite: We need access to current portal and code and do feasibility analysis to give estimated hours and work plan.

Requirements 5:

Add web part for photo looping.

Proposed Solution:

MITECH UI/UX designer and Share Point developers can work on photo looping section on home page for both English and Arabic versions. We can provide left and right slide bar to move from one photo to another.

Prerequisite: PAEW team have to provide high quality photos to display photos in Photos looping section of home page. We need access to current portal and code.

Requirements 6:

Add web part for Announcements.

Proposed Solution:

MITECH UI/UX designer and SharePoint developers can work on Announcements section on home page for both English and Arabic versions. Latest announcements content can be published on need basis.

Prerequisite: PAEW team have to provide content (English and Arabic) to display announcements in Announcements section of home page. We need access to current portal and code.

Requirements 7:

Add web part for Braking News.

Proposed Solution:

MITECH UI/UX designer and Share Point developers can work on Breaking News section on home page for both English and Arabic versions. Latest news content can be published on need basis.

Prerequisite: PAEW team have to provide content (English and Arabic) to display breaking news in Breaking News section of home page. We need access to current portal and code.

Requirements 8:

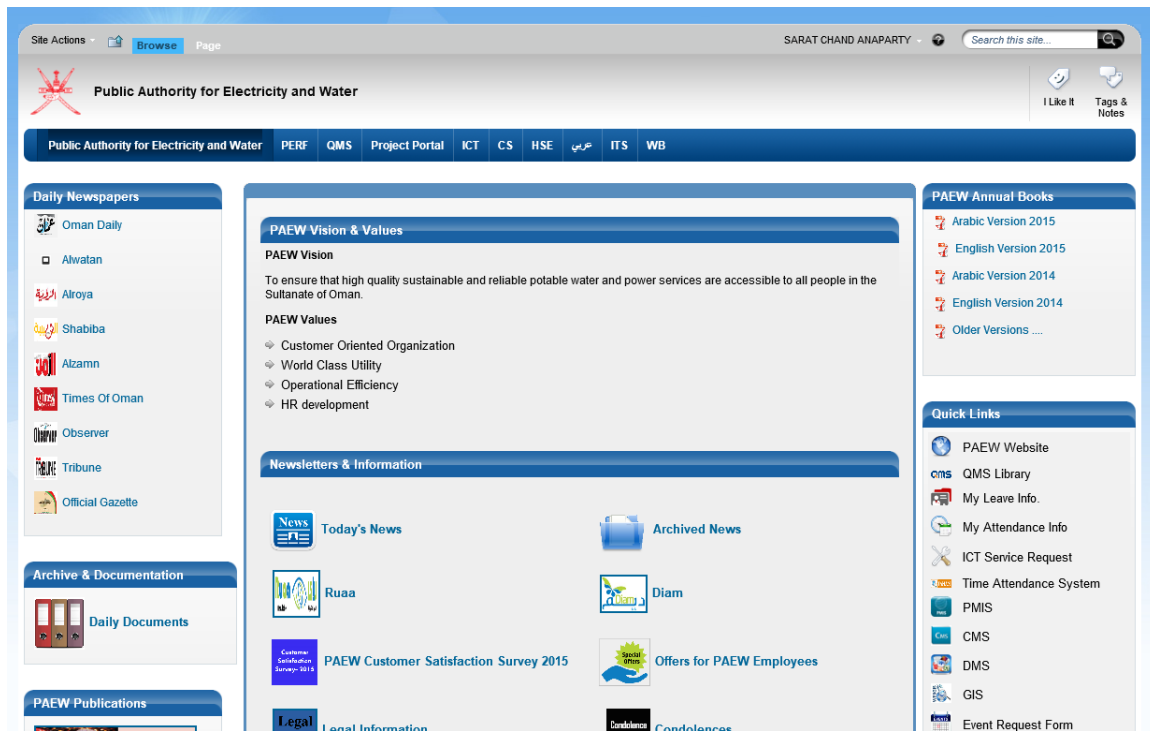
Separate Staff link and Application to tow lists.

Proposed Solution:

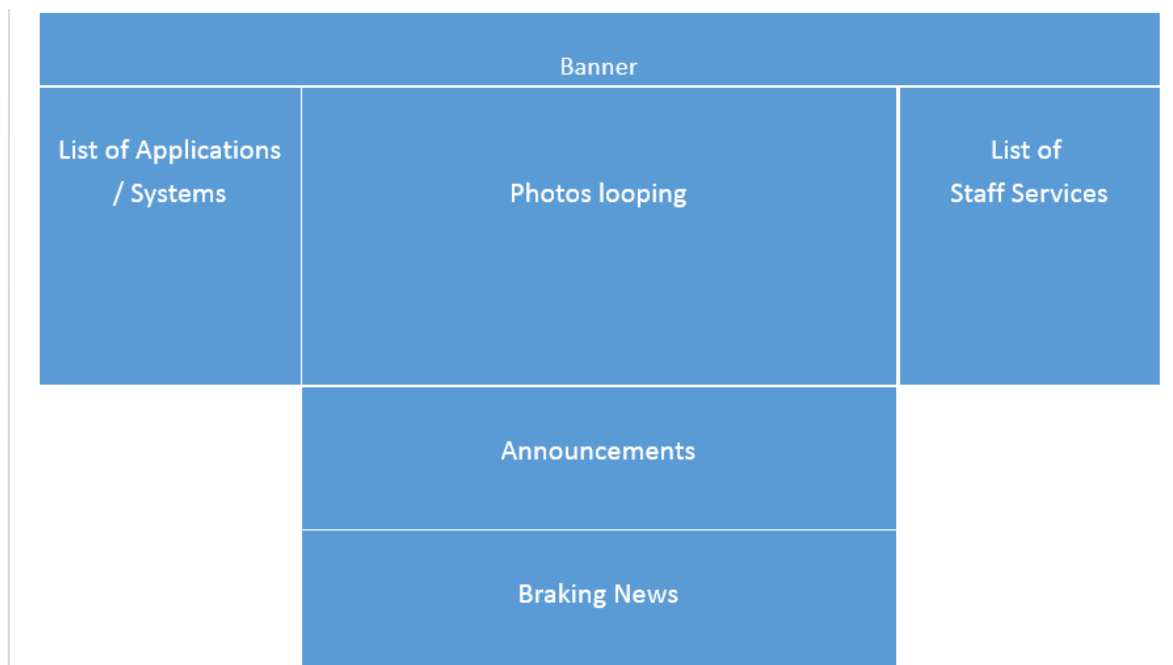
MITECH UI/UX designer and Share Point developers can categorize, move and display links on home page. Links will work just like earlier when staff clicks on link.

Prerequisite: PAEW team have to provide links details along with categories and place to be displayed (English and Arabic). We need access to current portal and code and URLs for links.

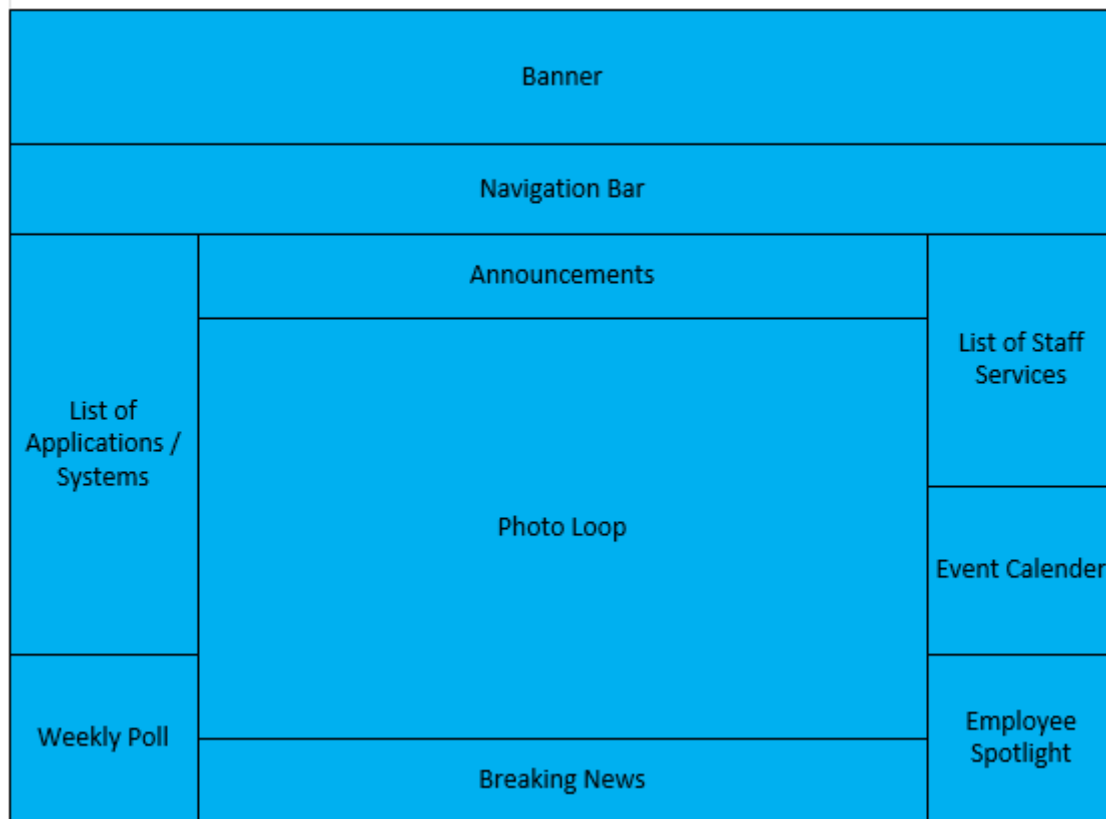
2.1 CURRENT HOMEPAGE



2.2 PROPOSED HOMEPAGE BY PAEW



2.3 PROPOSED HOMEPAGE BY ITON



Phase 1: Fast action requirements

First impression counts. The Intranet Portal Homepage is the front door into the rest of your Intranet. So it is very crucial to keep the design nice, clean, intuitive and not overwhelming to the end user.

New layout should fill the grid entirely, with no uneven blank spaces at the bottom.

Banner.

To use PAEW colour schemes and logos as per latest PAEW standards

Navigation bar.

Should contain a breadcrumb navigation scheme to reveal the user's current location on the portal.

The portal will incorporate many different departments, operational and project sites this will need proper navigation. It is important to incorporate your navigation from the Homepage. This way, you will be able to inherit the navigation all the way down to all of the sub-sites.

Announcements.

Use this part to put up exciting news or company announcements.

Photo Loop.

Is a great way to spice up the look and feel of your SharePoint Intranet Homepage

Poll.

The weekly poll is to get the users more involved, and give feedback on a range of different

1. Each user should just have one vote,
2. After voting the results will be available to the employee as a graph



→ How is My Site? ↗

☒ Good

☐ Excellent

☐ Bad

☐ Can Be Improved

☐ No Comment

[Vote](#) [View Result](#)

Employee spotlight.

Highlight each week/month some of the most committed staff from our entire pool of superb employees or helpful to introduce new employees.



Breaking News.

1. Use headlines as a link, when clicked it should open a webpage layout with text and images mixed, currently their news is in a pdf attachment.
- 2 .Add a link for archived news

Event Calendar.

Show upcoming PAEW events.

Social Media

Another great way to make SharePoint more interactive and increase user adoption, is by embedding widgets from your company's social media profiles like Twitter and Facebook.

PAEW will check if their staff has access rights to access social media from their network.

Misc.

Keep all current content that is on the home page for phase 1, nothing to be deleted.

Consolidate the current news links into a drop down list.

MITECH will provide three themes with the newly proposed home page template as above points. PAEW team can pick the best between three themes and can suggest improvements to the select site. MITECH team can incorporate all the given feedback and submit final version of theme. We submit maximum of three versions of selected theme.

MITECH to do minor changes in the design before launch.

MITECH suggests PAEW designate 1-2 people who will manage the site and will have Contribute Privileges. Their role will be to keep the content fresh and relevant, update announcements, events, put up news, change images, in other words, make sure it is kept alive.

Phase 2: Directorate requirements.

ITON will assist in gathering the functional requirements and all important processes, procedures and quick links for phase 2: Directorate requirements

ITON will Prepare navigations based on roles of Staff and publish accordingly.

For the best user adoptability, management will have to arrange training for their teams on the importance of accessing portal, These can come in the form of training sessions or sending email notifications and reminders.