

# Chapter 2

## Project Plannification

### Introduction

In this chapter, we dive into the analysis of our project's requirements, ...

### 2.1 Requirement Specification

The main objective of this section is cover the functional and non-functional requirements, actor identification and the Product Backlog.

#### 2.1.1 Actor Identification

The actor is one of the most important element in our project, since he's the external entity interacting with the system through the interfaces it provides. When it comes to our project, there's one and only actor which is the **user** who we could also call the **auditor**. The static context diagram presented below illustrates the involvement of the main actor in our application.

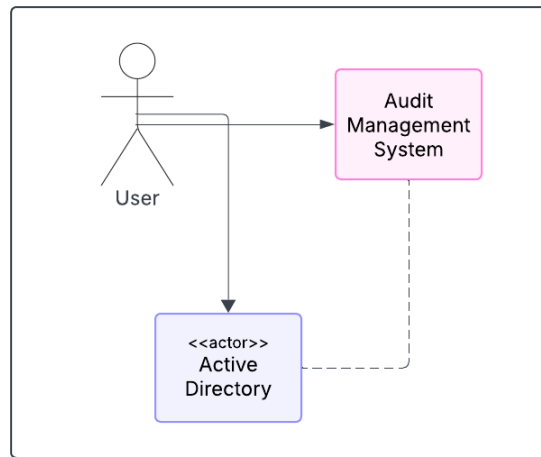


Figure 2.1 – Static Context Diagram

### 2.1.2 Functional Requirements

The functional requirements of our system define its core features as they outline the expected behaviors, user interactions, and system responses.

- **Audit Management**

- Creating, deleting and updating an audit
- Commenting and attaching documents to an audit
- Filtering and viewing audit history

- **Audit Outcome Management**

- Categorization and creation of audit outcome elements (Opportunity for improvement, strength, minor and major non conformities and sensitive points)
- Filtering and viewing audit outcome history

- **AI-Assisted Features & Risk Management**

- Having data extracted from PDF and Excel files and filling out forms automatically

- **Notifications & Tracking**

- Receiving deadline and high risk alerts
- Viewing audit action logs

- **Access & Security**

- Logging in via active directory

- **Audit Reporting & Exporting**

- Writing or generation custom reports
- Having monthly or full summary of reports
- Exporting reports in PDF format
- **Collaboration & Communication**
  - Inviting teammates to collaborate on audits
  - Managing collaboration requests
- **Analytics & Dashboards**
  - Viewing charts and visual representations
- **User Experience**
  - Having guides to learn how to use the application
  - Submitting feedback

### 2.1.3 Non-Functional Requirements

Non-functional requirements define the quality standards for implementing functional needs. Our system must meet the following requirements:

- **Security:** Since the application handles confidential data, access to different areas must be restricted to only those within the company's active directory. the system must implement robust data encryption mechanisms to maintain security
- **Performance:** The system should minimize response times and ensure efficient execution of time-sensitive tasks for a seamless user experience.
- **Scalability:** The application should be designed to scale easily, accommodating an increasing number of users and products without performance degradation
- **Usability:** The interface should be intuitive and user-friendly, enabling a smooth and efficient user experience.

## 2.2 The Product Backlog

The Product Backlog serves as an organized and prioritized list of features required for the project, it acts as a guiding framework for the development team. Below is a detailed description and an explanation of each column and how it contributes to managing the backlog effectively:

- **Feature ID:** A unique identifier for each feature
- **Feature:** A high-level description of the feature or functionality being developed
- **ID:** A sub-identifier for individual user stories or tasks within a feature
- **User Story:** A description of a requirement from the perspective of a user

- **Business Value:** Indicates the importance of the user story to the business
- **Complexity:** A numerical value representing the effort or difficulty required to implement the user story, estimated using the Fibonacci sequence (2 (easy), 5(simple), 8 (quite complex), 13 (complex), 21(extremely complex)).

Feature ID	Feature	ID	User Story	Business Value	Complexity
1	Access & Security	1.1	As an auditor, I want to log in via Active Directory for secure authentication.	High	8
2	Audit Management	2.1	As an auditor, I want to create an audit with the required details to track and manage the audit process.	High	8
		2.2	As an auditor, I want to modify the details of an existing audit to correct or add information.	High	5
		2.3	As an auditor, I want to delete an obsolete audit to maintain a clear and relevant record.	High	5
		2.4	As an auditor, I want to comment on audits so that I can submit feedback or highlight specific issues.	Medium	5
		2.5	As an auditor, I want to attach documents to audits to centralize relevant information.	Medium	5
		2.6	As an auditor, I want to view audit details, including its outcomes, comments, and corrective actions, for comprehensive management.	High	2

Feature ID	Feature	ID	User Story	Business Value	Complexity
		2.7	As an auditor, I want to filter audits by status, type, or due date so that I can quickly locate and review the audits.	Medium	5
		2.8	As an auditor, I want to view all scheduled audits on a calendar to effectively manage my schedule.	High	5
		2.9	As an auditor, I want to view the history of completed audits and their details so I can keep track of past assessments.	Medium	2
3	Audit Outcome Management	3.1	As an auditor, I want to choose one or multiple outcomes of an audit so that I can accurately document the results and implications of the audit.	High	5
		3.2	As an auditor, I want to record OFI with perspectives, impacted assets, and corrective action plans so that I can improve processes.	High	5
		3.3	As an auditor, I want to categorize non-conformities as major or minor for risk assessment.	High	5

Feature ID	Feature	ID	User Story	Business Value	Complexity
		3.4	As an auditor, I want to record non-conformities with descriptions, affected assets, and corrective action plans so that I can track issues and ensure corrective actions are taken to improve compliance.	High	5
		3.5	As an auditor, I want to record an audit's strength points so that I can highlight strong areas that contribute to process efficiency and best practices.	High	2
		3.6	As an auditor, I want to record an audit's sensitive points so that I can highlight vulnerabilities that require special attention.	High	2
		3.7	As an auditor, I want to create sub-actions for each non-conformity to address and resolve issues effectively.	High	5
		3.8	As an auditor, I want to view the history of audit outcomes so that I can analyze trends, track improvements, and identify recurring issues over time.	Medium	4
		3.9	As an auditor, I want to filter outcomes to focus on relevant audit findings.	Medium	3

Feature ID	Feature	ID	User Story	Business Value	Complexity
4	AI Assisted & Automated Features	4.1	As an auditor, I want AI to extract key information from uploaded documents to streamline audit processing.	High	21
		4.2	As an auditor, I want to automate the extraction of data from an Excel file and fill out a form with the extracted data, so that I can save time and minimize errors in manual data entry.	High	8
5	Audit Reporting & Exporting	5.1	As an auditor, I want to write detailed audit reports for documentation and regulatory compliance.	Medium	2
		5.2	As an auditor, I want to customize reports by selecting the data to include (non-conformities, corrective actions, etc.) and the application to automatically generate audit reports, to save time.	Medium	2
		5.3	As an auditor, I want to export audit data in PDF format for reporting and analysis.	High	2
		5.4	As an auditor, I want to choose between a monthly summary or the full summary of audits to have an overview of my activities.	Medium	5

Feature ID	Feature	ID	User Story	Business Value	Complexity
		5.5	As an auditor, I want to export my summary of audits to review and analyze audit findings efficiently.	Medium	5
6	Notifications & Tracking	6.1	As an auditor, I want automated notifications for upcoming audit due dates so that I can stay informed and take timely action.	High	8
		6.2	As an auditor, I want an audit trail that logs all actions for compliance and traceability.	Low	5
		4.3	As an auditor, I want to be alerted of flag high-risk audits (with major non-conformities) for immediate attention.	Medium	5
7	Collaboration & Communication	7.1	As an auditor, I want to share audits with other teammates to facilitate collaboration.	Low	5
		6.1	As an auditor, I want to accept or decline collaboration requests to control my involvement in audits.	Low	5
8	Dashboard & Analytics	8.1	As an auditor, I want a dashboard displaying visual representations of audit statuses by type, so that I can assess performance trends and identify areas for improvement.	Low	8



Feature ID	Feature	ID	User Story	Business Value	Complexity
		6.2	As an auditor, I want charts that illustrate trends in audits and their outcomes by type, so that I can detect patterns, assess risks, and enhance compliance strategies.	Low	8
9	User Experience	9.1	As a user, I want access to an integrated user guide to learn how to use the platform.	Low	2
		9.2	As a user, I want to submit feedback or suggestions to improve the platform.	Low	2

Table 2.1 – Product Backlog

## 2.3 Development Environment