



Business Rules:

All changes to any policy needs to be recorded with a datestamp, and the person making the change

All written policies need an approval process

There are categories of policy that are navigable via the main menu

Policies that are unpublished, are only available to users with author or editor privilege.

There may be users who are both Author and Editor

The User privilege is granted to All who authenticate with the system

A policy contains a unique Policy number, subject, abstract, and content

Policy content is restricted in layout and black and white only

Policies need a printer friendly view.

The Department requires an online policy management system for internal use only. This system will allow the appropriately privileged user to modify policies. But the change can only be approved by another user type.

The portal must use a theme that is WCAG 2.1 compliant

At any time any authenticated user can see a history of all the changes made to the content,

All content needs to be categorised, and these categories can be hierarchies, enshrined in the menu/navigation system.

Breadcrumbs ensure the viewer of the policy database can see where they are in the hierarchy.