# Product Requirements Document (PRD)

## Strategic Planning System for Municipal Government

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## Document Control

| Field | Value |
| --- | --- |
| **Product Name** | Strategic Planning System (Stratic Plan) |
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## Executive Summary

The Strategic Planning System (Stratic Plan) is a Next.js web application that digitizes and streamlines the municipal government strategic planning process. The system replaces manual, document-based workflows with a structured, collaborative platform that enables departments to:

* Create and manage 3-year strategic plans
* Track initiatives with detailed financial analysis
* Monitor KPIs and quarterly milestones
* Facilitate cross-departmental collaboration
* Provide AI-powered insights and comparative analysis

### Key Highlights

**Primary Goal:** Transform the City of Carrollton’s strategic planning from static Word/PDF documents to a dynamic, data-driven system.

**Target Users:** Department Directors, City Manager, Finance Department, City Council, and Municipal Staff

**Core Value Propositions:** - **For Departments:** Simplified plan creation with templates, real-time collaboration, automated reporting - **For City Leadership:** Consolidated view of all departmental plans, budget oversight, progress tracking - **For Citizens:** Transparent access to published strategic plans and progress updates

**Technical Foundation:** - Next.js 14+ (App Router) - Supabase (PostgreSQL + Auth + Realtime) - pgvector for AI/RAG capabilities - Hybrid data model (relational + JSONB)

**MVP Timeline:** 12 weeks from kickoff to initial deployment

## Product Vision & Goals

### Vision Statement

**“Empower municipal departments to create, execute, and communicate strategic plans that drive measurable outcomes and community impact.”**

### Product Goals

#### Primary Goals

1. **Streamline Plan Creation** (Target: 50% reduction in plan creation time)
   * Provide structured templates matching the official strategic plan format
   * Enable progressive disclosure (start simple, add detail as needed)
   * Auto-save and version control to prevent data loss
2. **Enable Data-Driven Decision Making** (Target: 100% of initiatives with tracked metrics)
   * Real-time budget aggregation across initiatives and departments
   * KPI tracking with visual progress indicators
   * Scenario planning for different funding levels (100%/75%/50%)
3. **Improve Cross-Departmental Collaboration** (Target: 30% increase in collaborative initiatives)
   * Identify shared initiatives and resource opportunities
   * Comment and feedback system for stakeholder review
   * Dependency tracking to surface blocking relationships
4. **Increase Transparency & Accountability** (Target: Public dashboard with quarterly updates)
   * Published plans accessible to citizens
   * Comprehensive audit trail of all changes
   * Automated reporting for City Council presentations

#### Secondary Goals

1. **Leverage AI for Strategic Insights**
   * Semantic search across all plans (“Find all infrastructure initiatives”)
   * Comparative analysis (“How does our IT budget compare to Parks?”)
   * Best practice recommendations based on similar initiatives
2. **Support Long-Term Strategic Management**
   * Year-over-year comparison and trend analysis
   * Historical initiative success rate tracking
   * Portfolio management across multiple planning cycles

### Success Criteria

The product will be considered successful when:

* ✅ 5+ departments actively using the system for their strategic plans
* ✅ City Manager can generate consolidated budget reports in <5 minutes
* ✅ Average time to create a strategic plan reduced from 6 weeks to 3 weeks
* ✅ 90%+ user satisfaction score from Department Directors
* ✅ City Council approves plans directly from the system (paperless)
* ✅ Citizens can view published plans with >1,000 views per quarter

## Problem Statement

### Current State (As-Is)

Municipal strategic planning today relies on:

**Manual Document Creation:** - Department Directors create strategic plans in Word/Excel - 1,400+ line template must be manually filled - Copy/paste from previous years with manual updates - Version control via email attachments (“Plan\_v3\_final\_FINAL.docx”)

**Fragmented Data:** - Budget data in spreadsheets - KPIs tracked in separate systems - Dependencies documented in text, not enforced - No central repository for all department plans

**Limited Collaboration:** - Plans reviewed via email attachments - Comments in Word tracked changes or PDF annotations - No visibility into other departments’ plans during creation - Cross-departmental initiatives coordinated via meetings

**Reporting Challenges:** - City Manager must manually consolidate data from multiple plans - Finance department recreates budget summaries from Word tables - Council presentations require custom slide decks - Progress tracking requires manual status updates

### Problems to Solve

**P1 - Critical Problems (Must Solve in MVP):**

1. **Plan Creation is Time-Consuming:** Directors spend 40-60 hours over 6 weeks creating plans manually
2. **Budget Data is Inconsistent:** Different departments use different formats for financial analysis
3. **No Single Source of Truth:** Plans exist as static documents, not living data
4. **Limited Visibility:** City leadership can’t see real-time plan status or consolidated budgets
5. **Poor Version Control:** Unclear which document version is authoritative

**P2 - Important Problems (Post-MVP):**

1. **Difficult to Track Progress:** No structured way to monitor quarterly milestones
2. **Collaboration is Asynchronous:** Feedback loops are slow (days to weeks)
3. **Citizens Have Limited Access:** Plans published as PDFs on website, hard to navigate
4. **No Historical Analysis:** Can’t easily compare year-over-year or track initiative success rates

**P3 - Nice-to-Have Problems (Future):**

1. **Duplicate Efforts:** Departments may propose similar initiatives without knowing
2. **Best Practices Not Shared:** Successful initiative patterns not surfaced
3. **Benchmarking is Manual:** Comparing to other cities requires external research

## Target Users & Personas

### Primary Users (Daily/Weekly Usage)

#### Persona 1: **Department Director Donna** 👔

**Role:** Director of Water & Field Services **Age:** 48 | **Tech Savvy:** Medium **Goals:** - Create comprehensive 3-year strategic plan for her department - Secure funding for critical infrastructure initiatives - Demonstrate accountability and transparency to City Manager/Council - Track progress and adjust plans mid-year if needed

**Pain Points:** - Overwhelmed by the 1,400-line template - Unsure if budget estimates are realistic compared to other departments - Needs to coordinate with Public Works on shared initiatives - Tracking quarterly milestones manually in spreadsheets

**Usage Patterns:** - Intense usage during planning season (July-September) - Monthly updates to initiative status and KPIs - Quarterly milestone reviews - Ad-hoc budget adjustments throughout the year

**Key Workflows:** 1. Create new strategic plan from template 2. Add initiatives with detailed financial analysis 3. Invite City Manager for review/comments 4. Submit for City Council approval 5. Monitor progress dashboards monthly

#### Persona 2: **Strategic Planner Sam** 📊

**Role:** Department Strategic Planning Coordinator **Age:** 32 | **Tech Savvy:** High **Goals:** - Support Department Director in creating high-quality strategic plans - Ensure consistency with city-wide strategic priorities - Coordinate with Finance on budget validation - Track dependencies with other departments

**Pain Points:** - Manually formatting Word documents to match template - Chasing down information from division managers - Keeping track of comments from multiple reviewers - Reconciling budget numbers between spreadsheets and document

**Usage Patterns:** - Daily usage during planning season - Collaborates with Finance, IT, HR on shared initiatives - Generates reports for leadership meetings - Updates KPIs and milestone status

**Key Workflows:** 1. Draft initiatives based on Director’s priorities 2. Coordinate with collaborating departments 3. Input budget data and validate funding sources 4. Track review comments and implement changes 5. Generate status reports

### Secondary Users (Weekly/Monthly Usage)

#### Persona 3: **City Manager Chris** 🏛️

**Role:** City Manager **Age:** 55 | **Tech Savvy:** Medium **Goals:** - Understand strategic priorities across all departments - Ensure plans align with City Council’s vision - Make funding decisions based on ROI and priority - Present consolidated plans to City Council

**Pain Points:** - Must read through 10+ lengthy strategic plan documents - Difficult to compare initiatives across departments - Budget aggregation requires manual Excel work - Can’t easily identify high-risk or delayed initiatives

**Usage Patterns:** - Reviews all department plans during approval cycle (Aug-Sept) - Monthly dashboard reviews - Prepares quarterly reports for City Council - Ad-hoc queries (“What’s our total IT investment?”)

**Key Workflows:** 1. Review draft plans from all departments 2. Provide feedback via comments 3. Approve/request revisions 4. Generate consolidated budget reports 5. Monitor at-risk initiatives

#### Persona 4: **Finance Director Fran** 💰

**Role:** Director of Finance **Age:** 52 | **Tech Savvy:** High (Excel expert) **Goals:** - Validate budget estimates and funding sources - Track total investment by fiscal year - Ensure initiatives align with available funding - Support grant application processes

**Pain Points:** - Departments submit inconsistent budget formats - Must recreate financial summaries in Excel - Grant funding status not centrally tracked - Difficult to model funding scenarios (what if budget cut 10%?)

**Usage Patterns:** - Heavy usage during budget planning (June-August) - Reviews all initiative budgets for accuracy - Monthly reconciliation with financial systems - Quarterly funding source reports

**Key Workflows:** 1. Review and validate initiative budgets 2. Identify grant opportunities 3. Run funding scenario analyses 4. Generate financial reports for City Council 5. Track budget vs. actual spending

### Tertiary Users (Occasional Usage)

#### Persona 5: **City Council Member Carol** 🗳️

**Role:** Elected City Council Member **Age:** 61 | **Tech Savvy:** Low-Medium **Goals:** - Understand departmental priorities and investments - Make informed approval decisions - Hold departments accountable for results - Represent constituent interests

**Pain Points:** - Strategic plans are long and dense - Hard to understand trade-offs and alternatives - Limited ability to track progress after approval - Constituent questions about plan status

**Usage Patterns:** - Reviews plans during approval cycle (September) - Quarterly progress check-ins - Responds to constituent inquiries

**Key Workflows:** 1. Review strategic plan summaries 2. Ask questions via comments (or in Council meetings) 3. Vote on plan approval 4. Monitor progress via public dashboards

#### Persona 6: **Engaged Citizen Emily** 🏘️

**Role:** Carrollton Resident, Community Advocate **Age:** 38 | **Tech Savvy:** High **Goals:** - Understand how tax dollars are being invested - Track progress on community priorities (parks, infrastructure) - Provide feedback on proposed initiatives - Hold government accountable

**Pain Points:** - Plans published as lengthy PDFs, hard to navigate - No way to see progress updates between annual reports - Can’t easily find initiatives relevant to her neighborhood - No mechanism to provide feedback

**Usage Patterns:** - Reviews published plans when available - Checks progress quarterly (if available) - Attends City Council meetings when major initiatives discussed

**Key Workflows:** 1. Browse published strategic plans by department 2. Search for initiatives (e.g., “park improvements near me”) 3. View progress updates and KPIs 4. (Future) Comment or ask questions

## User Journeys

### Journey 1: Department Director Creates New Strategic Plan

**Actor:** Department Director Donna **Goal:** Create and submit a 3-year strategic plan for FY2026-2028 **Timeline:** 6 weeks (target: reduce to 3 weeks)

#### Current Journey (As-Is) - Manual Process

1. **Week 1: Setup**
   * Download 1,400-line Word template from shared drive
   * Copy/paste data from last year’s plan
   * Update fiscal years and dates manually
   * Save as “Draft\_v1.docx”
2. **Weeks 2-3: Content Creation**
   * Meet with division managers to gather initiative ideas
   * Draft SWOT analysis based on notes
   * Create initiative descriptions in Word
   * Build budget tables in Excel, copy to Word
   * Email draft to Strategic Planner for formatting help
3. **Week 4: Internal Review**
   * Share “Draft\_v3.docx” with Assistant Director
   * Receive comments via Track Changes
   * Update document, save as “Draft\_v4\_AD\_reviewed.docx”
   * Email to Finance for budget validation
   * Receive Excel with corrections, manually update Word
4. **Week 5: City Manager Review**
   * Submit “Draft\_FINAL.docx” via email
   * City Manager reviews, adds comments in PDF
   * Donna receives PDF with annotations, interprets feedback
   * Updates Word document
   * Resubmits “Draft\_FINAL\_v2.docx”
5. **Week 6: Approval**
   * City Manager approves via email
   * Plan submitted to City Council packet (PDF export)
   * Council reviews in meeting
   * Approved plan published to website as PDF

**Pain Points in Current Journey:** - ❌ Version control nightmare (which file is latest?) - ❌ Manual data entry and copy/paste errors - ❌ Slow feedback loops (email turnaround) - ❌ Budget data consistency issues - ❌ No visibility until submitted

#### Future Journey (To-Be) - Digital System

1. **Week 1: Setup** (2 hours)
   * Log into Stratic Plan system
   * Click “Create New Strategic Plan”
   * System pre-fills: Department, Fiscal Years, Previous Plan Data
   * Review/update department overview (mission, staffing, KPIs)
   * System auto-saves continuously
2. **Weeks 2-3: Content Creation** (10 hours)
   * Complete SWOT analysis with structured form
   * Click “Add Initiative” for each priority
   * Use initiative wizard: Name → Description → Budget → KPIs
   * System validates: required fields, budget math, funding sources
   * Invite Strategic Planner as collaborator (real-time co-editing)
   * Assign initiatives to goals, system tracks completion %
3. **Week 3: Internal Review** (Concurrent with creation)
   * Share plan link with Assistant Director (view-only or edit)
   * AD adds inline comments on specific initiatives
   * Donna responds and marks comments resolved
   * System notifies participants of updates
   * Finance reviews budget data via dashboard (no file exchange)
4. **Week 4: City Manager Review** (3 days)
   * Change plan status: Draft → Under Review
   * System notifies City Manager (link in email)
   * City Manager reviews online, adds comments
   * Donna receives notification, addresses feedback inline
   * City Manager marks plan Approved (single click)
5. **Week 5: Council Presentation**
   * Generate PDF export for Council packet (automated)
   * City Manager presents using live dashboard
   * Council members view summary online (optional)
   * Vote recorded in system
   * Status changes: Approved → Active
6. **Ongoing: Progress Tracking**
   * Monthly: Update KPI actual values (5 min)
   * Quarterly: Mark milestones complete (10 min)
   * Ad-hoc: Adjust budgets or status as needed
   * Public dashboard updates automatically

**Improvements:** - ✅ 50% time reduction (40 hours → 20 hours) - ✅ No version control issues (single source of truth) - ✅ Real-time collaboration and feedback - ✅ Automated data validation - ✅ Instant budget aggregation - ✅ Full audit trail

### Journey 2: City Manager Prepares for City Council Meeting

**Actor:** City Manager Chris **Goal:** Present consolidated strategic plan overview to City Council **Timeline:** Quarterly (4x per year)

#### Current Journey (As-Is)

1. **Week Before Meeting: Data Gathering** (8 hours)
   * Request status updates from all departments via email
   * Receive mix of PDFs, Word docs, Excel sheets
   * Manually extract key data points
   * Build PowerPoint slides with charts
2. **3 Days Before: Analysis** (4 hours)
   * Calculate total budget across all departments (Excel)
   * Count initiatives by priority (NEEDS/WANTS/NICE TO HAVES)
   * Identify at-risk initiatives from status emails
   * Manually update slides
3. **Day Before: Final Prep** (2 hours)
   * Review slides with Assistant City Manager
   * Print copies for Council members
   * Prepare talking points
4. **Council Meeting: Presentation** (30 min)
   * Present static slides
   * Council asks questions (“What’s Public Works’ total grant funding?”)
   * Chris doesn’t have answer readily, promises follow-up email
   * Meeting notes taken manually

**Pain Points:** - ❌ Labor-intensive data gathering - ❌ Data potentially out-of-date (departments may not have responded) - ❌ Can’t answer ad-hoc questions live - ❌ Static presentation, no drill-down

#### Future Journey (To-Be)

1. **Week Before Meeting: Generate Report** (30 minutes)
   * Log into Stratic Plan dashboard
   * Select “City Council Report - Q2 FY2025”
   * System generates report with live data:
     + Total investment by department
     + Initiatives by priority and status
     + KPI progress summary
     + At-risk initiatives alert
   * Review report, add narrative comments if needed
2. **3 Days Before: Collaborate** (15 minutes)
   * Share report link with Assistant City Manager
   * Review together in real-time
   * Export to PDF for Council packet (optional)
3. **Day Before: Final Prep** (5 minutes)
   * Refresh report to ensure latest data
   * Prepare talking points (data is current)
4. **Council Meeting: Presentation** (30 min)
   * Present live dashboard (or export)
   * Council asks question: “What’s Public Works’ grant funding?”
   * Chris filters dashboard: Department=Public Works, Funding Source=Grants
   * Answer instantly: “$2.3M across 5 initiatives”
   * Council members can access read-only dashboard on their tablets

**Improvements:** - ✅ 90% time reduction (14 hours → 1 hour) - ✅ Always current data (real-time) - ✅ Can answer questions live - ✅ Interactive exploration vs. static slides

### Journey 3: Finance Director Validates Initiative Budgets

**Actor:** Finance Director Fran **Goal:** Ensure all initiative budgets are accurate and fundable **Timeline:** During plan creation (August-September)

#### Current Journey (As-Is)

1. **Receive Budget Data** (Ongoing, 2 weeks)
   * Departments email Word docs with budget tables
   * Budget tables have inconsistent formats
   * Extract data to Excel for validation
   * Check math (totals, funding sources)
2. **Validate Funding Sources** (1 week)
   * Cross-reference grants with grants database
   * Confirm General Fund capacity
   * Identify funding gaps
   * Create correction notes in Excel
3. **Provide Feedback** (1 week)
   * Email departments with correction requests
   * Wait for updated documents
   * Re-validate (repeat cycle)
4. **Consolidate Budgets** (3 days)
   * Manually sum budgets across all departments
   * Create budget summary spreadsheet
   * Generate charts for City Manager

**Pain Points:** - ❌ Inconsistent data formats - ❌ Manual data entry and extraction - ❌ Slow feedback loops - ❌ Errors in budget math

#### Future Journey (To-Be)

1. **Real-Time Budget Review** (Concurrent with plan creation)
   * Finance has read access to all department plans as they’re created
   * Dashboard shows: All initiatives with budget data
   * Filter by: Funding status “Pending” or “Requested”
   * Drill into any initiative for detailed breakdown
2. **Inline Validation** (Ongoing)
   * System auto-validates budget math (sum of categories = total)
   * Fran adds comments directly on initiative budgets
   * Department notified instantly
   * Corrections made inline, Fran sees immediately
3. **Funding Source Tracking** (Automated)
   * Dashboard shows total by funding source:
     + General Fund: $12.3M (80% of capacity)
     + Grants (secured): $3.2M
     + Grants (pending): $5.1M
     + Bonds: $8.0M
   * Identify over-committed sources instantly
4. **Consolidated Reporting** (5 minutes)
   * Export consolidated budget report (auto-generated)
   * Charts and tables up-to-date automatically
   * Share with City Manager via system link

**Improvements:** - ✅ 80% time reduction (4 weeks → 1 week) - ✅ No data entry (direct database access) - ✅ Real-time validation and feedback - ✅ Automated consolidation

## Product Scope

### In Scope for MVP

**Core Strategic Planning Features:** - ✅ Create/edit/delete strategic plans (3-year cycle) - ✅ Define strategic goals (3-5 per plan) with objectives - ✅ Create initiatives with full detail (NEEDS/WANTS/NICE TO HAVES) - ✅ SWOT analysis, environmental scan, benchmarking (JSONB forms) - ✅ Initiative dependencies (track blocking relationships) - ✅ Cross-departmental collaboration (multi-department initiatives)

**Budget & Financial Tracking:** - ✅ Initiative budgets with category breakdown - ✅ Multiple funding sources per initiative - ✅ Funding status tracking (secured, pending, requested) - ✅ Year 1/2/3 budget allocation - ✅ Consolidated budget dashboards - ✅ Budget aggregation by department, fiscal year, funding source

**Performance Metrics:** - ✅ Define KPIs at initiative, goal, or plan level - ✅ Set baseline and Year 1/2/3 targets - ✅ Track actual values over time - ✅ KPI progress dashboards

**Workflow & Collaboration:** - ✅ Plan status workflow (draft → under\_review → approved → active) - ✅ Threaded comments on plans, goals, initiatives - ✅ User roles and permissions (RLS) - ✅ Review and approval process

**Reporting & Dashboards:** - ✅ Department-level dashboards (my plan, my initiatives) - ✅ City Manager dashboard (all departments, budget overview) - ✅ Initiative status tracking (not\_started, in\_progress, at\_risk, completed) - ✅ Export plans to PDF (for Council packets)

**User Management:** - ✅ Supabase authentication - ✅ Role-based access (admin, director, staff, city\_manager, finance, council, public) - ✅ Department assignment - ✅ User profiles

### In Scope for Post-MVP (Phase 2)

**Quarterly Milestones:** - ⚠️ Create quarterly milestones per initiative - ⚠️ Track milestone status (not\_started, in\_progress, completed, delayed) - ⚠️ Milestone dashboard with alerts for delayed items - ⚠️ Budget impact per quarter

**Enhanced Collaboration:** - ⚠️ Real-time editing (Supabase Realtime) - ⚠️ Presence indicators (who’s viewing/editing) - ⚠️ Notification system (email/in-app) - ⚠️ @mentions in comments - ⚠️ Comment resolution workflow

**AI-Powered Features:** - ⚠️ Document embeddings (pgvector) - ⚠️ Semantic search (“Find all infrastructure initiatives”) - ⚠️ Q&A over plans (“What’s our total IT investment?”) - ⚠️ Comparative analysis (“Compare my budget to Parks & Rec”) - ⚠️ Best practice recommendations

**Public Portal:** - ⚠️ Public-facing dashboard (published plans only) - ⚠️ Search and filter published initiatives - ⚠️ KPI progress visualization for citizens - ⚠️ (Optional) Public comment period

**Advanced Analytics:** - ⚠️ Year-over-year comparison - ⚠️ Initiative success rate tracking - ⚠️ Predictive analytics (at-risk initiative detection) - ⚠️ Funding scenario planning (what-if analysis)

### Out of Scope

**Not Planned (Ever or Distant Future):** - ❌ Integration with external financial systems (ERP, accounting) - ❌ Grant application management (separate product) - ❌ Project management features (Gantt charts, resource allocation) - ❌ Document management system (file storage, version control for attachments) - ❌ Performance review / HR integration - ❌ GIS integration for geographic initiatives - ❌ Mobile app (responsive web only) - ❌ Offline mode - ❌ Multi-language support (English only for MVP)

## Feature Requirements

*Detailed feature specifications will be sharded into separate documents in docs/prd/ directory for maintainability.*

### FR-001: Strategic Plan Management

**Priority:** P0 (Critical - MVP)

**Description:** Departments can create, edit, view, and manage 3-year strategic plans.

**User Stories:** - As a Department Director, I want to create a new strategic plan for my department so that I can document our priorities for the next 3 years. - As a Department Director, I want to edit my draft strategic plan so that I can refine it before submitting for review. - As a City Manager, I want to view all department strategic plans so that I can understand city-wide priorities.

**Acceptance Criteria:** - [ ] User can create a new strategic plan via “Create Plan” button - [ ] System pre-fills department info, fiscal years from previous plan - [ ] User can edit plan metadata: title, vision, executive summary - [ ] User can complete SWOT analysis via structured form (4 sections) - [ ] User can complete environmental scan (demographics, economic, regulatory, tech, community) - [ ] User can input benchmarking data (peer cities, metrics) - [ ] System auto-calculates total investment from initiatives - [ ] User can change plan status: draft → under\_review - [ ] System validates required fields before status change - [ ] User can view plan in read-only mode - [ ] User can export plan to PDF - [ ] System tracks created\_by, created\_at, updated\_at - [ ] RLS: Users can only see/edit plans from their municipality - [ ] RLS: Department users can only edit their own department’s plans

**Dependencies:** - Department and fiscal year data must exist - User authentication and role assignment

**Technical Notes:** - Use JSONB for swot\_analysis, environmental\_scan, benchmarking\_data - Implement progressive disclosure (don’t show all sections at once) - Auto-save on field blur or every 30 seconds

### FR-002: Strategic Goals

**Priority:** P0 (Critical - MVP)

**Description:** Users can define 3-5 strategic goals per plan with SMART objectives.

**User Stories:** - As a Department Director, I want to define strategic goals so that I can organize initiatives thematically. - As a Department Director, I want to align goals with city priorities so that my plan supports the city’s overall vision.

**Acceptance Criteria:** - [ ] User can add goals to a strategic plan (up to 5) - [ ] User can specify: goal number, title, description - [ ] User can select city priority alignment (dropdown from city config) - [ ] User can add multiple SMART objectives (bullet list, JSONB) - [ ] User can add success measures (bullet list, JSONB) - [ ] User can reorder goals (drag-and-drop or up/down buttons) - [ ] User can delete goals (with confirmation) - [ ] System prevents deleting goals with associated initiatives - [ ] Goals display in plan overview with initiative count

**Dependencies:** - Strategic plan must exist - City strategic priorities configured in system

**Technical Notes:** - Store objectives and success\_measures as JSONB arrays - Use goal\_number for ordering (1-5)

### FR-003: Initiative Management

**Priority:** P0 (Critical - MVP)

**Description:** Users can create detailed initiatives with financial analysis, expected outcomes, and priority levels.

**User Stories:** - As a Department Strategic Planner, I want to create initiatives so that I can document specific projects and investments. - As a Department Director, I want to prioritize initiatives (NEEDS/WANTS/NICE TO HAVES) so that funding decisions are clear. - As a Finance Director, I want to see initiative budgets so that I can validate funding.

**Acceptance Criteria:** - [ ] User can add initiative to a strategic goal - [ ] User can specify: initiative number, name, description, rationale - [ ] User can select priority level (NEED, WANT, NICE\_TO\_HAVE) - [ ] User can rank initiatives within priority tier - [ ] User can add expected outcomes (list) - [ ] User can input financial analysis: - [ ] Year 1/2/3 budget breakdown (personnel, equipment, services, training, materials, other) - [ ] Funding sources (multiple, with amounts and status) - [ ] User can input ROI analysis: - [ ] Financial ROI (savings, revenue, payback, 3-year impact) - [ ] Non-financial ROI (service quality, efficiency, risk, satisfaction) - [ ] User can add cost-benefit analysis (benefits vs. costs) - [ ] User can specify responsible party (text field) - [ ] User can change initiative status (not\_started, in\_progress, at\_risk, completed, deferred) - [ ] System validates: budget math, required fields - [ ] User can view initiative detail page - [ ] User can delete initiative (with confirmation)

**Dependencies:** - Strategic goal must exist - Fiscal years configured

**Technical Notes:** - Use JSONB for: expected\_outcomes, financial\_analysis, roi\_analysis, cost\_benefit\_analysis - Use numeric fields for: total\_year\_1\_cost, total\_year\_2\_cost, total\_year\_3\_cost (for aggregation) - Create normalized initiative\_budgets records on save for reporting

### FR-004: Initiative Budgets

**Priority:** P0 (Critical - MVP)

**Description:** System tracks initiative budgets in normalized table for aggregation and reporting.

**User Stories:** - As a Finance Director, I want to see total budget by fiscal year so that I can plan funding. - As a City Manager, I want to see budget by funding source so that I understand our grant dependence.

**Acceptance Criteria:** - [ ] System creates initiative\_budgets records when initiative saved - [ ] Each budget entry has: initiative, fiscal year, category, amount, funding source, status - [ ] User can query: Total budget by fiscal year - [ ] User can query: Total budget by funding source - [ ] User can query: Budget by category (personnel, equipment, etc.) - [ ] Dashboard shows budget aggregations with filters

**Dependencies:** - Initiative financial\_analysis data

**Technical Notes:** - Normalize JSONB financial\_analysis into initiative\_budgets rows - Update initiative\_budgets on initiative save/update

### FR-005: KPI Tracking

**Priority:** P0 (Critical - MVP)

**Description:** Users can define and track KPIs at initiative, goal, or plan level.

**User Stories:** - As a Department Director, I want to define KPIs so that I can measure success. - As a Department Planner, I want to update KPI actual values so that I can track progress. - As a City Manager, I want to see KPI progress so that I can hold departments accountable.

**Acceptance Criteria:** - [ ] User can add KPI to initiative, goal, or plan - [ ] User can specify: metric name, measurement frequency, baseline, year 1/2/3 targets - [ ] User can specify data source and responsible party - [ ] User can update actual values (date, value pairs in JSONB) - [ ] System calculates % progress toward target - [ ] Dashboard displays KPIs with visual indicators (green/yellow/red) - [ ] User can export KPI data to CSV

**Dependencies:** - Initiative, goal, or plan must exist

**Technical Notes:** - Use nullable FKs to allow KPI at any level - Store actual\_values as JSONB: {"2025-01-15": "85%", "2025-02-15": "87%"}

### FR-006: Dashboard & Reporting

**Priority:** P0 (Critical - MVP)

**Description:** Users can view dashboards tailored to their role with relevant data.

**User Stories:** - As a Department Director, I want to see my department’s plan summary so that I can monitor progress. - As a City Manager, I want to see city-wide budget overview so that I can make informed decisions. - As a Finance Director, I want to see funding source breakdown so that I can track grant funding.

**Acceptance Criteria:** - [ ] Department Dashboard shows: - [ ] Plan status and metadata - [ ] Initiatives by priority and status (counts and %) - [ ] Total budget by fiscal year - [ ] KPI progress summary - [ ] At-risk initiatives (status = at\_risk or delayed milestones) - [ ] City Manager Dashboard shows: - [ ] All departments’ plan status - [ ] City-wide budget by department - [ ] Budget by funding source - [ ] Initiative count by priority - [ ] At-risk initiatives across all departments - [ ] Finance Dashboard shows: - [ ] Budget by fiscal year - [ ] Budget by category - [ ] Funding source breakdown (secured vs. pending) - [ ] Funding scenario analysis (what-if) - [ ] All dashboards support filtering and drill-down - [ ] All dashboards can be exported to PDF

**Dependencies:** - Strategic plan and initiative data

**Technical Notes:** - Use Recharts or similar for visualizations - Implement server-side aggregation queries for performance

### FR-007: User Roles & Permissions

**Priority:** P0 (Critical - MVP)

**Description:** System enforces role-based access control via Supabase RLS.

**User Stories:** - As an Admin, I want to assign roles to users so that permissions are enforced. - As a Department Director, I want my staff to edit our plan so that we can collaborate. - As a City Manager, I want to view all plans but not edit them so that I can provide oversight.

**Acceptance Criteria:** - [ ] System supports roles: admin, department\_director, staff, city\_manager, finance, council, public - [ ] Admin can: - [ ] Create/edit/delete users - [ ] Assign roles and departments - [ ] View all data - [ ] Delete any record - [ ] Department Director can: - [ ] Create/edit/delete plans for their department - [ ] Add staff collaborators from their department - [ ] View collaborating departments’ initiatives - [ ] Staff can: - [ ] Edit plans for their department (if granted access) - [ ] Comment on plans - [ ] City Manager can: - [ ] View all departments’ plans - [ ] Comment on plans - [ ] Approve plans (change status) - [ ] Finance can: - [ ] View all departments’ budgets - [ ] Comment on budgets - [ ] Council can: - [ ] View approved and active plans - [ ] View dashboards (read-only) - [ ] Public can: - [ ] View published (active) plans only - [ ] No access to draft or under review plans - [ ] RLS policies enforce all permissions at database level

**Dependencies:** - Supabase Auth configured - User table with role field

**Technical Notes:** - Implement RLS policies per table - Use helper functions: auth.user\_municipality\_id(), auth.user\_department\_id(), auth.user\_role()

### FR-008: Comments & Collaboration

**Priority:** P0 (Critical - MVP)

**Description:** Users can add threaded comments to plans, goals, and initiatives for review feedback.

**User Stories:** - As a City Manager, I want to comment on initiatives so that I can provide feedback to departments. - As a Department Director, I want to reply to comments so that I can address feedback. - As a Finance Director, I want to mark comments resolved so that I know issues are addressed.

**Acceptance Criteria:** - [ ] User can add comment to plan, goal, initiative, or milestone - [ ] User can reply to comments (threading) - [ ] User can edit their own comments - [ ] User can delete their own comments (admin can delete any) - [ ] User can mark comment as resolved - [ ] System shows unresolved comment count on entities - [ ] System notifies participants when new comments added (future: Phase 2) - [ ] Comments display with author name, timestamp, and content - [ ] Comments support markdown formatting

**Dependencies:** - User authentication

**Technical Notes:** - Use parent\_comment\_id for threading - Implement rich text editor (e.g., Tiptap, Lexical)

### FR-009: Plan Approval Workflow

**Priority:** P0 (Critical - MVP)

**Description:** Strategic plans follow approval workflow with status transitions.

**User Stories:** - As a Department Director, I want to submit my plan for review so that it can be approved. - As a City Manager, I want to approve plans so that they become active. - As a Department Director, I want to track approval status so that I know where my plan stands.

**Acceptance Criteria:** - [ ] Plan has status field with workflow: - [ ] draft → under\_review → approved → active → archived - [ ] Department Director can change status: draft → under\_review - [ ] City Manager can change status: under\_review → approved or under\_review → draft (request revisions) - [ ] City Manager can change status: approved → active (after Council approval) - [ ] Admin can change status to archived (end of planning cycle) - [ ] System validates required fields before status change from draft - [ ] System tracks approved\_by, approved\_at, published\_at - [ ] System creates audit log entry on status change - [ ] Status changes trigger notifications (future: Phase 2)

**Dependencies:** - Strategic plan records - User roles

**Technical Notes:** - Implement state machine logic in application code - RLS policies enforce who can change status

### FR-010: Audit Trail

**Priority:** P0 (Critical - MVP)

**Description:** System logs all changes to strategic plans, goals, initiatives, and budgets for accountability.

**User Stories:** - As a City Manager, I want to see who changed a budget so that I can ensure accountability. - As an Admin, I want to audit plan changes so that I can investigate issues.

**Acceptance Criteria:** - [ ] System logs insert/update/delete on: strategic\_plans, strategic\_goals, initiatives, initiative\_budgets - [ ] Audit log captures: table\_name, record\_id, action, old\_values, new\_values, changed\_by, changed\_at, ip\_address, user\_agent - [ ] Audit logs are immutable (no edit/delete) - [ ] Admin can view audit logs via UI - [ ] Admin can filter audit logs by: table, record, user, date range - [ ] System exports audit log to CSV

**Dependencies:** - User authentication

**Technical Notes:** - Use PostgreSQL triggers to auto-populate audit\_logs - Store old\_values and new\_values as JSONB

### FR-011: PDF Export

**Priority:** P0 (Critical - MVP)

**Description:** Users can export strategic plans to PDF for City Council packets and offline review.

**User Stories:** - As a Department Director, I want to export my plan to PDF so that I can include it in City Council packets. - As a City Manager, I want to export consolidated reports to PDF so that I can present to Council.

**Acceptance Criteria:** - [ ] User can click “Export to PDF” button on plan detail page - [ ] System generates PDF matching official strategic plan template format - [ ] PDF includes: all sections, tables, charts, budget data - [ ] PDF includes cover page with: department, fiscal years, approval date, version - [ ] PDF includes table of contents with page numbers - [ ] PDF downloads to user’s device - [ ] PDF generation completes within 30 seconds

**Dependencies:** - Strategic plan data complete

**Technical Notes:** - Use react-pdf or Puppeteer for PDF generation - Consider server-side rendering for complex layouts

## MVP Definition

### What is MVP?

The **Minimum Viable Product (MVP)** is the smallest feature set that delivers value to our primary users (Department Directors and City Manager) and validates our core hypothesis:

**Hypothesis:** A digital strategic planning system can reduce plan creation time by 50% while improving data quality and collaboration.

### MVP Success Criteria

MVP is successful when:

1. **Adoption:** 3+ departments create strategic plans in the system (not Word)
2. **Time Savings:** Average plan creation time ≤ 25 hours (vs. 40-50 hours manual)
3. **Data Quality:** 100% of initiatives have validated budget data (Finance approval)
4. **Collaboration:** City Manager provides feedback via comments (not email)
5. **Reporting:** City Manager generates consolidated budget report in <5 minutes

### MVP Feature Set

**MUST HAVE (P0) - Launch Blockers:**

✅ **Strategic Plan Management (FR-001)** - Create/edit/view strategic plans - SWOT, environmental scan, benchmarking

✅ **Strategic Goals (FR-002)** - Define 3-5 goals per plan - SMART objectives

✅ **Initiative Management (FR-003)** - Create initiatives with priority (NEEDS/WANTS/NICE\_TO\_HAVES) - Financial analysis (budget breakdown, ROI) - Expected outcomes

✅ **Initiative Budgets (FR-004)** - Normalized budget tracking - Aggregation queries

✅ **KPI Tracking (FR-005)** - Define KPIs with targets - Update actual values

✅ **Department Dashboard (FR-006)** - Plan summary, budget overview, initiative status

✅ **City Manager Dashboard (FR-006)** - All departments, consolidated budget

✅ **User Roles & RLS (FR-007)** - Department scoping, role-based access

✅ **Comments (FR-008)** - Threaded comments on plans/initiatives

✅ **Approval Workflow (FR-009)** - Draft → under\_review → approved → active

✅ **Audit Trail (FR-010)** - All changes logged

✅ **PDF Export (FR-011)** - Export plan to PDF

**SHOULD HAVE (P1) - High Value, Not Blockers:**

⚠️ **Cross-Departmental Initiatives** - Mark initiatives as collaborative - Track partner departments

⚠️ **Initiative Dependencies** - Track blocking dependencies - Visualize dependency graph

⚠️ **Finance Dashboard** - Funding source breakdown - Budget vs. actual

**COULD HAVE (P2) - Nice to Have:**

🔵 **Quarterly Milestones** - Track quarterly progress - Milestone dashboard

🔵 **Search & Filters** - Full-text search across plans - Advanced filtering

**WON’T HAVE (Not MVP):**

❌ Real-time collaboration (Supabase Realtime) ❌ AI-powered features (semantic search, Q&A) ❌ Public portal ❌ Email notifications ❌ Mobile optimization (responsive only) ❌ Offline mode

### MVP User Stories (Prioritized)

**Epic 1: Department Creates Strategic Plan (Critical)** 1. As a Department Director, I can create a new strategic plan 2. As a Department Planner, I can add strategic goals 3. As a Department Planner, I can create initiatives with budgets 4. As a Department Planner, I can define KPIs 5. As a Department Director, I can submit plan for review 6. As a Department Director, I can view my department dashboard

**Epic 2: City Manager Reviews Plans (Critical)** 7. As a City Manager, I can view all department plans 8. As a City Manager, I can comment on initiatives 9. As a City Manager, I can approve plans 10. As a City Manager, I can view consolidated budget dashboard 11. As a City Manager, I can export consolidated report to PDF

**Epic 3: Finance Validates Budgets (High)** 12. As a Finance Director, I can view all initiative budgets 13. As a Finance Director, I can comment on budget accuracy 14. As a Finance Director, I can view funding source breakdown

**Epic 4: System Administration (High)** 15. As an Admin, I can create users and assign roles 16. As an Admin, I can configure departments and fiscal years 17. As an Admin, I can view audit logs

### MVP Out of Scope

The following are explicitly **NOT** part of MVP:

* Quarterly milestone tracking (Phase 2)
* Real-time collaboration / presence (Phase 2)
* Email notifications (Phase 2)
* AI/RAG features (Phase 2)
* Public portal (Phase 2)
* Mobile app (never)
* GIS integration (never)
* ERP integration (never)

## Non-Functional Requirements

### Performance

**Response Time:** - Page load: <2 seconds (p95) - Dashboard queries: <3 seconds (p95) - PDF generation: <30 seconds

**Scalability:** - Support 50 concurrent users - Support 20 departments - Support 500+ initiatives per department

**Database:** - Query optimization for aggregation queries - Proper indexing on foreign keys and commonly filtered fields

### Security

**Authentication:** - Supabase Auth with email/password - Optional: SSO with city’s identity provider (future)

**Authorization:** - Row-level security (RLS) enforced at database level - Role-based access control (RBAC)

**Data Protection:** - HTTPS only (TLS 1.2+) - Passwords hashed with bcrypt - Sensitive data encrypted at rest (Supabase default)

**Audit & Compliance:** - Comprehensive audit log (all changes tracked) - Data retention policy (7 years for government records)

### Usability

**Accessibility:** - WCAG 2.1 Level AA compliance - Keyboard navigation support - Screen reader compatible - Color contrast ratios meet standards

**Browser Support:** - Chrome/Edge (latest 2 versions) - Firefox (latest 2 versions) - Safari (latest 2 versions) - No IE11 support

**Responsive Design:** - Desktop-first (primary use case) - Tablet-friendly (iPad, etc.) - Mobile-readable (not optimized for data entry)

### Reliability

**Uptime:** - 99.5% uptime (target) - Maintenance windows: Weekends, off-hours

**Backup & Recovery:** - Daily automated backups (Supabase) - Point-in-time recovery (7 days) - Disaster recovery plan documented

**Error Handling:** - Graceful degradation for failed queries - User-friendly error messages - Error logging and monitoring

### Maintainability

**Code Quality:** - TypeScript for type safety - ESLint + Prettier for code formatting - Unit tests for critical business logic (>60% coverage target) - E2E tests for critical user journeys

**Documentation:** - Inline code comments for complex logic - README for setup and deployment - Architecture documentation (ADRs)

**Monitoring:** - Application logging (errors, warnings) - Performance monitoring (query times) - User analytics (page views, feature usage)

## Technical Architecture

*(Detailed architecture specifications documented separately in docs/architecture.md)*

### Tech Stack

**Frontend:** - Next.js 14+ (App Router) - React 18+ - TypeScript - TailwindCSS for styling - Recharts for data visualization - React Hook Form for form management - Zod for validation

**Backend:** - Supabase (PostgreSQL + PostgREST API) - Supabase Auth - Supabase Realtime (Phase 2) - pgvector extension (Phase 2)

**Infrastructure:** - Vercel (Next.js hosting) - Supabase Cloud (database, auth, storage)

**Development Tools:** - Git + GitHub - Supabase CLI - VS Code - Postman / REST Client

### Database Schema

*(Full schema documented in docs/database-schema-overview.md)*

**Core Tables:** - municipalities - departments - fiscal\_years - users

**Planning Tables:** - strategic\_plans - strategic\_goals - initiatives - initiative\_budgets - initiative\_kpis - quarterly\_milestones

**Supporting Tables:** - initiative\_dependencies - initiative\_collaborators - comments - audit\_logs - document\_embeddings (Phase 2)

**Data Model:** - Hybrid approach: Relational + JSONB - Row-level security (RLS) enforced - Comprehensive audit trail

### Application Architecture

**Folder Structure:**

/app  
 /(auth)  
 /login  
 /signup  
 /(dashboard)  
 /plans  
 /[planId]  
 /goals  
 /initiatives  
 /initiatives  
 /budgets  
 /kpis  
 /api  
/components  
 /ui (shadcn/ui components)  
 /plans  
 /initiatives  
 /dashboards  
/lib  
 /supabase (client, types)  
 /utils  
/types  
 /supabase.ts (generated types)

**State Management:** - Server Components for data fetching - React Context for global state (user, preferences) - React Query for client-side caching (if needed)

**Forms:** - React Hook Form + Zod validation - JSONB fields rendered as dynamic forms

## Success Metrics

### Product Metrics (KPIs)

**Adoption:** - Number of departments using system (Target: 5+ by end of Q2 2025) - Number of strategic plans created (Target: 5+ by end of Q2 2025) - Number of active users (Target: 20+ by end of Q2 2025)

**Efficiency:** - Average time to create strategic plan (Target: <25 hours, 50% reduction) - Average time to generate consolidated report (Target: <5 minutes, 90% reduction)

**Data Quality:** - % of initiatives with validated budgets (Target: 100%) - % of initiatives with KPIs defined (Target: 90%+)

**Engagement:** - Number of comments per plan (Target: 10+ for plans under review) - Number of plan revisions before approval (Target: <3)

**User Satisfaction:** - User satisfaction score (Target: 4.0+/5.0) - NPS score (Target: 40+)

### Business Metrics

**Cost Savings:** - Staff time saved per planning cycle (Target: 500+ hours) - Value of staff time saved (Target: $25,000+)

**ROI:** - Payback period (Target: <2 years) - 3-year net benefit (Target: $100,000+)

**Transparency:** - Citizen views of published plans (Target: 1,000+ per quarter) - City Council paperless approvals (Target: 100%)

### Technical Metrics

**Performance:** - Page load time p95 (Target: <2 seconds) - Dashboard query time p95 (Target: <3 seconds) - API response time p95 (Target: <500ms)

**Reliability:** - Uptime (Target: 99.5%+) - Error rate (Target: <1%)

**Security:** - Zero data breaches - Zero unauthorized access incidents - 100% audit log coverage

## Release Plan

### MVP Release (Target: Q2 2025 - Week 12)

**Week 1-2: Setup & Foundation** - Project setup (Next.js, Supabase, Vercel) - Database migrations (run existing migrations) - Authentication setup - Basic UI layout (header, nav, dashboard shell)

**Week 3-4: Strategic Plan Management** - Create/edit strategic plan form - SWOT, environmental scan, benchmarking forms - Plan detail view - Plan list view

**Week 5-6: Goals & Initiatives** - Strategic goals CRUD - Initiative creation form (basic) - Initiative detail view - Initiative list view

**Week 7-8: Budgets & KPIs** - Initiative financial analysis form - Initiative budgets (normalized) - KPI definition and tracking - Dashboard: Department budget overview

**Week 9-10: Collaboration & Workflow** - Comments system - Plan approval workflow (status changes) - City Manager dashboard - Finance dashboard

**Week 11: Polish & Export** - PDF export - Audit log viewer (admin) - Error handling and validation improvements - Responsive design improvements

**Week 12: Testing & Launch** - E2E testing - User acceptance testing (UAT) with Department Directors - Bug fixes - Production deployment - Training materials and documentation

### Post-MVP Releases

**Phase 2 (Q3 2025) - Enhanced Collaboration** - Quarterly milestones - Email notifications - Real-time collaboration (Supabase Realtime) - Initiative dependencies visualization

**Phase 3 (Q4 2025) - AI & Analytics** - Document embeddings (pgvector) - Semantic search - Q&A over plans - Comparative analysis

**Phase 4 (Q1 2026) - Public Portal** - Public-facing dashboard - Citizen comments (optional) - Advanced analytics (year-over-year, success rates)

## Dependencies & Risks

### Dependencies

**External:** - Supabase Cloud availability - Vercel deployment platform - OpenAI API (Phase 3, AI features)

**Internal:** - City of Carrollton IT approval for cloud hosting - User acceptance testing with Department Directors - Training and change management

**Data:** - Migration of existing strategic plan data (if applicable) - Department, user, and fiscal year data setup

### Risks

**Risk 1: User Adoption** - **Description:** Departments continue using Word docs instead of system - **Likelihood:** Medium - **Impact:** High - **Mitigation:** - Engage Department Directors early in design process - Provide training and support during rollout - Make system easier to use than Word (auto-save, templates, validation) - Executive mandate from City Manager

**Risk 2: Data Quality** - **Description:** Departments enter incomplete or inaccurate data - **Likelihood:** Medium - **Impact:** Medium - **Mitigation:** - Required field validation - Finance review and approval workflow - Data quality reports (% complete) - In-app guidance and tooltips

**Risk 3: Performance Issues** - **Description:** Dashboard queries too slow with many initiatives - **Likelihood:** Low - **Impact:** Medium - **Mitigation:** - Optimize database queries (indexes, aggregations) - Implement caching for dashboards - Load testing with realistic data volumes

**Risk 4: Scope Creep** - **Description:** Stakeholders request additional features mid-development - **Likelihood:** High - **Impact:** Medium - **Mitigation:** - Clear MVP definition and prioritization - Change request process with impact analysis - Regular stakeholder communication - Product Owner (Sarah) enforces scope

**Risk 5: Database Migration Complexity** - **Description:** Existing strategic plan data difficult to migrate - **Likelihood:** Low - **Impact:** Low - **Mitigation:** - Start fresh with new planning cycle (FY2026-2028) - Option: Manual data entry from previous plans - Option: Import tool for structured data (future enhancement)

## Appendices

### Appendix A: Glossary

| Term | Definition |
| --- | --- |
| **Strategic Plan** | 3-year planning document outlining department priorities, goals, and initiatives |
| **Initiative** | Specific project or investment within a strategic plan |
| **KPI** | Key Performance Indicator - measurable metric for tracking success |
| **SWOT** | Strengths, Weaknesses, Opportunities, Threats analysis framework |
| **Fiscal Year (FY)** | City’s budget year (Oct 1 - Sept 30 for Carrollton) |
| **NEED** | Critical priority initiative (P0) |
| **WANT** | Important priority initiative (P1) |
| **NICE TO HAVE** | Desirable priority initiative (P2) |
| **ROI** | Return on Investment - financial and non-financial benefits |
| **RLS** | Row-Level Security - database access control |
| **MVP** | Minimum Viable Product - smallest feature set for launch |

### Appendix B: Referenced Documents

* Database Schema Overview: docs/database-schema-overview.md
* Brainstorming Session Results: docs/brainstorming-session-results.md
* Strategic Plan Template: Artifact/Info.md
* Supabase Migrations: supabase/migrations/

### Appendix C: Approval & Sign-Off

**PRD Approval:**

| Role | Name | Signature | Date |
| --- | --- | --- | --- |
| Product Owner | Sarah | \_\_\_\_\_\_\_\_\_\_\_\_\_ | ***/***/\_\_\_ |
| Technical Lead | TBD | \_\_\_\_\_\_\_\_\_\_\_\_\_ | ***/***/\_\_\_ |
| Primary Stakeholder (City) | TBD | \_\_\_\_\_\_\_\_\_\_\_\_\_ | ***/***/\_\_\_ |

**Change History:**

| Version | Date | Author | Changes |
| --- | --- | --- | --- |
| 1.0 | 2025-01-09 | Sarah (PO) | Initial PRD draft |

**END OF PRD (Master Document)**

*This PRD will be sharded into modular sections for easier maintenance and collaboration.*