Conference Management System

Software Requirements Specification

Version 1.0

Revision History

|  |  |  |  |
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Table of Contents

1. Introduction 4

1.1 Purpose 4

1.2 Scope 4

1.3 Definitions, Acronyms and Abbreviations 4

1.4 References 5

1.5 Overview 5

2. Overall Description 5

2.1 Product Perspective 5

2.1.1 System Interfaces 5

2.1.2 User Interfaces 5

2.1.3 Hardware Interfaces 5

2.1.4 Memory Constraints 5

2.1.5 Operations 6

2.2 Product Functions 6

2.3 User Characteristics 6

2.4 Constraints 6

2.5 Assumptions and Dependencies 7

3. Specific Requirements 7

3.1 Functional Requirements 7

3.1.1 Users Management Subsystem 7

3.1.1.1 Administrators Side 7

3.1.1.2 Program Committee Chair Side 8

3.1.1.3 User Side 9

3.1.1.4 System Side 10

3.1.2 Paper Management Subsystem 10

3.1.2.1 Paper Submission 10

3.1.2.2 Paper Assignment to Reviewers 11

3.1.2.3 Conference Proceeding 14

3.1.3 Paper Review Management Subsystem 14

3.1.3.1 Program Committee Chairs Side 14

3.1.3.2 Reviewers Side 16

3.1.3.3 Authors Side 17

3.2 Non-Functional Requirement 18

Software Requirements Specification

# Introduction

## Purpose

The purpose of this document is to describe the external behaviour of a Conference Management System. It also provides a detailed overview of the software product its parameters and goals. Functions that may be implemented later are also documented. The document also describes the non-functional requirements, and other factors necessary to provide a complete and thorough description of the requirements for the system.

This document is targeted towards the developers of the software and the potential users of the system.

## Scope

The software system to be produced is a conference management system, based on a command line interface. The conference management system aims to serve three groups of users; Program Committees (PC), PC chairpersons and paper authors. The system will be controlled by the system administrator and will be able to undertake all the groups' roles.

One of the roles of the system administrator and PC chairpersons is to oversee the PCs. The PC can also be known as the reviewers. Some of the functionalities that the PC chairpersons would be able to execute include, enabling and disabling the discussion between reviewers, submission of reviews or submission of files, and to manage submitted papers from initial submission stage to the preparation of the conference proceeding.

The roles of PC members include choosing their preferences on submitted papers for reviews, to use a provided evaluation form to review submitted papers, and to discuss with other reviewers who have reviewed the same paper. The roles of authors are to submit papers, to review the reviews done on their paper and check the status of their paper, if it is accepted or rejected

Other functions that the PC chairperson may execute includes the ability to set the amount of papers a reviewer can receive, both globally and individually, assign paper reviewers and view a log of events of all users (except system administrators). The system will perform some roles automatically, such as assigning papers to the reviewers, set limits by default and to assign preferences on papers according to keywords and expertise of PCs when no preference is given.

The system cannot be completely automated or semi-automated, which can cause these limitations of the system:

- Disabling or enabling submission of papers must be done manually

- When the paper is submitted, the PC chairperson has to decide when to disable to the discussion box.

## Definitions, Acronyms and Abbreviations

Refer to Glossary document.

## References

* Rational Unified Process, SRS template (rup\_srs.doc)

## Overview

The remaining sections of this document provide a general description, including characteristics of the users of this project, the product's software, and the functional and data requirements of the product.

Section 2: Overall Description. Describes the general factors that affects the system.

Section 3: Specific Requirements. Contains all software requirements the system must have to meet the client’s need.

# Overall Description

## 2.1 Product perspective

Currently, all activities carried out under the management of the conference is done manually. The manual execution of some processes such as submission of a paper is inefficient and requires a large amount of time and man power to complete.

To overcome the inefficiency, the need to build a Conference Management System is raised which will effectively assist the organizers in managing the conference, simplifying processes such as submission of papers and assignment of papers to reviewers.

### System interface

The conference management system to be developed will be done on command line and can be deployed on the internet. Clients can simultaneously log into the system from any computer that supports internet services and interact with the system for their purposes, such as submission of papers, modifying account details and much more.

The cloud server allows client machines to connect to the Conference Management System and serve their needs via a command line program. It acts as a mechanism to accept and process client requests, retrieve data from text files and return the results to the requests.

### User interfaces

The user interfaces provided to client machines are based on command lines and can be accessed through any Windows machine. All users would be using the same user interface. Different roles of users would be able to view different interfaces after logging in into the system.

Accessing to text files containing data about users or papers must be performed indirectly though the command line program provided by the Conference Management System.

### Hardware interfaces

All components must be able to execute on a personal computer.

### Memory Constraints

The client machines must at least have 100mb of free space.

### Operations

The conference Management system must be easy for all users to use. In other words, no specific information or technical skills are required to use the system.

Files which stores data about the system should be simple enough for the network administrator to access and would not require any information or technical skills.

Backup and recovery operations must be specified in case of file corruption, power outage or any other incidents which may disrupt the system.

## Product Functions

The nine main functions of the Conference Management system are listed as below and categorized based on different roles of users that will be involved with it.

For Program Committee Chairs, the Conference Management System would provide the following functionalities to manage and monitor submission of papers, assignment of papers to reviewers and users:

* management and monitoring of the program committee;
* sophisticated and flexible management of the access of PC members to papers and conflicts of interests;
* paper assignment based on the preferences of PC members;
* list of the latest events;
* automatic preparation of conference proceedings

For Program Committee, the Conference Management system would provide functionalities such as to manage reviews and specify their preferences on submitted papers;

* submission of reviews;
* discussion of reviewing of papers;

For authors, the Conference Management system would provide functionalities:

* paper submission;
* the author response to the reviews given to their paper.

Functionalities listed here will be gone through in more detail in the next part. Each of the functionalities would be subdivided into smaller parts. Functionalities of the system are built based on the needs of a Conference Management system so that all activities and tasks carried out by the organizers are simplified and more convenient.

## User Characteristics

The users of the Conference Management system include administrators, Program Committee Chair, Program Committee and authors.

* Administrators have strong knowledge on how a conference management system is supposed to run and will maintain the system
* Program Committee Chair will enable/disable functionalities of the system which will be used by the Program Committee and authors. They also oversee the events in the system
* Program Committee will review papers that are assigned to them
* Authors submit papers to the system

## Constraints

The system should obey and satisfy the following constraints

* Backup and recovery: The backup and recovery of the system files must be easy to perform to prevent file corruptions and loss risks
* Access control: the system must provide appropriate access rights to different users of different roles
* Authentication: the system must check the username and password of users when logging in
* The system must be developed by November of 2014
* The system must be developed in C++ programming language and run on Windows machines.

## Assumptions and dependencies

All potential users of the system must have an email address.

# Specific Requirements

Each requirement specified (either functional or non-functional) of the Conference Management System is classified based on client’s classification of mandatory or optional.

* Mandatory: Requirements of highest importance level. Mandatory requirements are those that reflect core functionalities of the Conference Management System and must be implemented.
* Optional: Requirements of lowest importance level. Optional requirements reflect enhanced functionalities of the Conference Management System that should only be considered when all Mandatory requirements have already been completed.

## 3.1 Functional Requirements

**3.1.1 Users Management Subsystem**

This section captures functionalities that the Conference Management System provides for users to execute a variety of actions depending on their roles. Different roles include Administrator, Program Committee Chairs, Program Committee and normal users. This section also includes functionalities that would be executed by the system to assign roles to users.

*3.1.1.1 Administrator Side*

This section includes functions for the system admin to manage the configuration of the system and assign different roles to the users.

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.1\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow the administrator to assign Program Committee Chairs. | | |
| **Rationale:** System Admin wants to assign Program Committee Chairs. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** System Admin successfully assigns Program Committee Chairs. | | |
| **Dependencies:** None. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

*3.1.1.2 Program Committee Chair Side*

This section includes functions which allows the Program Committee (PC) Chairs to oversee and manage users of the system

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.2\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow the PC chairs to assign Program Committees. By going through the list of users, assignment of Program Committees are based on the users interests and how closely tied the user’s interest is to the conference topic. | | |
| **Rationale:** PC chairs needs to assign Program Committees | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** PC chairs successfully assign a normal user the role of Program Committee | | |
| **Dependencies:** Users who are being assigned the role and the PC chair must have an existing account. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.2\_02 | **Requirement Type:** Functional |  |
| **Description:** The system should allow the PC chairs to monitor the program committee. Types of information required when monitoring the program committee includes   * Number of papers assigned to each Program Committee * Papers assigned to each PC * Papers which has been reviewed by each PC * Papers which has not been reviewed by each PC * Reviews on paper wrote by each PC * Preferences on each paper | | |
| **Rationale:** PC chairs want to monitor the Program Committees. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** PC chairs are able to monitor the Program Committee successfully. | | |
| **Dependencies:** PC chair and program committee both must have an existing account. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.2\_03 | **Requirement Type:** Functional |  |
| **Description:** The system should allow the PC Chairs to check on the latest events. The type of events include   * Submission of a paper by an author * An upcoming deadline * Submission of review by a reviewer * An event that recently expired * Creation of new accounts | | |
| **Rationale:** PC chairs want to check out the latest events. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** PC chairs are able to view the list of latest events successfully. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

*3.1.1.3 User side*

This section includes functions which allow users to interact with the system.

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.3\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow creation of new accounts by new users. Types of information required when creating a new account includes   * First Name * Last Name * User Name * Email * Password * Expertise * University | | |
| **Rationale:** New users need to create a new account. | | |
| **Source:** None | | |
| **Fit Criterion:** New users successfully create a new account. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.3\_02 | **Requirement Type:** Functional |  |
| **Description:** The system should allow users to login to their accounts. | | |
| **Rationale:** Users to login to the system. | | |
| **Source:** None | | |
| **Fit Criterion:** Users successfully login into their accounts. | | |
| **Dependencies:** Users who log in must have an existing account. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 6/9/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.3\_03 | **Requirement Type:** Functional |  |
| **Description:** The system should allow users to change their own account passwords. | | |
| **Rationale:** Users to change their account password. | | |
| **Source:** None | | |
| **Fit Criterion:** Users successfully change their account password. | | |
| **Dependencies:** Users who modify their account passwords must have an existing account. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.3\_04 | **Requirement Type:** Functional |  |
| **Description:** The system should allow users to modify their personal details. | | |
| **Rationale:** Users to modify their personal details. | | |
| **Source:** None | | |
| **Fit Criterion:** Users successfully modifies their personal details. | | |
| **Dependencies:** Users who modify their personal details must have an existing account. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

*3.1.1.4 System side*

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.1.4\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should automatically assign a user the role “Author” when the user submits a paper. The role “Author” can access more functionality in the system, for example modifying paper submissions. This is essential for a user who has submitted a paper. | | |
| **Rationale:** Automatically assign users the role “Author”. | | |
| **Source:** None | | |
| **Fit Criterion:** System automatically assigns the role “Author” to the user. | | |
| **Dependencies:** User who is being assigned the role must have an existing account. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 6/9/2014 | | |

**3.1.2 Paper Management Subsystem**

This section captures the functionalities that the Conference Management System provides to the users to manage research papers, including submission of research papers, assignment of research papers to the reviewers.

*3.1.2.1 Paper submission*

This section includes functionalities for the users to submit papers to the system.

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.1\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow existing users to submit papers to the system. User who submits a paper will automatically be assigned the role of author. During submission of papers, authors are to fill in forms about the details of the paper and also information about the author.   * Information of author includes  1. First Name 2. Last Name 3. Email 4. University  * Information of paper includes  1. Title 2. Abstract 3. Keywords   Authors who submit the paper will fill in details about other authors who have contributed to the paper. Other authors who have contributed to the paper must have an existing account. Authors are permitted to submit an unlimited amount of papers. | | |
| **Rationale:** Existing user needs to submit a paper to the system. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** User successfully submits a paper to the system. | | |
| **Dependencies:** User who submits a paper must have an existing account. Other authors who have contributed to the paper must also have an existing account. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:**   * Created by Ng Shien Wee on 29/8/2014 * Edited by Ng Shien Wee on 3/9/2014 * Edited by Ng Shien Wee on 6/9/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.1\_02 | **Requirement Type:** Functional |  |
| **Description:** The system should allow authors to modify their submissions. Modification includes changing the details of the authors and resubmission of paper. This must be done before the submission deadline. | | |
| **Rationale:** Authors to modify their submissions. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Authors successfully modify their submissions. | | |
| **Dependencies:** User must have submitted a paper. Refer to F\_3.1.2.1\_01. | | |
| **Classification:** Mandatory | | |
| **History:**   * Created by Ng Shien Wee on 29/8/2014 * Edited by Ng Shien Wee on 6/9/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.1\_03 | **Requirement Type:** Functional |  |
| **Description:** The system should be able to assign users who have contributed to the papers automatically. This is related to requirement F\_3.1.2.1\_01. This process is only done when multiple author details has been added to a paper submission. Based on the email address of the authors (excluding the author who submitted the paper), the system should be able to link the paper to the respective user accounts. | | |
| **Rationale:** System to assign users to their papers. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** System successfully assigns user to their papers. | | |
| **Dependencies:** When linking paper to user accounts, user account must exist. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:**   * Created by Ng Shien Wee on 29/8/2014 * Edited by Ng Shien Wee on 3/9/2014 | | |

*3.1.2.2 Paper assignment to reviewers*

This section includes functionalities for the Program Committees, which are also known as reviewers to be assigned a paper for review.

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.2\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow reviewers to look through the list of paper submitted and specify their preferences on each paper. When looking through the list of papers, reviewers are only allowed to look at the following   * Keywords * Abstract * Title   Preferences that can be specified by the reviewers include “Yes”, “No”, “Maybe” and “Conflict of Interest”. | | |
| **Rationale:** Reviewers specify their preference on each paper. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Reviewers successfully specify their preference on each paper. | | |
| **Dependencies:** Reviewers must have an existing account. Refer to F\_3.1.1.3\_01. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.2\_02 | **Requirement Type:** Functional |  |
| **Description:** The system should allow PC chairs to automate the process of specifying user preferences on papers. This process is only done if a user has not specified any preferences on a paper. This automation process involves looking through the keywords of the paper submitted with the expertise of the reviewer. A percentage value would be given on how closely related they are. Closely related being how many keywords match the expertise of the reviewer. The higher the percentage, the more closely related they are. | | |
| **Rationale:** System needs to automatically assign preferences to paper. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** System successfully assigns preferences to paper. | | |
| **Dependencies:** None. | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.2\_03 | **Requirement Type:** Functional |  |
| **Description:** The system should allow PC chairs to automate the process of assigning papers to the reviewers. This process involves looking at the preferences (Preferences being “Yes”, “No”, “Maybe” or “Conflict of Interest”) of the reviewer and assigns the paper to him/her. There is a possibility where a reviewer can be assigned a paper where his/her preference is “No”. This happens under a certain condition being   * A paper has reached its maximum number of reviewers * A reviewer has not been assigned the maximum number of papers. | | |
| **Rationale:** System needs to assign papers to users | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** System successfully assign papers to users. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.2\_04 | **Requirement Type:** Functional |  |
| **Description:** The system should allow PC Chairs to manually assign paper to reviewers. The automation process may have assigned the paper to reviewers who have a conflict of interest towards the paper. | | |
| **Rationale:** PC Chairs need to manually assign paper to reviewers. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** PC Chairs successfully assign paper to reviewers. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.2\_05 | **Requirement Type:** Functional |  |
| **Description:** The system should allow PC Chairs to set the number of reviewers a paper can receive. The number is dependent on the number of reviewers available and the amount of papers assigned. Default is set at 5. | | |
| **Rationale:** PC Chairs need to set the number of reviewers per paper. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** PC Chairs successfully set the number of reviewers per paper. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:**   * Created by Ng Shien Wee on 29/8/2014 * Edited by Ng Shien Wee on 6/9/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.2\_06 | **Requirement Type:** Functional |  |
| **Description:** The system should allow PC Chairs to set the number of papers reviewers can receive. The number set by the PC chair is dependent on the number of papers submitted and the number of reviewers available. Default is set at 3. | | |
| **Rationale:** PC Chairs need to set a global limit for the number of papers all reviewers receive. Global limit being the number of papers all reviewers receive. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** PC Chairs successfully set a global limit for it for the number of papers all reviewers receive. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:**   * Created by Ng Shien Wee on 29/8/2014 * Edited by Ng Shien Wee on 6/9/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.2\_07 | **Requirement Type:** Functional |  |
| **Description:** The system should also allow manual assignment of the number of papers a reviewer can receive. Some reviewers may be busier than the others and assigned lesser amount of papers for reviewing or vice versa. | | |
| **Rationale:** PC Chairs need to manually assign the number of papers a reviewer can receive. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** PC Chairs successfully assign the number of papers a reviewer can receive. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:**   * Created by Ng Shien Wee on 7/9/2014 | | |

*3.1.2.3 Conference Proceeding*

This section includes functionalities for the preparation of conference proceedings.

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.3\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow the PC Chairs to automate the process to generate the conference proceeding. This is done by looking through the list of papers, then generating a list of accepted papers. List of accepted papers are grouped according to the topics. | | |
| **Rationale:** System automatically generates conference proceeding. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** System successfully generates the conference proceeding. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.2.3\_02 | **Requirement Type:** Functional |  |
| **Description:** The system should allow Program Committee Chairs to manually group the list of papers based on the topics for the conference proceeding. The automation process may have grouped the paper incorrectly. | | |
| **Rationale:** PC chairs manually group papers based on their topics. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** PC Chairs successfully group papers based on the topics. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

**3.1.3 Paper Review Management Subsystem**

This section captures the functionalities that the Conference Management System provides for users to execute different actions related to paper reviews. Different roles include Program Committee Chairs, Program Committee and the authors.

*3.1.3.1 Program Committee Chairs Side*

This section includes functionalities for the Program Committee Chairs to manage paper reviews.

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.3.1\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow Program Committee Chairs to enable or disable paper review discussions among the reviewers. | | |
| **Rationale:** Program Committee Chair to enable or disable review discussions. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Program Committee Chairs successfully enables or disable review discussions. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.3.1\_02 | **Requirement Type:** Functional |  |
| **Description:** The system should allow Program Committee Chairs to accept or reject a paper based on the reviews and discussion submitted by the reviewers. PC chairs will have a page listing all the papers submitted, choose a paper and get more details about the paper. Details about the paper include   * Information about the contributed authors * Paper information * Reviewers * Completed Reviews * Discussions | | |
| **Rationale:** Program Committee Chair to enable or disable review discussions. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Program Committee Chairs successfully enables or disable review discussions. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

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| --- | --- | --- |
| **Requirement #:** F\_3.1.3.1\_03 | **Requirement Type:** Functional |  |
| **Description:** The system should allow Program Committee Chairs to enable or disable the functionality where the authors are able to leave a respond about the reviews on his/her paper. | | |
| **Rationale:** Program Committee Chair to enable or disable author response on the review. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Program Committee Chairs successfully enables or disable author response on the review. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.3.1\_04 | **Requirement Type:** Functional |  |
| **Description:** The system should allow Program Committee Chairs to enable or disable paper review submissions by the Program Committee. | | |
| **Rationale:** Program Committee Chair to enable or disable review submissions. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Program Committee Chairs successfully enables or disable review submissions. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 6/9/2014 | | |

*3.1.3.2 Reviewers Side*

This section includes functionalities for the Program Committee to submit paper reviews and discuss reviews done by other reviewers.

|  |  |  |
| --- | --- | --- |
| **Requirement #:** F\_3.1.3.2\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow the reviewers to choose from a list of assigned papers and review the paper based on the given evaluation form. The reviewer submits the review when he/she has completed the review. | | |
| **Rationale:** Reviewers to submit paper reviews. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Reviewers successfully submits the paper review. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

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| **Requirement #:** F\_3.1.3.2\_02 | **Requirement Type:** Functional |  |
| **Description:** The system should allow the reviewers to modify the reviews he/she has submitted. | | |
| **Rationale:** Reviewers to modify paper reviews | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Reviewers successfully modifies the paper review. | | |
| **Dependencies:** The reviewer must have submitted a paper review to modify it. Refer to F\_3.1.3.2\_01 | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

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| **Requirement #:** F\_3.1.3.2\_02 | **Requirement Type:** Functional |  |
| **Description:** The system should allow reviewers to discuss about the reviews submitted by different reviewers, who have been assigned the same paper. Authors are not allowed to see the discussion among the reviewers. | | |
| **Rationale:** Reviewers to discuss with other reviewers about the paper reviews | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Reviewers successfully discuss with other reviewers about their paper reviews. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

*3.1.3.3 Authors Side*

This section includes functionalities for authors who have submitted papers to respond to reviews provided to them.

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| **Requirement #:** F\_3.1.3.3\_01 | **Requirement Type:** Functional |  |
| **Description:** The system should allow authors to respond to reviews on their paper. This is also known the rebuttal phase. Authors are allowed to read the reviews and leave a comment. | | |
| **Rationale:** Authors are able to leave a comment regarding the reviewers review. | | |
| **Source:** Client – Hoa Dam | | |
| **Fit Criterion:** Authors successfully leaves a comment. | | |
| **Dependencies:** User must have submitted a paper. Refer to F\_3.1.2.1\_01 | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 29/8/2014 | | |

3.2 Non-Functional Requirement

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| **Requirement #:** NFREQ01 | **Requirement Type:** Performance | **Use Case #:** None |
| **Description:** The system should be able to work 24/7 except during maintenance. | | |
| **Rationale:** All users want to access the system 24/7. | | |
| **Source:** All users who interact with the system | | |
| **Fit Criterion:** Authorized users can use the system at any time (24/7). | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| --- | --- | --- |
| **Requirement #:** NFREQ02 | **Requirement Type:** Performance | **Use Case #:** None |
| **Description:** The system should be responsive. The system must respond to actions by any users within 20 seconds. | | |
| **Rationale:** All users want to receive a quick respond from the system. | | |
| **Source:** All users who interact with the system | | |
| **Fit Criterion:** Response by the system towards the user’s action is given within 20 seconds. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| --- | --- | --- |
| **Requirement #:** NFREQ03 | **Requirement Type:** Performance | **Use Case #:** None |
| **Description:** The system should generate the conference proceeding within no more than 1 minute. | | |
| **Rationale:** The PC chairs wants to view the conference proceeding as quickly as possible. | | |
| **Source:** PC chairs | | |
| **Fit Criterion:** The conference proceeding is generated within 1 minute. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| --- | --- | --- |
| **Requirement #:** NFREQ04 | **Requirement Type:** Performance | **Use Case #:** None |
| **Description:** The system should display details about an author and paper when prompted by the PC chairs within 20 seconds. | | |
| **Rationale:** The PC chairs want to obtain more information about the author or the paper as quickly as possible. | | |
| **Source:** PC chairs | | |
| **Fit Criterion:** The details about authors and the paper are displayed for the PC chair within 20 seconds. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| **Requirement #:** NFREQ05 | **Requirement Type:** Usability | **Use Case #:** None |
| **Description:** The system should provide a simple “Help” page for new users or existing users at the main page of the system. The help page provides simple tips to learn more about the system and provide contact details so that the user can ask for more advanced help. | | |
| **Rationale:** To ease users who are new in using the system. | | |
| **Source:** All users who interact with the system. | | |
| **Fit Criterion:** The help is accessible to all users of the system. | | |
| **Dependencies:** None | | |
| **Classification:** Optional | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| --- | --- | --- |
| **Requirement #:** NFREQ06 | **Requirement Type:** Usability | **Use Case #:** None |
| **Description:** The system should be easy to use for existing users or new users. It should not require any specific knowledge or technical skills. No additional training should be provided for the users so that within 2 days of exploring the system, the user should have a good overview of the system. | | |
| **Rationale:** User wants to use the system without going through any additional training. | | |
| **Source:** All users who interact with the system. | | |
| **Fit Criterion:** The user is able to use the Conference Management System within a 2 days period. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| --- | --- | --- |
| **Requirement #:** NFREQ07 | **Requirement Type:** Usability | **Use Case #:** None |
| **Description:** The system should run on command line and in English. | | |
| **Rationale:** User wants to use a familiar language when using the system. | | |
| **Source:** All users who interact with the system. | | |
| **Fit Criterion:** The system runs on command line and in English. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| --- | --- | --- |
| **Requirement #:** NFREQ08 | **Requirement Type:** Reliability | **Use Case #:** None |
| **Description:** The system should recover from failure no more than 2 days. | | |
| **Rationale:** System to recover from a failure as fast as possible. | | |
| **Source:** All users who interact with the system. | | |
| **Fit Criterion:** The system not taking more than 2 days to recover. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| **Requirement #:** NFREQ09 | **Requirement Type:** Reliability | **Use Case #:** None |
| **Description:** The system should support more than 30 simultaneous users at a time. | | |
| **Rationale:** To support multiple users to use the system. | | |
| **Source:** All users who interact with the system. | | |
| **Fit Criterion:** The system should support more than 30 users at a time. | | |
| **Dependencies:** None | | |
| **Classification:** Mandatory | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| **Requirement #:** NFREQ10 | **Requirement Type:** Security | **Use Case #:** None |
| **Description:** The system should automatically log out after 10 minutes of idle time. | | |
| **Rationale:** To control the amount of users who are currently logged on to the system. | | |
| **Source:** All users who interact with the system. | | |
| **Fit Criterion:** The system logs out a user who has been idle for more than 10 minutes. | | |
| **Dependencies:** None | | |
| **Classification:** Optional | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| --- | --- | --- |
| **Requirement #:** NFREQ11 | **Requirement Type:** Performance | **Use Case #:** None |
| **Description:** The system should be able to store up to 200 user profiles and 200 different papers submitted by users. | | |
| **Rationale:** System to store as many papers and user profiles as possible. | | |
| **Source:** All users who interact with the system. | | |
| **Fit Criterion:** 200 user profiles and 200 different papers are stored in the system | | |
| **Dependencies:** None | | |
| **Classification:** Optional | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |

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| --- | --- | --- |
| **Requirement #:** NFREQ12 | **Requirement Type:** Usability | **Use Case #:** None |
| **Description:** The system should have user documentation and manuals to instruct users on how to use the Conference Management System. | | |
| **Rationale:** To shorten the amount of time needed to get used to the system | | |
| **Source:** All users who interact with the system. | | |
| **Fit Criterion:** The documentation helped the users understand better of the system. | | |
| **Dependencies:** None | | |
| **Classification:** Optional | | |
| **History:** Created by Ng Shien Wee on 3/9/2014 | | |