System Requirements

Functional Requirements

1. User Management

1.1. The system will allow students to register and log in securely.

1.2. The system will authenticate users and manage authorization levels.

1.3. The system will define roles for administrators and OSAD staff to manage access permissions.

2. Student Concerns & Disciplinary Tracking

2.1. The system will allow students to submit concerns through an online portal.

2.2. The system will store and manage disciplinary records for tracking purposes.

2.3. The system will enable students and OSAD staff to track the status of submitted concerns.

3. Facility Reservation System

3.1. The system will allow students and organizations to submit facility booking requests.

3.2. The system will include an approval workflow for facility reservations.

3.3. The system will display an availability calendar for users to check open slots before booking.

4. Document Management

4.1. The system will enable users to upload and store relevant documents.

4.2. The system will generate reports related to student concerns, disciplinary records, and reservations.

5. Notification System

5.1. The system will send email and in-system notifications for request updates and

approvals.

6. Security & Compliance

6.1. The system will implement data encryption to protect sensitive student information.

6.2. The system will maintain user access logs to ensure security and accountability.

Non-Functional Requirements

Performance Requirements

1.1. The system should support up to 500 simultaneous users without performance degradation.

1.2. Basic transactions, such as login and request processing, should complete within 3 seconds.

Usability Requirements

2.1. The system should feature a user-friendly interface aligned with university branding.

2.2. The system should be mobile-responsive, ensuring accessibility across smartphones, tablets, and desktops.

2.3. Navigation should be clear and intuitive for both students and OSAD staff.

Security Requirements

3.1. The system should implement role-based access control to restrict unauthorized actions.

3.2. Student records and sensitive data should be encrypted for protection.

3.3. Regular data backups should be performed to prevent data loss.

3.4. The System should adhere to RA 10173 - Data Privacy Act to ensure compliance with legal regulations.

Scalability Requirements

4.1. The system should support easy expansion of storage and processing power to accommodate an increasing number of users.

Availability & Reliability

5.1. The system should maintain 99.9% uptime to ensure consistent availability.

5.2. Automatic failover mechanisms should be in place to handle server failures and prevent downtime.

Maintainability & Support

6.1. The system should follow a modular design for efficient updates and bug fixes.

6.2. The IT support team should receive training to effectively manage and maintain the system.

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