This document includes the System Requirements, Risk Analysis and list of Use Cases to include actors and Use of Features.

1. *System Requirements*

We feel the main system requirements are Class Registration, Volunteer Management, Donor Page, Event Management, Media Page, Feedback, Data Capture, Hardware, and Security. Of these elements, each item has its own requirements to function efficiently for LOLA. The root cause for the development necessary is rapid growth and creating an infrastructure to foster growth.

1.1 Class Registration

Class registration requires a web form on their website collecting useful data regarding student information. This web form shall be able to add, modify, and delete a student as necessary. This form shall be able to integrate with the new website and be able to work in any browser. The form shall be available for use 24 hours a day to the convenience of student. The data collected shall be contained in an offsite cloud storage and accessible using SQL to request queries programmed for the information.

1.2 Donor Page

Adding a donor page requires that there shall be an online credit card payment option with a Secure Sockets Layer (SSL) which is a certificate protecting the donors from fraud. There shall be a manner in which to allow the donor to specify how they would like their funds dispersed. The page to the public shall have a prefixed amount and manual amount available in addition to allowing for a one time donation or reoccurring donation. A web form to collect the donor information includes the first and last name, email address, billing address information as well as an option to subscribe to their email list for upcoming information.

1.3 Media Page

A media page shall have a page divided into two sections of a photo gallery of LOLA events as well as public news links. The media page shall include contact information for public media communications. A gallery shall create organization of current events and

allow for the sharing of information throughout social media including Facebook, Twitter, and Pinterest. The user shall be able to add, delete and modify the galleries as needed.

1.4 Event Management

This web form shall include an interactive calendar presenting current fundraising events and classes available for attendance. The fundraising event calendars shall link to a payment page that shall allow for purchase of an event ticket and then shall connect to a printable barcode ticket. This ticket shall be used to collect donor data.

1.5 Volunteer Management

This web form and forum shall allow for intercommunication between the LOLA volunteers. A volunteer web form shall be created to allow for any person to sign up to become a LOLA volunteer. This web form shall include a username and password to be approved access to the forum and calendar upon acceptance by LOLA. A calendar shall be created to allow for volunteers to sign up for classes and or events as volunteers are needed. This form shall be accessible with a username and password.

1.6 Feedback

Feedback shall include a web form created by WordPress plugin. The LOLA user may send an email with a link for the student or donor to fill out. This plug in shall include an anti-spam solution to avoid inundating the receiver. This form shall be created and installed by the developer.

1.7 Data Capture

The data capture shall be the benefit to web forms being used online to automate the process. The data capture software shall be collected and connected to the SQL server. The LOLA user shall be able to utilize the query process to create reports for the grant writing process or annual reporting as necessary or potentially have the queries written by the developers then available in the manual for later use.

1.8 Hardware

The hardware shall be purchased to allow for these elements. A desktop machine with monitor, keyboard, mouse and printer. This shall allow for the data to be accessed by any

volunteer and keep the machine secure within the LOLA location thusly reducing risk of theft or loss like a laptop.

1.9   Security

Security shall be in the form of an anti-virus software loaded onto the hardware purchases. The additional purchase of an external hard drive for a backup of local computers. The SQL server shall have a cloud back up provided by the online service being used in WordPress.

2.   Risk Analysis

2.1   Class Registration

Class registration is a high risk element because our proposal of monies increased is dependent upon the automation registration process. This registration allows for a reduction in labor to process each student and collection of data to create a database of accurate information for reporting. If this item is incomplete or unavailable all of the projections will not be valid.

2.2   Donor Page

The Donor Page is also a high risk. In our analysis, a credit card online process allows for a more flexible donation in addition for the donor shall have the ability to specify how they would like their donation to be applied. The collection of donor data shall allow for accurate reporting for grant writing and annual reporting to government agencies. If this section is incomplete or fails then there is no information available.

2.3   Media Page

A media page is a high risk element. This page shall allow for collection of pictures and public news information to be shared with the community. The risk is an opportunity cost lost when not having the information available by search or local media outlets. If the information is available to be shared easily with the public, the publicity shall help the spreading the word about the services available from LOLA.

2.4   Event Management

Event management is a high risk element. This element falls within the borders of data collection with the barcode abilities and the efficient use of resources. If this information is available online for the public to view and share, there shall be an increase in attendance thusly increasing the amount of money raised at any one event. Therefore, if this element is not functional, it would potentially impact the final numbers.

2.5   Volunteer Management

Volunteer management is a low risk item. The volunteers would be able to function without a web forum or webpage. This page shall allow for easier communication affecting the efficiency of the resources available but won't wholly effect the bottom line.

2.6   Feedback

Feedback form is a high risk item. This form is necessary for LOLA's continued growth. By understanding their community better, LOLA can create more tailored programs for different individuals.

3.   Use Cases: Actors and Features

3.1   Name: Class Registration

- Primary Actor: Customers
- Secondary Actor: LOLA employees
- Description: A LOLA customer/student has decided on a class they wish to enroll in, so they sign up for a class and pay for it. If a class is full, the website will let the customer know and the customer will be able to sign up for an alternate class.

3.2   Name: Volunteer Management

- Primary Actor: Customers (Volunteers)
- Secondary Actor: LOLA employees
- Description: A possible volunteer has decided that they wish to volunteer for LOLA, so they fill out a web form on LOLA's website with their information so that LOLA can get back to them.

3.3   Name: Donor Management (Fundraising)

- Primary Actor: Customers (Donors)
- Secondary Actor: LOLA employees
- Description: A possible donor has decided that they wish to donate to LOLA. They can do this by going onto the website and filling in their information. On the

website, they can decide whether or not they want to donate monetary items and/or supplies.

3.4   Name: Event Management

- Primary Actor: LOLA employees
- Secondary Actor: Customers
- Description: A LOLA employee can update the event page/calendar with current information so that any potential donor and/or student will be educated about the upcoming opportunities and events.

3.5   Name: Media Page (Gallery)

- Primary Actor: LOLA employees
- Secondary Actor: Customers
- Description: A LOLA employee can update and post things onto the media page so that customers can visually see what is going on at LOLA.

3.6   Name: Feedback

- Primary Actor: Customers
- Secondary Actor: LOLA employees
- Description: A customer who has taken a class and/or participated in an event can use SurveyMonkey to give LOLA the proper feedback it needs.