Elicitation of Requirements for O'Keefe Ranch Task Management System

Thank you for meeting with us last Tuesday (24th January 2023) to discuss your project proposal. We have prepared a list of the project *requirements* which serves as an outline for the scope of the project. Should there be anything missing, please let us know.

The prospective users of your website/software package can be described as follows:

1. **Ranch Curator (Admin)** – This would be you or your future successors
2. **Grounds Manager (Manager)** – This would be the person in charge of ensuring that tasks assigned by the operations manager is executed and completed by the ranch staff
3. **Operations Manager (Manager)** – This would be the person who is in charge of determining what tasks need to be completed around the ranch
4. **Ranch Staff (User)** – These would be the staff who are working on the ranch.

The following requirements specify what the users **MUST** be able to do. Please review and determine if the list is complete. Please feel free to add or change anything.

1. The system should have tiered user access where the Ranch Curator and/or Managers will have a higher level of access (admin/management access) while other users such as ranch staff will have a lower access level (user access)

2. **Admin** and **Manager** accounts should be able to perform the following actions:
   a. Create a task
   b. Update a task
   c. Assign a task
   d. Delete a task
   e. Mark a task as complete
   f. Reassign a task to another user
   g. View which users have read each task

3. **Admin** account should be able to perform the following actions:
   a. Create a user
   b. Update a user
   c. Delete a user
   d. View all the users

4. **All users** should be able to perform the following actions:
   a. Login/logout from the system
   b. View tasks assigned to them
   c. View all tasks currently active
   d. Update their own user information
   e. View their own user information
   f. Update the status of a task that has been assigned to them
   g. Receive updates and alerts about new or ongoing tasks that are assigned to them
   h. Leave a comment on a task

5. **A task** should have the following information:
   a. Name of task
   b. Brief description of task
   c. Category of the task
   d. Priority of the task
   e. Person who is assigned to complete the task
   f. Status of the task
   g. Date when the task was created
   h. Date when the task needs to be completed

6. In addition to the above, the system should also be able to store and keep track of wait-listed tasks that may be low in priority at the moment but whose priority will increase as the due date of the task approaches

The following *optional* requirements specify what the users <u>MIGHT</u> need to do. Please review and determine if the list is complete. Please feel free to add or change anything.

1. **All users** might be able to:
   a. Request to reject a task and provide a reason for rejecting
   b. Self-assign a task (pick up a task from the task pool that is not yet assigned to anyone)
   c. Attach files and photos to tasks

2. **Admin/Manager** accounts might be able to:
   a. Attach invoices to a task
   b. View invoices that are attached to a task

3. **The system** might be able to:
   a. Store the history of tasks that have been created, completed, and deleted (At least 6 months)
   b. Generate a digital report to show completed tasks
   c. Generate reminders for recurring tasks (such as annual rain gutter cleaning)
   d. Send an email notification to users regarding a task that is assigned to them
      i. New tasks
      ii. Task updates
      iii. Reminders on task due dates

As a project team we will be engaging in an Agile development process, and we believe the following items may be USER priorities:

1. User login/logout
2. Create/update/delete and assign tasks
3. View all current tasks
4. Create/update/delete a user

Non-functional requirements are listed for the benefit of our team, and these terms may not be meaningful to you. They refer to technical aspects of the project that we must include in our research. If these terms are not familiar to you, we will be happy to explain them further. We would list the non-functional requirements as follows:

1. Simple user interface
2. Be accessible over the Internet so users can view the application on their phone
3. As much as possible, utilize free or open-source providers or hosts
4. Work under a low load factor (about 10 tasks assigned per month, 5 to 10 active users)

The deadline for this project is **Tuesday, April 11.**

If this list of requirements is complete, then please attach an electronic signature above your name and send a copy or email notification to our instructor, Olasupo Ajayi at oajayi@okanagan.bc.ca. If this list requires further work, then let us try an online meeting to review this document.

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Carolyn Ben
Project Owner
Ranch Curator
O'Keefe Ranch

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As a team, we are looking forward to getting started. We want to make sure we have a clear picture of the entire project.

Sincerely,

Kevin Ngkaion, Tuscun McFarlan, Dake Wang, Tzu-Ai (Celia) Shen

COSC 224 Computer Science Students / Okanagan College / 2023

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Kevin Ngkaion   Dake Wang

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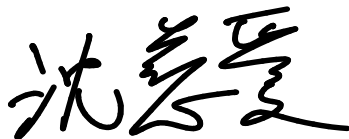Tuscun McFarlan   Tzu-Ai (Celia) Shen