

R and D Platform

Users

System Administrators:

- Responsibilities of System Administrators
(<https://www.glassdoor.com/Job-Descriptions/System-Administrator.htm>)

- Responsible for the maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
- Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner with limited disruptions
- Responsible for capacity, storage planning, and database performance
- In charge of assigning features of the system to authorized members according to the board's deliberation.

Reviewers:

- The main goal of a reviewer is to review the works that are being submitted to them. They should be able to view works that are submitted, and also be able to provide feedback on the submitted works. They must be able to mark a work/project "Approved" or "Not approved" as well.

Researchers:

- There are two types of researchers. One type is all researchers that are in charge of projects; professors. The other type is researchers that belong to a particular project; students. Professors should be able to create projects, and add students to their projects.
A project creation must have a title, description, collaborators (other researchers), start date, end date, tasks to be completed, which collaborator(s) is/are in charge of every single task, deadlines on every single deadline, option to submit work for each task

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(record submission time; unmet deadlines should be alerted, submitted work should be noticeable).

Researchers should be able to download the created project as a pdf.

Professors should be able to review a submitted task, provide feedback, and mark it complete.

Investors and Development Team Members

- All projects that are marked “Approved” should be available to Investors and Development Team Members.
- They should be able to classify each approved project based on possible follow ups. These options include, “No Follow Up Required”, “Priority 1: Investment Opportunities”, “Priority 2: Investment Opportunities”, and “Priority 3: Investment Opportunities”.
- They should be able to submit their investment ideas to the board, request funds, and create investment projects.

Board Members:

- Board members are assigned all the features of the system, and thus are able to review/supervise, and track the activities of all users. They should be able to access all current projects and provide feedback to project owners. They should be able to assign themselves projects. They should be able to add/remove all users. They should be able to create projects and assign them to researchers. They should be able to review submitted investment ideas, approve/refuse funds request, review investment projects, and classify projects the same way Investors and Development Team Members can. They should also be able to assign an investment project to the “Investors and Development Team Members”.

Pages and Features

Login Page: Upon logging in, each user will be assigned features according to account category such user falls under.

Account Features:

- System Admin accounts
- Board Members accounts : all features excluding System Admin features
- Reviewers features: access to all submitted work/projects, edit, comment, mark as completed.
- Researchers account:
Professors: access to all self created and assigned projects, create a new project, edit project (excluding deadlines options. After submission of a project, only board members can change the dates), submit a task, mark a task complete, mark a project complete, and submit projects to reviewers.

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Students: access to all assigned projects, submit a task.
Include progress percentage on project page.

- Investor and Development Team Members account: Access/view/comment to all “Approved” work, submit materials to Board Members, request funds for an Investment idea, create an investment project (only after approval of funds), add steps to an investment project, add explanatory details to an investment project, add deadline, add supervisor to each step, add new collaborators to an investment project, mark a step “Complete”, mark an investment project complete.
Include progress percentage on investment project page.

Resources:

- Page must include a list of online libraries, and academic databases available to all users.

R and D Catalogue

- This is where all approved works are posted. Only board members are allowed to post in this catalogue. Page must enable users to upload pdf docs, images, and videos. Items from the “approved” list, should be able to transfer to the catalogue.
- All items to be posted must have title, authors (7 fields; only one is required), and date of publication (today’s date), and name (s) of reviewer (s) (must have at least one reviewer).