

IT Requirements Template

*The following are all **the minimum** things that should be documented and discussed.*

1. Server Platform (for each “server” required)
 - 1.1. Physical system requirements
 - 1.1.1. Storage capacity
Our current cap is set to 50 gigs
 - 1.1.2. Speed requirements / response time parameters
System must have a response time of up to 2 seconds delay.
 - 1.1.3. Scalability plans
Scalability is high in terms of adding more servers to support more users, and have more space to backup and store data.
 - 1.2. Virtual system requirements
 - 1.2.1. Ubuntu Linux
 - 1.2.2. Number of images expected
1 image however subject to change
 - 1.3. Connectivity
 - 1.3.1. Network considerations
Traffic handled by web server
 - 1.3.2. Interconnection to what other systems
Server will be able to connect to each other.
2. Reliability
 - 2.1. Service Level Agreements
 - 2.1.1. Uptime Requirements
100% uptime with back up servers for to use while the main servers are in maintenance.
 - 2.1.2. Response time requirements
No more than 5 seconds
3. Recoverability
 - 3.1. Where are things backed up? How often?
Backup is done and sent to other servers by the hour, and will decrease to half hour, to 15 minutes etc as the amount of posts generated increases.
 - 3.2. Access to backups?
Only the admin can remote access into the server, anyone else needs physical access to the server with the correct permissions.
 - 3.3. What data is transient and doesn’t need to be stored longer term?
Posts older than 1 year will be archived, anything older than 1.1 years will be sent to heaven.
4. Security and Privacy
 - 4.1. Database
 - 4.1.1. Access controls by userid / roles
Highest Roles Assigned: Admin and Mod
Admin: All features unlocked. Assigns moderators, send users to heaven, modifies accounts.
Mod: Can delete posts, sticky posts, ban users.

4.1.2. Update vs. Access

Administrators have modify and access privilege.

Moderators only have access privilege.

4.2. Account information

4.2.1. User data

Username and Password are stored on a database and encrypted.

4.2.2. [FERPA/Privacy]

All information is kept private and only top level admins have access to it. And it's only accessible physically.

4.3. Admin access controls

Admins have the power to create new users and delete users. Remove old/inappropriate prayers (shared between admin & moderator).

5. Maintenance

5.1. Planned down time requirements

5.1.1. Database maintenance

Database is maintained at a 100% uptime and done so with the use of backup servers.

5.1.2. Updates to course information

Servers will be updated while the website is up.

5.1.3. Times of year when IT does maintenance

January, June

5.1.4. Times of year when the systems are not available?

100% uptime.