

SAMPLE Project Requirements Document – Library Blog

Stakeholders: John Doe (Web Services), Jane Smith (Programmer), Peter Rabbit (Public Services, Sponsor), Raggedy Ann (Administration)

Task Force: John Doe, Jane Smith, Peter Rabbit, Raggedy Ann, Raggedy Andy.

Document Modification History

Version	Date	Author	Description
1.0	05/16/2011	Raggedy Andy	Initial Version
1.1	05/18/2011	Peter Rabbit	Added changes from stakeholders meeting
1.2	05/23/2011	Jane Smith	Added technical documentation details

Project Description

The library will have a public-facing blog that will serve to communicate library news, events and resources, as well as providing the library's user community with the ability to comment on posts.

Service Need

The University of Awesomeness Library has a need for communicating changes to policies, procedures, and resources to its users. Library blogs have been shown to be an effective method of communicating with library users.¹ We currently have a home-grown blog in place, but it lacks many of the functionalities we require.

Project Purpose & Scope

The purpose of this project is to provide library users with a forum for learning about and commenting on library news, events and resources through an official University of Awesomeness Library Blog.

Technical Challenges / Issues

The library is currently aware of several blog systems used by other institutions. Native mobile support on those systems seems to be lacking. Our current system has been in place since 2008 and no longer meets our users' needs. The current system also has issues with the IE browser.

¹Diane L. Schrecker, (2008) "Using blogs in academic libraries: versatile information platforms", New Library World, Vol. 109 Iss: 3/4, pp.117 - 129 <http://dx.doi.org/10.1108/03074800810857586>

Tweaking the current system with our current process will likely cause system instability over time. If we keep the current system we will need to develop a plugin/module framework so we can keep the core coding of the system stable and updateable while also adding new features. We will also need to develop a mobile version of the blog. Both of these endeavors take time which is currently limited due to other project demands.

Timeline

Review of Products	May 1, 2011
Install, Development and Internal Testing	June 1, 2011
Beta Roll-Out	July 1, 2011
Production Roll-Out	August 1, 2011
Annual Review	May 1, 2012

Requirements

Functional Requirements

Primary:

1. Users can see public blog posts.
2. Users can comment on public blog posts.
3. Users can subscribe to all blog posts or categories of blog posts using RSS feed readers.
4. Authors can save draft posts.
5. Admins can monitor, edit, and roll-back posts as necessary.

Secondary:

1. Users can create profiles (i.e. avatars).
2. Users can receive individual or aggregated emails that contain blog content.
3. Authors can forward-date posts.

Technical Requirements

Primary:

1. Cross-browser /platform support (IE, Firefox, Chrome, Safari - PC and Mac)
2. Mobile support (for advanced smartphones – iPhone,iPad, Android or when possible for older text based phones). We will let the chosen system that meets all other criteria best, set our minimum level of device support.
3. System will allow changes to minimum and maximum reservation times.
4. LDAP – to support campus id authentication for authors
5. LAMP – for locally hosted solutions (not vendors)
6. API with acceptable level of documentation – for locally hosted
7. Robust development community, reputation, or vendor supplied support.

Secondary:

1. Statistics and reporting.
2. The system should be built using free open source software (FOSS) if locally hosted.
3. If hosted, the system should be built using an application framework, rather than a hard-coded. This will help the programmers to account for differences in operating systems, interfaces and displays.

Policy Requirements

Primary:

1. The system functionality will be driven by policy whenever possible.
2. The same policies apply to the mobile and desktop versions.

Secondary:

1. The Social Media Policy will be adjusted to accommodate technical limitations with the system or devices.

Usability Requirements

Primary:

1. The system will fully function in major browsers.
2. The system will support mobile users in some way.
3. ADA compliance (or alternative booking support via email, phone, or online form?) We could check our interfaces against ADA software.

Secondary:

1. Beta usability testing will not be possible given the time constraints for this project. Possible use of feedback forms during the fall?

Project Constraints

Time constraints: We need a system to be available for beta-tests during Summer 2011 to prepare for a Fall 2011 rollout. The system needs to be in production with a mobile interface before the Fall 2011 semester begins.

Cost constraints: Web Services is currently limited to one programmer who is supporting all library web applications and is also working on multiple simultaneous projects with competing priorities. Additionally, budget funding is limited, so any vendor products will require quotes and approval of those quotes by the Administration Officer.

Scope constraints: This project will be limited to dealing solely with the software installation, customization, and implementation. Once the project is complete, the work will need to enter into maintenance cycle.

Communication Plan

Internal Communication: Open houses will be held monthly, in which the entire library staff is welcomed to learn about and comment on the Task Force's progress. Additionally, internal broadcast emails will be sent to explain the progress and provide follow-up answers to any unanswered questions from the open house sessions.

External Communication: A single announcement will be provided to the campus Announcements listserv once the blog goes into production.

Documentation

Administrative Documentation

Administrative documentation will be provided on the Library Intranet Wiki at:

<http://library.awesomeness.edu/intranet/wiki/index.php/Main/Blog>. This documentation will be reviewed and updated annually as part of the annual review process.

Technical Documentation

Technical Documentation will cover the installation and customization of the software. This documentation will be available at:

<http://library.awesomeness.edu/intranet/wiki/index.php/Main/BlogTech>

End-User Documentation

End-User documentation will be developed during 2011-2012. Explore the use of video tutorials.

References and Related Documents

- Mobile Roadmap (2010) - <http://library.awesomeness.edu/intranet/wiki/index.php/Main/MobileRoadmap>