Chernick Consulting

BHHS Class of 1974 Reunion Requirements

Revision 0.04
July 13, 2023
BHHS Class of 1974 Technology Committee

Approvers

Name	Functional Area	Approval Date
Randy Sheinbein	Executive Committee	
Cori Drasin	Contact Committee	
Sherilyn Adler	Executive Committee	
Sandy Brenner	Technology Committee	
James Dasteel	Technology Committee	
Barbara Myler	Event Committee	

Change History

Revision	Date	Description / Comments	Approved / Draft
0.04	07/13/2024	Added updates from the Technology Committee meeting of 07/12/2023. This includes updates to the issues list.	Draft
0.03	07/11/2023	Abstract added. List of approvers issue (#4) added. Added issue #5, we need process descriptions. Added issue #6 Committee Member Privacy. Added some additional requirements. Added recommendation to acquire domain name from Mark Sheppard.	Draft
0.02	07/10/2023	Added overall description. Added some approvers. Added requirements for website.	Draft
0.01	07/05/2023	Created document from template. Added Approvers. Added some glossary terms and definitions. Added some references for glossary terms. Template provided by Chernick Consulting.	Draft
0.0	12/19/2018	Created template.	Approved

Table of Contents

A table of images can be placed here if necessary.

Introduction

Abstract

The goal of this document is to define all technology requirements that the BHHS Class of 1974 Reunion Technology Committee will deliver to the other BHHS Class of 1974 reunion committees. No task will be worked on unless it has been agreed to by all interested parties (reunion committees).

A second goal of this document is to reduce or eliminate feature creep.

The agreement of the Executive Committee and the Technology Committee can alter the approver list. Each committee should have at least one representative on the approver list.

References

ID	Author	Title	Location in SharePoint or on Web
1	MongoDB	Types of Databases	https://www.mongodb.com/databases/types
2	Katie Terrell Hanna	Definition of a Spreadsheet	https://www.techtarget.com/whatis/definition/spreadsheet
3		Best WordPress Hosting	https://us.cybernews.com/lp/best-web-hosting/?campaignId=13351295162&adgroupId=152414829067&adId=659448352995&targetId=kwd-10088021&device=c&gunique=CjwKCAjw-7OlBhB8EiwAnoOEk9899ZzEyyHOWwyV1zrraUoCTLKINQ_fHP5FKNAcEjqJWqiMcevWHxoCHloQAvD_BwE
4	Anonymous	Wikipedia definition of Feature Creep	https://en.wikipedia.org/wiki/Feature_creep
5	Elegant t	Divi	This is the WordPress theme we will be using to build the website. It is a very easy to use site building theme that does not require a lot of

	Them es		web development experience to use. It provides a What You See Is What You Get (WYSIWYG) editor for site and page development. https://www.elegantthemes.com/gallery/divi/?utm_source=Branded&utm_medium=Divi&utm_campaign=Google%20Search
6	Anony mous	Wikipe dia definiti on if WYSI WYG	https://en.wikipedia.org/wiki/WYSIWYG

Put any additional reference information here.

Glossary

Term	Definition
Change Control	Change Control is the process that management uses to identify, document and authorize changes to an IT environment. It minimizes the likelihood of disruptions, unauthorized alterations and errors. The three main objectives of a change control process are, Analyzing the process and making corrective and preventive changes to stop recurring issues in a project.
Database	A database is an organized collection of structured information, or data, typically stored electronically in a computer system. There are nearly a dozen types of databases. Within this document, database refers to a Relational Database which uses Structured Query Language (SQL) for operations like creating, reading, updating, and deleting (CRUD) data. A database can be edited by multiple users at the same time. The database software provides a locking mechanism that will protect the data when someone is editing. Databases can provide tracking of changes.
Excel Spreadsheet	A spreadsheet is a computer program that can capture, display and manipulate data arranged in rows and columns. Spreadsheets are one of the most popular tools available with personal computers. A spreadsheet is generally designed to hold numerical data and short text strings. Microsoft Excel is one such program. Only a single user can modify a spreadsheet at a time, there is no change control.
Online Privacy	The definition of online privacy is **the level of privacy protection an individual has while connected to the Internet**. It covers the amount of online security available for personal and financial data, communications, and preferences.
SQL	Structured Query Language, a computer language for programming databases.
WYSIWYG	In computing, WYSIWYG, an acronym for What You See Is What You Get, is a system in which editing software allows content to be edited in a form that resembles its appearance when printed or displayed as a finished product, such as a printed document, web page, or slide presentation.

Open Issues

ID	Description	Status	Contact
1	It has been suggested that the website be the repository for meeting minutes for all committees. This should be discussed with the executive committee. Need to size the amount of effort this will take and when it can be delivered. The executive committee felt that this feature would not be used. The other committees should discuss it to see if they are interested.	Closed for now	James Dasteel
2	We need a graphic designer for the website. Ruth Amir will be the graphic designer.	Closed	Randy Sheinbein
3	We need someone to write the copy for the website and email blasts. Rex Wilder will write the advertising copy, Randy Sheinbein may assist.	Closed	Randy Sheinbein
4	We need a list of approvers that need to be added. Currently we have approvers from less than half of the committees. The size of the approver list does need to be limited to less than 15 people. Randy Sheinbein has added 3 people that should be approvers. I still think that all the committees should have representative approvers.	Open	Executive Committee and Technology Committee
5	The processes for each of the committees needs to be defined. We need a process defined for the contact committee.	Open	All Committee Chairs
6	Should the members of each committee be listed on the committee webpage? This can be a privacy issue. This is a violation of privacy, no one's names should be posted on the website.	Closed	Executive Committee and Technology Committee
7	The glossary may be too technical. I have tried to make the glossary as simple as possible, the terms currently in the glossary are necessary as there	Open	Technology Committee

	are some stake holders that don't understand the difference between a database and an excel spreadsheet.		
8			

Compatibility

The contact data must remain compatible with the existing excel spreadsheets.

Business Drivers

The Beverly Hills High School class of 1974 is having a 50-year reunion in 2024. The organizers of the reunion need to contact alumni and publicize the events. To ease the process of contacting the alumni the Executive Committee is seeking technological solutions for contacting alumni, collecting payment for certain events and maintaining contact data.

Acknowledgements

Put acknowledgements for any help here. TBD.

Overall Description

The Beverly Hills High School class of 1974 50-year reunion will consist of multiple events. The primary event will be the high school reunion on Saturday. On the Friday before the high school reunion each of the elementary/middle schools that feed into Beverly Hills High School will each have their own reunion for the class of 1970. The Sunday following the high school reunion there will be an informal picnic reunion.

Locations and dates for all the reunions are still to be determined.

Product Context

Explain how the work being done will fit in with the customers processes.

The reunion committees need a central place where contact data is stored. The data should be accessible to the committees contacting the alumni. Each committee needs a way to communicate and to store meeting minutes. Each committee needs a method to track progress towards their goals.

System Context

Put system context here. This should list all software to be integrated with.

Assumptions and Dependencies

- To make the technology tools available as soon as possible, the requirements will be met with Commercial Off the Shelf (COTS) software where ever possible.

- Alumni privacy must be respected and protected.
- The tools must be easy to use for people that are not computer savvy.
- The technology committee and the executive committee will assign user names and passwords as necessary.
- Access to the tools will be limited to the people that need to use them.
- The technology committee is not responsible for marketing or graphic design.
- All documents and software shall be under change control.

Requirements

Req 1 Website

Priority	High
Status	Approved
Phase	1

There shall be a WordPress web site to publicize the BHHS Class of 74 50-year reunion. The URL for the website shall be http://www.bhhs74.org.

Req 1.1 Website Ease of Use

Priority	High
Status	Approved
Phase	1

The website shall be easy to maintain so that non-computer experts can modify the site as necessary

The technology committee has selected the Divi Theme from Elegant Themes Inc. as the theme to be used since it provides an easy-to-use editor and allows everyone involved to edit the site.

Req 1.2 Committee Meeting Minutes Repository

Priority	Medium
Status	Proposed
Phase	1

Each reunion committee will have a page on the website where the meeting minutes, tasks and progress can be recorded. Currently there are 11 committees that will need web pages on the website.

- Executive Committee

- Event Committee
- Contact Committee
- Décor Committee
- Entertainment Committee
- Sunday Picnic Committee
- Technology Committee
- BV & HM Reunion Committee
- El Rodeo Reunion Committee
- Hawthorne Reunion Committee
- Honorary Committee

The URL for each committee page will be http://www.bhhs74.org/COMMITTEE_NAME.

The meeting minutes will be dated and will be in sequential order. The alternative to sequential order is reverse sequential order so that the most recent meeting minutes are displayed first.

Req 1.2.1 Form to Post Meeting Minutes

Priority	Medium
Status	Proposed
Phase	1

Each committee web page will have a form to post meeting minutes

Req 1.2.2 Restricted Access to Post Meeting Minutes

Priority	Medium
Status	Proposed
Phase	1

The meeting minutes can only be posted by users who have the proper access for the committee page. This may be the committee chair and a backup person.

Req 1.3 Website ECommerce

Priority	High
Status	Approved
Phase	2

The reunion website will provide the ability for the alumni to buy tickets to the event. This will be the only way the alumni can pay for the primary reunion event.

Req 1.3.1 Ecommerce Provider

Priority	High
Status	Proposed
Phase	2

The Executive Committee shall select the ecommerce provider.

Req 1.4 Website Hosting

Priority	High
Status	Proposed
Phase	1

The Executive Committee shall select the website hosting solution with the advice of the Technology Committee. Possible hosting solutions are:

- Go Daddy
- Network Solutions
- DreamHost
- SiteGround
- BlueHost

Go Daddy has been selected to host the website.

Req 1.5 Website Domain Name

Priority	Medium
Status	Proposed
Phase	1

The domain name shall be BHHS74.org.

The Executive Committee should acquire the domain name from Mark Sheppard. This should be an asset of the class rather than an asset of one person. This can be done by the date of the reunion.

Req 1.6 Elementary School Reunion Pages

Priority	High
Status	Proposed
Phase	1

Each elementary school reunion will have a web page detailing the location date and time of the even.

Req 2 Email Blast

Priority	High
Status	Approved
Phase	2

There shall be a software package supplied to send out email blasts to the alumni to publicize the event.

Req 3 Accessible Contact List

Priority	High
Status	Approved
Phase	1

There shall be a software package supplied to allow multiple people to update the contact list.