Essential Systems

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Elaboration Specification

The Race to a New System

Donations cannot be received online. With the use of an embedded PayPal link, the website will be able to have the functionality to receive donations.

Reports cannot be paid for online. As of right now when a report is needed the member will have to visit the office or mail in a payment. With the use of PayPal, the member could pay for the report ahead of time so it can be sent out.

The current websites does not have a place for the benefits papers to be viewed. A document gallery can be added for the different benefit papers to be viewed.

The current website does not allow the KHBPA to poll members.

The current website cannot drive traffic using social media links.

The current system does not allow for disaster recovery.

The current system does not allow for backups of employee devices.

The website does not allow members to submit forms.

The website does not allow users to sign up for membership online.

The website does not allow members to log into an account on the website.

The website does not allow for event feedback online.

The website does not allow a calendar view of events online.

The website does not allow for a photo gallery view of photos from the KHBPA.

The website does not allow members or users to upload photos online.

The website does not allow the KHBPA to send electronic newsletters.

The website does not allow website users to contact the KHBPA through the website with questions.











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| **REQUIREMENTS TRACEABILITY MATRIX** | |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project Name** | The Race to a New System |  |  |  |  |  |  |  |  |  | | |  |
| **Project Type** | ***Technical Organization*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project Start Date** | 2/15/2017 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project End Date** | 5/2/2017 |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project Sponsor** | Essential Systems |  |  |  |  |  |  |  |  |  |  |  |  |
| **Primary Driver** | ***Andrew Huff*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Secondary Driver** | Louis Ries |  |  |  |  |  |  |  |  |  |  |  |  |
| **Division** | Technology |  |  |  |  |  |  |  |  |  | | |  |
| **Project Manager/Department** | Krysta Albertson |  | | | | | |  |  |  | | | |
| ***ID*** | ***Assoc ID*** | ***Technical Assumption(s) and/or Customer Need(s)*** | ***Functional Requirement*** | ***Status*** | ***Architectural/Design Document*** | ***Technical Specification*** | ***System Component(s)*** | ***Software Module(s)*** | **Test Case Number** | **Tested In** | **Implemented In** | **Verification** | **Additional Comments** |
| 001 | 1.1.1 | Payments can be made online. People need to donate online or order forms without having to travel to Louisville. | Process online payments | In Progress | User goes to the webpage and clicks donate or orders a document and enter their credit card informatiion into the page. | A website will just need to embed the PayPal payment button. | PayPal linked button | PayPal |  |  |  |  |  |
| 002 | 2.2.2 | Newsletter and easier communication to members | Business Email | In Progress | Employee logs into new domain email to create and send emails or newsletters to members. | A newsletter signup and new domain will need to be created. | G- Suite | G- Suite |  |  |  |  |  |
| 003 | 3.3.3 | Business continuity, storage, and disaster recovery | Microsoft Azure | In Progress | Database for the company and storage unit for important documents that are being stored in filing cabinets right now. | A Microsoft Azure account and setup will be required. | Microsoft Azure database and storage linked to website and domain email. | Microsoft Azure |  |  |  |  |  |
| 004 | 4.4.4 | Document Gallery | Ability to view all availble forms members would use | In Progress | User goes to the webpage and clicks on forms. | A website will need to embed a document gallery plugin | Gallery plugin | Website plugin |  |  |  |  |  |
| 005 | 5.5.5 | Form Submission | Ability for members to claim benefits / submit forms online | In Progress | User goes to webpage and clicks forms and then clicks submit from where users can upload their form. | A website will need a submission tool | file upload plugin | Website plugin |  |  |  |  |  |
| 006 | 6.6.6 | Photo Gallery | View photos online | In Progress | User goes to the webpage and scrolls down to view photo gallery | A website will need to embed a photo gallery plugin | Photo gallery plugin | Website plugin |  |  |  |  |  |
| 007 | 7.7.7 | Polls | Poll visitors online | In Progress | User goes to the webpage and scrolls down to participate in the poll | A website will need to embed a poll plugin | poll plugin | Website plugin |  |  |  |  |  |
| 008 | 8.8.8 | Event Schedulilng | schedule and present events | In Progress | User goes to the webpage and scrolls down to see events | A website will need to embed a calendar with events or have an agenda interface listing events | calendar/agenda plugin | Website plugin |  |  |  |  |  |
| 009 | 9.9.9 | Event Feedback | request feedback for events | In Progress | User goes to the webpage and clicks on recent events. Website gives option for feedback for those events | A website would need to have recent events listed and then have the poll pop up when the event title is clicked | survey moneky linked button | Survey Monkey |  |  |  |  |  |
| 010 | 10.10.10 | Contact Us | Ability to contact employees | In Progress | User goes to webpage and clicks contact us | none. Just a webpage with mailto links | website | website |  |  |  |  |  |
| 011 | 11.11.11 | Board of Directors Information Page | Ability to see/contact board of directors with relevant information | In Progress | User goes to webpage About -> Board of Directors | None. Just a webpage with links to director bios/ contact information | website | website |  |  |  |  |  |
| 012 | 12.12.12 | Submit Photos | Ability for visitors to upload photos that would be moderated by KYHBPA employee | In Progress | User goes to photo gallery where a upload button is visible | A website will need to use an upload plugin that prevents files from being immediately accessible until they are screened | upload/review plugin | Website plugin |  |  |  |  |  |