**Requirements Document (RD)**

**1. Introduction**

The ACE Project Space requires a centralized system to manage project nomination forms, streamline communication with clients, enable advisory board evaluation, and generate reports for executives. The current process is fragmented, relying on Word documents, Google Sheets, and email. This system aims to improve efficiency, transparency, and user experience.

**2. Stakeholders**

* **Clients** (external organizations submitting project nominations)
* **Coordinator / Staff / Instructors** (administrators managing forms and communication)
* **Advisory Board Members** (industry representatives evaluating projects)
* **Advisory Board Chair** (pre-screening with coordinator)
* **Executives** (college leadership reviewing summarized reports)

**3. Functional Requirements**

**3.1 Client Portal**

* Submit nomination forms online (form entry or file upload)
* View submission history and status
* Receive notifications (email or text)
* Edit or withdraw nominations

**3.2 Administrator Functions**

* Manage nomination forms (view, edit, archive/unarchive)
* Update nomination status (submitted, in process, selected for evaluation, accepted, postponed)
* Communicate with clients (comments, feedback requests)
* Configure advisory board voting criteria (weighted evaluation factors)
* Generate reports for executives (project list, summary, semester/year filter)

**3.3 Advisory Board Functions**

* Secure login to access nomination forms (under NDA)
* Vote on projects based on weighted criteria
* View project rankings/leaderboard

**3.4 Chair Functions**

* Collaborate with coordinator for pre-screening
* Determine projects eligible for full advisory board evaluation

**3.5 Executive Functions**

* Receive downloadable reports (without client private details)
* No login required

**4. Non-Functional Requirements**

* **Usability**: Clean, intuitive interface for clients and board members
* **Security**: Role-based access control, secure storage of client data
* **Scalability**: Support multiple semesters and hundreds of historical nominations
* **Auditability**: Record of all nomination status changes and decisions

**5. Constraints**

* Average workload: 5–6 nomination forms per semester, 3 semesters per year
* Project confidentiality (sensitive client data under NDA)
* Must avoid negative wording in communications (e.g., use “postponed” instead of “rejected”)

**User Stories (US)**

**Client**

* As a **client**, I want to submit a nomination form online so that I can propose a project efficiently.
* As a **client**, I want to track the status of my nomination so that I know if it is under review, postponed, or accepted.
* As a **client**, I want to edit or withdraw my nomination so that I can update information when necessary.
* As a **client**, I want to receive notifications so that I am informed about changes in my project’s status.

**Administrator / Coordinator**

* As an **administrator**, I want to view and manage all nominations so that I can organize project intake.
* As an **administrator**, I want to change the status of a nomination so that clients know where they stand in the process.
* As an **administrator**, I want to communicate with clients through the system so that feedback and corrections are clear.
* As an **administrator**, I want to configure voting criteria so that the advisory board can evaluate projects fairly.
* As an **administrator**, I want to generate reports so that executives can review project outcomes without exposing client details.

**Advisory Board Member**

* As an **advisory board member**, I want to log in securely so that I can access nomination forms.
* As an **advisory board member**, I want to score projects using weighted criteria so that evaluations are consistent.
* As an **advisory board member**, I want to see project rankings so that I can compare outcomes.

**Advisory Board Chair**

* As the **chair**, I want to pre-screen nominations with the coordinator so that only qualified projects go to full review.

**Executive**

* As an **executive**, I want to receive summarized reports so that I can understand project trends and outcomes at a glance.