**Requirements Document**

**1. Introduction**

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

**2. Stakeholders**

* **Clients** (external(outside) 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(conversation))
* **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(stop) 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(set) advisory board voting criteria (weighted evaluation factors)
* Generate reports for executives(leader) (project list, summary, semester/year filter)

**3.3 Advisory Board Functions**

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

**3.4 Chair Functions**

* Collaborate with coordinator for pre-screening
* Determine(control) projects eligible for full advisory board evaluation(test)

**3.5 Executive**(office) **Functions**

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

**4. Non-Functional Requirements**

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

**5. Constraints**

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

Note：Next meeting time：May 2，Monday，3pm central time per two week