**ANCAC Requirements Document**

**General purpose and scope of the system:**

* Print the necessary reports to turn in to the state government
  + Reports allow centers to stay open
* Provides a mean for the center to create the reports
  + Two types of reports:
    - Budget: Based on input about how funding was gained or spent from each center after each quarter.
    - Incident: Based on the center’s input about forensic interviews and other services the centers provide.
* Provides the ability to view the board of directors
* Provides the ability to view the calendar

**ANCAC System Requirements:**

* Allow the centers to enter their estimated services and budgets
  + Should be able to enter the actual numbers every quarter
  + Should be able to submit the total budget at the end of every year
* Director’s necessary abilities:
  + Track progress of centers
  + Print off reports
* Ways to add directors and board members of centers
* Way to access centers information
* Calendar and shared documents functions have not been used in years and are not a priority

**This is a more in-depth look at each of the functions of the site:**

**- Account Administration**

Allows for the administration of center’s accounts. You can edit the director’s name, user name, email, user level and password.

**- Last Login**

Shows when and who logged in last for every center.

**- Email Entire Network**

Allows you to send an email to each of the center’s directors

**- Calendar Admin**

This takes you to a sub-section of the site that contains a calendar. Here you can create events that everyone can see. You can make alerts for the events, notify people by email or delete events if you are an admin

**- Received Snail Mail Documents**

This allows you to select a center, and then select what documents have been received through the mail from them.

**- View which centers have/haven't submitted current quarterly reports**

As the name implies, this page lists the centers and groups them by whether or not the have submitted reports for the current quarter.

**- View/print ANCAC Grand Total Report**

Allows you to select the year, then it prints the budgets for all the centers for that year

**- View/print ANCAC Estimated Budget Totals Report**

Allows you to select the year, then it prints what the centers have reported as their estimated totals for that year.

**- View/print ANCAC Board of Directors**

Allows you to select a center or ANCAC, a year, and then prints the information of all board members for that center.

**- Check the End of Year Status**

This shows a table of all the centers and all the items they must deliver by the end of the year. Completed items are marked with a check; missing items are marked with a flag.

**- Quarterly Reports**

This page allows you to view, edit or print the quarterly reports for any center. You can print the totals of all the centers for a particular year. You can also edit the estimates for the Children's First Plan of Investment.

**- End of Year Reports**

This page allows you to select a center, and then view their progress on their end of year reports.

**- ANCAC Calendar**

This only shows the ANCAC calendar, which is edited in the pages described above.

**- ANCAC Shared Documents**

This shows all the available shared documents, split up by category.

**Background and rationale behind the new system:**

**Background:**

* The old system was made four years ago and has not been worked on since that time.
* There are many outdated and un-functional aspects to the system.
* The organization has is not been able to fix any of the functionality problems with the system.
* The user has no guide to help them understand functions that are available on this system.
* There is also no navigation to provide a way for the user to navigate the system.

**Rationale behind new system proposal:**

* Provide a system that will allow the organization to perform their job without having to use workarounds.
* Allow them to be able to update the system as changes to the organization arise.
* Have a way for the user to navigate the system.
* Make it understandable what functionality the system has and how to use the functions.

**Essential characteristics of an acceptable solution:**

-          Maintain the functionality of the original system

-          Must be available during working hours

-          Director needs to be able to add and delete users

-          Take away the ability of director to access passwords

-          Create other demographics not currently available

-          Change majority of links to menu items for a better user-interface

-          Allow director to add new organizations which fund ANCAC

-          Adjust report to include more understandable text

**Environment in which the system will operate:**

**Hardware and software interactions made by system:**

- MYSQL database, PHP for access

- Web browsers (e.g. Internet Explorer, Mozilla Firefox, Safari…)

- Web.com Hosting service

- HTML for rendering screens

**Users:**

- Can assume minimal experience and technical expertise

- Can be assumed to be used to navigating a web browser and possibly Microsoft Office

- Can assume user has seen or used Android and iOS to at least a minimal extent

**A description of the proposal:**

**The customer has several issues with the current system:**

- Lack of navigation through the site. The menu bar is functionally useless and the client would like to have a better way of going through the pages.

- The client would like user-created fields for certain things such as age or ethnicity to use in the reports.

- There are some parts of the site that are currently locked (shared documents, editing Board of Directors, etc) in which the client would like to have access.

- Currently, after a certain date, the centers are locked out of the system and the admin has to enter data manually. There should be a way to unlock the site after deadlines so the centers can finish their reports.

- The client does not like having to scroll down long pages of reports. There needs to be a way to access the reports succinctly, without displaying them all at once.

- The client has not requested this, but user account security is severely lacking. Passwords are available in plain text on the site and in the database. Also, there is no way for a user to reset their password, requiring the admin to pull it up and give it to them

- On the reports, data that stays the same from year to year is not automatically pulled in. This creates a lot of extra work on the centers and administrator when compiling reports.

- The client has requested ways to automatically generate reports from the data, or at least a way to pull the data for use in an external program such as Excel.

**Environment assumptions:**

The web.com server provides http and ftp access, support for Ruby on Rails, PHP5, Zend Libraries, Python, JSP, MySQL (300MB), Perl, CGI scripts, at least 300Gb on disk space, good uptime, performance  and service availability. (from <http://www.web.com/hosting/unix.aspx>)

The users will access the site from their centers around the state using desktop browsers which should be Internet Explorer 7 or newer.