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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Phase | Req ID | Name of Req | Description | Priority | | User Contact | | |
| 1 (a) | 1 | **Secure Login** | **Login with provided user credentials. Log user visit details** | **High** | | **All Users** | |
| 1 (a) | 2 | **Manual insertion of user data** | **Enter data relating to students or tutors using an electronic form. If required accounts and or folders will be created for the user on the files server.** | **High** | | **Administration staff** | |
| 1 (b) | 3 | **Upload data from files** | **Bulk upload user data from .csv file. If required accounts and or folders will be created for the user on the files server.** | **Medium** | | **Administration staff** | |
| 1 (b) | 4 | **Restore user data from archive** | **Student and tutor data is archived at the end of each semester. This feature will allow the restoration of only required data. If required accounts and or folders will be created/ reactivated for the user on the file server.** | **High** | | **Administration staff** | |
| 2 (a) | **6** | **Add categories** | **Add new categories of courses for example ICT, literacy** | **High** | | **Administration staff** | |
| 2 (a) | 7 | **Add new course** | **A new course must be added to existing category. One course can belong to different categories** | **High** | | **Administration staff** | |
| 2 (a) | **8** | **Update, delete courses and categories** | **Delete or Update course or category data and resources on file server if required** | **Medium** | | **Administration staff** | |
| 2 (b) | **9** | **Add tutor to a course** | **Create a new instance of a course with a unique course code, tutor and running date range. Create folder on file server** | **High** | | **Administration staff** | |
| 2 (b) | **10** | **Add a student to an instance of a course** | **Add a student to an instance of a tutors course. If necessary create a folder for the student on the file server** | **High** | | **Administration and teaching staff** | |
| 2 (c) | **11** | **View user profile and Update, delete or archive user data** | **To present user data including personal and course details in a visually appealing manner allowing fields to be altered or user deleted** or archived | **High** | | **All users** | |
| 3 (a) | 12 | **Create timetable** | **Allow the user to define a specific term period including holidays and**  **to Select relevant data in order to create a timetable** | **High** | | **Administration staff** | |
| 3 (b) | 13 | **Select class list from schedule and fill in data** | **To allow teaching staff select class lists from their personal daily schedules and enter student attendance and performance data** | **Medium** | | **System/ teaching staff** | |
| 4 (a) | 14 | **Generate statistics for reports** | **Allow users select various criteria and generate statistics relating to them** | **Medium** | | **Administration staff** | |
| 4 (b) | **15** | **Create, delete or move folders** | **Allow the user to create, delete or move folders through a simple interface** | | **Low** | | **Administration staff** | |
| 4 (b) | 16 | **Create or delete groups** | **Allow creation or deletion of user groups** | | **Low** | | **Administration staff** | |