**Draft #1 (to be confirmed)**

Definition

Users = employees of client

Admin = vendor

Dashboard

* Announcement: For Admin to inform everyone what is expected in the coming month/what are the new regulations or due coming up
* Recent activities (audit trails of changes made users or Admin – categorise by PM, Compliance Monitoring and Registers)

Graphical user interface, application

Description automatically generated

Announcement section

* Compliance Monitoring Status by Topic

% defined by number of questions completed by user/total number of questions for each topic

Display completion by Topic.


  Regulatory Compliance Solution


Compliance Monitoring

Graphical user interface, application

Description automatically generated

[Ignore the headings of the screenshot]

This module has many questions (as many as 100) to be filled in by different assigned users.

* Admin can select the topics with the default basket of questions from the backend, and these questions will appear as rows in the user view.
* The topics and questions are assigned to specific regulatory reference
* The topics and questions are assigned to specific company-specific policy section number
* The questions are assigned to specific frequencies and due dates
* The questions are assigned to specific name and user email (s) by Admin
* The questions have Yes/No/Not Applicable and mandatory Remarks section

Each question corresponds to a

* topic (e.g. outsourcing, security)
* government regulatory reference
* policy section number
* Able to see frequency
* Able to see due date
* Able to edit status to Complete and the dashboard will be updated (editable by Admin only)
* Able to see the user assigned
* Admin can select (check) all/specific questions and press the Notify button, users will receive notification emails to remind them to fill in the questions
* Only assigned user can see the relevant questions to the user
* Able to insert comments by user
* Able to insert comments by Admin
* Notifications will be sent when comments are created
* If question is not answered by user 3 days before due date, reminder email sent automatically to user
* Admin able to mass export the filled responses

Overall design:

* Autosave, able to undo history
* Create and send messages within the app to ask Admin questions
* Microsoft Azure/AWS is preferred.
* Clean and Robust code - with proper comments and technical documents
* Bug-Fix support for how long after completion?
* IP belongs to me
* NDA to be signed