**REQUIREMENTS DOCUMENT**

**PROBLEM STATEMENT**

ISO and Documentation work during the college fest results in a large amount of work load and wastage of paper and money in the filing of reports, documents and distribution of certificates. Thus, to reduce these factors to a minimum amount, we are developing a portal where all of the ISO and documentation work with all the other committees will be done on the portal.

**BACKGROUND INFORMATION**

The ISO and Documentation portal will be used to make the documentation task easier. This portal will mainly be used by the ISO and Documentation team so that they will be able to issue the certificates to every participant and automate their documentation system. Other committees will also be using this portal to regularly update their ISO reports and provide other useful information to the documentation team.

There are no such applications or system that makes the ISO and Documentation work automated.

The usual way of working by the ISO and Documentation team requires a lot of documents and reports to be filed. This results in wastage of paper and other resources. Moreover, a lot of resources are wasted in collecting information from other committees. All of this will be reduced after the ISO and Documentation work is automated.

**STAKEHOLDERS**

1. ISO and Documentation team: All of the work done by this committee will be done on the portal. Generation of certificates, tags and preparing of ISO reports will be carried out.
2. Registration Team: Uploading the information of each of the participant which will be stored onto a database so that it can be used later by the Iso and Documentation team for their use.
3. Other Committees: All the other committees will have to submit their information on the portal so that it can be used by the documentation people accordingly. The ISO reports will also be uploaded by these committees so that it can be reviewed by the ISO people for any errors.
4. Administrator: The admin will be managing the database which will store all the information provided by other committees and the security issue will also be taken care of.

**REQUIREMENTS**

1. Functional Requirements:
2. As an auditor of the ISO files, I would like to have an automated system where all the files can be uploaded and reviewed in a soft form so that the paper wasted in getting the printouts of each file can be reduced.
3. As a document keeper who has to go to each and every committee requesting them to give the details of their respective committees, I would like to have a system where all the details can be asked online and are stored in a database.
4. As a person who has to collect information about all the participants in a cultural event or a sports event to make their certificates, I would like to have a system where all of this information can be taken up and stored into a database to avoid confusion and reduce work load.
5. As a person who has to sit all day at a desk waiting for the participants to come up and collect their certificates, I would like to have a mailing system where e-certificates can be provided to each of the participants on the basis of their ranking.
6. As a person who has to write all the certificates for all the participants and committee members, I would like to have a system where information stored onto a database can be used to generate e-certificates for each and every one.
7. As a member of the document team who has to go to each of the other committees to distribute the tags that has to be worn out during the college fest, I would like to have a mailing system where tags can be mailed to the respective committee members with their names and some other details initially placed on the mail.
8. As an auditor of the ISO files, I would like to have an online ISO report submission system where I can check the files and ask for the updated files with the required corrections.
9. Non-Functional Requirements:
10. **Security:** The data stored in the database should be secured to prevent modification of the data by unauthorised personnel.
11. **Availability:** This system will be available 24\*7 to the users so that there will be no problem in updating the files or any other documents.
12. **Reliable:**  The system should be reliable enough. It should give correct information.