build a secure web-enabled role-based system for collecting ideas for improvement from staff in a large University.

# Roles

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| Roles |
| Quality Assurance Manager |
| QA coordinator |
| administrator |
| staff |

# Roles’s Requirements

## Quality Assurance Manager

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| Requiments |
| * Oversee the process. |
| * Can add .categories, * Can delete categories, ( only if they have not been used ). |
| * Needs to be able to download all the data after the final closure date in a CSV file for transfer out of the system. Any uploaded documents need to be downloaded in a ZIP file. |

## Qa Coordinator

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| Requiments |
| * Managing the process for their Department |

## Staff

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| Requiments |
| * Can submit one or more ideas. |
| * Must agree to Terms and Conditions before submitting ideas. |
| * Can upload documents to support their ideas. |
| * All ideas can be categorized (tagged) from a list of categories at the point when they are submitted. |
| * Can see all submitted ideas and can comment on any idea. They can also give the thumbs up or thumbs down for any idea, but only once for any idea |
| * Ideas and comments can be posted anonymously, ( author’s details will still be stored in the database so any inappropriate ideas can be investigated) |
| * Once an idea is submitted the system emails a notification to the Department’s QA Coordinator. |
| * The author of an idea receives an automatic email notification whenever a comment is submitted to their ideas. |
| * Lists of Most Popular Ideas (+1 Thumbs Up, -1 Thumbs Down), Most Viewed Ideas, Latest Ideas, and Latest Comments must be made available to all users. |
| * Lists of Ideas need to be paginated (5 per page) |

## Administrator

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| Requirements |
| * Maintain any system data, e.g. closure dates for each academic year, staff details. |

## Other requirements

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| Requirements |
| * Statistical analysis (e.g. number of ideas per Department) needs to be available. * The interface must be suitable for all devices (eg mobile phones, tablets, desktops). |