

# Milen Hristov – QGen-Forms.pdf

## Key Assumptions

- Uploaded forms follow a consistent layout (question/answer columns or labeled fields).
  - Customers have non-technical admins who configure risk scoring via UI, not code.
  - QGenOnline already has basic authentication, storage, and API infrastructure.
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## Product Summary

QGenOnline Form Import & Config Wizard automatically converts customer-supplied Word or Excel forms into digital, validated web forms. The wizard detects fields, suggests input types (e.g., dropdown, date, numeric), and guides admins to assign risk weights per question with guardrails that prevent invalid scoring. Once published, end-users fill out the online version with real-time validation and secure submission. The product bridges manual document workflows and structured data collection—reducing onboarding friction, increasing automation accuracy, and accelerating digital form deployment without requiring IT involvement.

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## Personas

1. **Compliance Admin:** Non-technical staff who uploads internal forms, needs quick digital conversion with accurate risk mapping.
  2. **Risk Manager:** Reviews scoring configurations to ensure policy alignment and approves form publication.
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## Prioritized User Stories

1. **As a Compliance Admin**, I want to upload an Excel/Word form and auto-detect fields, **so that** I don't recreate it manually.
  - *Acceptance:* 90%+ of fields correctly parsed in first pass.
2. **As a Risk Manager**, I want to assign weighted scores to specific questions, **so that** results align with our risk framework.
  - *Acceptance:* Each field must accept only bounded numeric or categorical values.

3. **As an End User**, I want to fill and submit the online form easily on any device, **so that** I can complete tasks fast and error-free.
    - *Acceptance*: Form validates and submits successfully within 5 s.
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## Flow (Upload → Publish)

1. Upload DOCX/XLSX → system scans structure (*synchronous*)
  2. Parse and extract fields → ML/regex detection (*asynchronous*)
  3. Admin maps fields, adjusts risk scores (*synchronous*)
  4. Wizard validates configuration & publishes form (*synchronous*)
  5. End-user fills and submits online form (*asynchronous processing + confirmation*)
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## MVP Checklist

- File upload & auto-field detection for Word/Excel
  - Manual field-type correction + risk-score input UI
  - Validation & guardrails (numeric bounds, mandatory fields)
  - Publish to shareable online form URL with submission storage
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## Key Performance Indicators

- **Field-mapping accuracy**: *Baseline 70% → Target 90%* (measured by manual correction logs).
  - **Average setup time per form**: *Baseline 60 min → Target 15 min* (measured via user event telemetry).
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## Example Rules & Guardrails

### Rules:

- “If Total Risk Score > 80 → flag as High Risk (red highlight).”
- “If Age < 18 → require guardian signature field.”

### Guardrails:

- Prevent circular or conflicting risk conditions.
  - Enforce numeric score caps within defined policy ranges.
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## Top 3 Risks & Mitigations

1. **Incorrect field parsing** → Add human-in-loop review.
2. **Over-complex risk UI** → Use guided templates with defaults.
3. **Data-leak from uploaded files** → Apply on-upload virus scan + auto-purge after import.