**Allied World Healthcare - ImpactLaunch.Space Requirements Overview**

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# Basic Functions (To be done by Acceptance)

## Requirement 1: Registration (With Administration)

* A user can register as an individual or on behalf of an organization.
* If register as **individual**:
* A user chooses a username, enters a valid email address and a password. The system will check if there is an existing username and email address in the database.
* A user can choose to be part of an existing organization by typing in a search bar. He will be automatically added into the company. The organization will verify the authenticity of the employee. (Similar to LinkedIn)
* A user specifies his skillset and uploads his supporting documents.
* A user specifies the field that he is interested in (can be multiple fields)
* A user can add normal profile features such as profile picture, a short bio, contact details. For these information, user can defer completion of their profile until a later date but will have to accept standard terms and conditions of the service/application before any request can be processed.
* A user can decide if he wants his profile to be public to allow headhunting by companies.

* If register as **Organization**:
* A user MUST use the official name of the organization/company as the username, and registers with an official email address. The system will check if there is an existing organization in the database.
* The user will be the default owner of the Organization profile.
* The system administrator will determine the authenticity of the company. If valid, account is created.
* The user specifies the fields that his organization is interested in.
* The user specifies the resources that his organization can provide.
* A user can add normal profile features such as profile picture, a company bio, contact details. For these information, user can defer completion of their profile until a later date but will have to accept standard terms and conditions of the service/application before any request can be processed.
* A user can align their profile to either:  
  Needing support (requesting time or resources from others)

Offering supporting (willing to give time or resources to others)

Both

* Miscellaneous Requirements
* Check email, make sure it is the real email confirmation

## Requirement 2: Login/Logout (with dashboard)

* A user will login with either his Username or email and Password.
* Upon success, the user will see a welcome message along with the dashboard.
* Upon failure, the app outputs a proper message and requests the user to login again.
* There will be a maximum number of attempts for login,
* “Forgot password”, “keep me signed in”, and “remember password” functions.

## Requirement 3: Amend Profile

* A user will have the ability to amend their profile at any time.
* This function will be available from the dashboard.
* A user will able to change his personal particulars, add supporting documents, change his fields of interest, along with basic administrative functions such as changing of password and profile picture.

## Requirement 4: Create Project

* From within their Profile, users needing support will be able to create a Project.
* A user chooses a name of the project, a description, a purpose, timeline and location.
* A user chooses from a drop-down list the social impact field(s) that this project is targeting.
* If a user is a member of an organization, he can select if he wants to create it under the organization. Otherwise, the project will be considered as an individual project.
* A user will be able to specify and add the resource requirements.
* The system will accept resource requests from other users interested.
* A user can select if he wants the project to be ‘open’ or hidden’.
* Open: Open projects will go into a ‘directory’ of live projects where they can be searched/refined by their characteristics (e.g. sector, location, timeline)
* Closed/Hidden: Closed projects will not be displayed in the directory. Hidden has 2 modes: Hidden to all and can only be accessed if the user sends you an invite, or hidden to outsiders outside of your organization.
* A user can block specific individuals from viewing the project via a ‘banlist’.
* Once done, a user can publish the project and it will be ‘live’.
* A project only starts (label it as active) when all the resources have been gathered.
* With about 80% the project resources gathered, the project can begin and become active. The project owner can decide if he wants to make the project “active”.
* When the project is “active”, the user can still add resources (new use case, edit project)
* The project status will be indicated by color coding. (eg green active, orange 50% of resources gathered, red new project)
* If the project is not “active”, there will be limited features and tools. Eg File upload for PDF and diagrams. This is to prevent people from abusing the project management space.

## Requirement 5: Create Resource Offering

* From within their Profile, users offering support will be able to create to select what they or their organization can offer.

- A user selects a category from a drop-down list and enters a detailed description of what they are offering. Eg: **Category**: Software **Description**: Microsoft Azure Cloud Hosting. System admins can add more skillsets and categories.

* A user provides any conditions that they might have.
* A user can specify the social impact field that he may be interested
* A user can specify if he wants to be hidden (especially on active projects). Other users cannot see the full names of people in a project (maybe first name, first letter of surname)
* Take note of unique name for messaging if we’re using the above due to many similar names (unique username upon registration).
* Once done, a user publishes the resource offering.

## Requirement 6: Search Resource Offering

* From within the dashboard, project manager who needs support are able to select from a directory a list of resource offerings that is generated from the project resource needed. The project manager will be able to send request to the resources to invite them onto the project. There should be confidentiality, no full names, no contact information and prevent spam. (Similar to Facebook style of friend request with a message)

## Requirement 7: Create Resource Request Offer

* A user can view all the ‘live’ projects in the directory and selects those that he wants to support. From the project page,
* A user views the project and chooses which resource he would like to contribute to.
* If it is an existing resource offering that he has created, he will be able to choose it from a dropdown list
* If not, he can create a resource offering, which will then be added to the dropdown list.
* A user may add a personal note to the organization.
* Once done, the user sends the resource request offer.

## Requirement 8: Accept or Reject Project Resource Offering

* A user/organization views the resource offering request and accepts or rejects the support.
* If the user has more questions for the person offering the resource, he may start a message conversation to go into further discussions.
* The resource offering request will always be present until the user either accepts or rejects the support.
* Having accepted system terms and Conditions and negotiated any additional T&Cs, the user providing the resource can accept to finalize the contract.
* On acceptance, the resource is committed to the project and the resource availability and the project need are linked and made unavailable to other offers.

# Secondary Functions

## Requirement 9: Manage Project

* All users will be able to access a page from the dashboard where they can see all their live projects (hidden or unhidden) and choose to visit a project management space.
* In the project management space, a user will be able to see:
  + If the project is Active/Inactive, and if inactive what else is needed for it to become active
  + All the stakeholders involved in the project (Resource Offerees, Project collaborators etc.), with the function to add or remove people from the project.
  + A progress bar of the project, with key milestones
  + A list of tasks to be completed and tasks that have already been done
  + Group chat (Rocket Chat)
  + Calendars
  + An integrated project management tool such as Trello
  + A document management system

**When all the resources have been found and the project has officially begun, the contract is binding.**

## Requirement 10: Stopping the Project

* A user can decide to stop the project when the project goal has been reached.
* A user can also decide to prematurely stop the project.
* A user can decide to delete the project. For deleting of projects, all project members must agree to the deletion, and the user must submit an application to the system admin, who will then vet and confirm. (Like Airbnb) The project members will also have to leave feedback for the project manager, along with the timestamp.

This simply means that be it for the users, the people who sign in for a project or the project managers that posted a project, whenever someone wants to cancel or leave, there will be feedback given and it will be there. As such, any form of bad records can be easily viewed.

If a user leaves the project there but does not end it, i.e. a stagnant project, he will be given warnings. If he still does not respond, the user will be blacklisted.

## Requirement 11: Dashboard (to be done before midterms)

* The dashboard is the main page the user will be brought to after he logins.
* The user will see the tabs that includes but not limited to: create a project, create a resource, manage account etc.
* The main dashboard display will show all the current active projects, organized by relevance and priority from most to least, based on the user’s fields of interest.

## Requirement 12: Match Project Resources to Projects

* Other than viewing the directory of live projects, the system will match characteristics of projects to support, and send an email to users offering support, matched to their resource offering.
* The user offering the resource will be offered a list of possible matches and possible matches notified.
* The emails will include information such as the top 10 projects the user may be interested in. This will be based on the user’s preferences. External services will be used such as AWS, MailChimp.
* The user can choose what he/she prefers to see using check boxes (can check and the emails will show projects that require A or A and B). Those that are more relevant will be on top.

## Requirement 13: Providing Feedback

* After completion of a project, a user may provide feedback for the project manager (if he is the resource offeror) or vice versa.
* He will be able to rate the user upon 5 stars, along with an option to write a short paragraph to appraise or dispraise the user.
* User feedback will be publicly available for all to see.
* A user will also be able to give feedback if the project stops. (See requirement 10)

## Requirement 14: Service Administration (with generating reports and registration requirement)

* There will be super admins that can create admins. These admins will not have the function of creating more admins as only the super admin should be able to do so. The super admin will turn off this function for the other normal admins.
* The normal admins have lowered functionalities. Their functionalities include blocking users, resetting passwords, manage feedback etc.
* We need to work around the plugins and the widgets to look into where the data is being stored and to ensure that they aren’t being exported and abused.
* We can use an open source for the generating of reports
* The information is for the system administrator. For example, how many projects have been newly posted, how many have started this week etc.
* The reports should be found in the administrator console. It should be displayed within the system and a PDF should also be able to be generated.