

**Functional Requirements Document**

Project: UNICEF Bangladesh GED Website and Data Dashboards

Organization: UNICEF

Author: Community Systems Foundation

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# Document Versions

|  |  |  |  |
| --- | --- | --- | --- |
| Version Number | Date Published | Author | Summary of Changes |
| 1.0 |  | Rudolph Pereira | First Approved Version |

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# Stakeholders

|  |  |  |  |
| --- | --- | --- | --- |
| Name | FunctionalRole | RequirementsRole |  |
| Sumeet Mahajan | Project Manager (CSF) | Approver |  |
| Rudolph Pereira | Team Lead (CSF) | Author |  |
| Samiksha Arya | QA (CSF) | Testing |  |
| Md. Ashrafuzzaman | Business focal point (GED) | Approver |  |
| Brenda Gunde | ICT (UNICEF) | Technical Approver |  |

# Project Objectives

* UNICEF Bangladesh has partnered with GED (General Economics Division) to develop a content management and knowledge library system.
* The CMS will also act as a base framework for future development of interactive dashboard of MPI and SitAn (Situation Analysis of Children and Women) analysis.
* UNICEF Bangladesh and GED also seeks to considerably improve the availability and access to the right data in right time leading to: (a) decisions that can be better informed; (b) more equitable; and (c) more likelihood to produce children's right.
* CSF will develop a CMS for project documents, reports, policy briefs, results, video, statistical data etc. Besides, through this initiative, General Economics Division and UNICEF want to be vigilant and accessible in terms of sharing content and project success and challenges.

# Risks, Assumptions and Unknowns

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Description | Assigned To | Status |
| A1 | Having Clear Scope Definition | Rudolph /Ashraf | InProgress |
| A2 | Standardize the taxonomy to be used across the application | Rudolph / Ashraf | InProgress |
| A3 | Integrations with other applications – Plugins etc. | Rudolph / Ashraf | InProgress |

# Business Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| BR1 | Develop a Content Management System (CMS) website for General Economics Division. The platform needs to be sustainable for future development. | Contract |  |
| BR2 | Develop a well categorized Document Library on which users will be able to collaborate. | Contract |  |
| BR3 | Technical support and Hosting for a period of 6 months after completion of the platform | Contract |  |

# Functional Requirements

## A – Website Home Page and Navigation Menus

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| A1 | The home page will have a detailed menu and navigation system to access all sections of the website.The top-level menu will have Links to “About Us”, “Events & Stories”, “Knowledge Archives” and “Contact”. | Contact |  |
| A2 | Admin will be able to manage the menu system from the backend. They will be able to do minor changes like adding new sub-menus and linking it to pages. | Contact |  |
| A3 | Home page will have summary of the latest contents on the site. There will be a slider of the success stories, latest knowledge library docs, News and Events and latest Articles. | Contact |  |
| A4 | Home Page will have a search form to search contents of all types. Results will be listed based on relevance. The list will have pagination to accommodate a large result set. The list will have title of the post. User will click on the title to see the entire post in detail. | Contract |  |
| A5 | There will be option to share the website on social media sites like Facebook and Twitter. | Contract |  |
| A6 | Home page will have link to the following information pages.AboutAbout>Who we are>Who we are:• Overview• Organization• HistoryWho we do:• Functions• APA (Annual Performance Agreement)• Projects/Programs | Contact |  |
| A7 | Contact Us Page – User will use the form on the contact us page to send an email to the admin email address.The form will have following fields:1. Name
2. Email
3. Message
4. Submit
 | Contact |  |

## B – Knowledge Library

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| B1 | Knowledge library (KL) – Admin will be managed and create taxonomies for the documents. | Contract |  |
| B2 | All documents will be in one of following categories.1. Plan Documents.
2. Policy/Strategy Docs
3. SDGs/MDGs
4. Macro-updates
5. Study/Research
6. Other Reports
 | Contract | B1 |
| B3 | User will be able to list all documents in a particular category by click on the name of the category in the Menu. | Contract |  |
| B4 | The KL listing page will list 20 documents in the selected category. There will be pagination if the total documents are more than 20. The list will be sorted based on the last updated date. | Contract |  |
| B5 | Each item in the list will show the title, description, type of document and published date of the doc. | Contract |  |
| B6 | User will click on the title to see the full description, document change history and the option to download the latest document. Document will in one of the following formats – doc, pdf, xls, txt | Contract |  |
| B7 | System will record and display how many times a document has been downloaded. | Contract |  |
| B8 | User will be able to search for a document based on keywords. Search will be performed in the title and description of the document. | Contract |  |
| B9 | Admin will be able to add/edit/delete new documents.  | Contract |  |
| B10 | There will be a check on the max size of the document that can be uploaded on the site. | Contract |  |

## C – Success stories

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| C1 | Stories will have attributes of title, short content and full content. The full content can have photos embedded in them. | Contract |  |
| C2 | User will see a list of all the success stories in a list format. Sorting will be based on latest updated date. | Contract | C1 |
| C3 | User will click on the Story title to see a detail page of the selected story. The detail page will show following field1. Title.2. Full Content.3. Date it was last updated on. | Contract |  |
| C4 | User will be able to search for a keyword in the Stories. | Contract |  |

## D – News & Events

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| D1 | News and Event will have attributes of title, short content, full content and main photo. The full content can have photos embedded in them. | Contract |  |
| D2 | User will see a list of all the news and events in a list format. Sorting will be based on latest publish date. | Contract | D1 |
| D3 | User will click on a News title to see a detail page of the selected news. The detail page will show following field1. Title.2. Full Content.3. Date it was published. | Contract |  |
| D4 | User will be able to search for a keyword in the News and Events. | Contract |  |

## E – Articles

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| E1 | Articles will have attributes of title, full content and main photo. The full content can have extra photos embedded in them. | Contract |  |
| E2 | User will see a list of all the articles in a list format. Sorting will be based on latest publish date. | Contract | E1 |
| E3 | User will click on an Article title to see a detail page of the selected Article. The detail page will show following field1. Title.2. Full Content.3. Date it was published. | Contract |  |
| E4 | User will be able to search for a keyword in the Articles. | Contract |  |

# Nonfunctional Requirements

## Initial Project Setup

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF1 | The site will use WordPress CMS as the framework. | Contract |  |

## Multilingualism

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF11 | The site will be in 2 languages. English and Bengali | Contract |  |
| NF12 | User will be able to change the language of the website. By default, site will be loaded in English. | Contract |  |

## Documentation

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF16 | The CSF shall deliver all documentation such as codes to UNICEF and GED and cannot claim any royalty or authority of any sort in case of replication the source code database or any other deliverables under the TOR | Contract |  |

## Security

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF20 | Latest security standards and encryption should be applied. (e.g. <https://www.owasp.org/index.php/OWASP_Cheat_Sheet_Series> | Contract |  |
| NF21 | Delivered code should be secured and security tests will be run by UNV at regular intervals, including a Threat Risk Assessment on the final product. | Contract |  |

## Version Management

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF22 | Version management will be done through GIT. | Contract |  |

## Usability

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF23 | The interfaces will be designed to be intuitive enough for an average user to interact with the application without any need for extensive training | Contract |  |
| NF24 | The administrator interfaces will enable configuration and management of the application by the business users without the need for modifying the application code. | Contract |  |

## Accessibility & Performance

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF25 | The application needs to be able to serve users with special access needs and/or low-bandwidth internet connectivity. | Contract |  |
| NF30 | Development needs to be based on the principles of responsive design. It is foreseen that the application may be accessed over handheld devices | Contract |  |
| NF31 | Site and application should support at least the following browsers:Google Chrome version 28 and higher (on Windows, OS X, Linux, iOS and Android)Internet Explorer / Edge version 9 and higher (on Windows)Firefox version 32.0 and higher (Windows, OS X, Linux, Android)Safari version 6.2 and higher (OS X)Safari on iOS version 6 or higher | Contract |  |
| NF32 | Latest relevant Search Engine Optimization tactics as published by Google and Bing should be implemented to achieve the goals of this project | Contract |  |

## Scalability

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF33 | In order to accommodate the anticipated changes, the application needs to be scalable to support business processes variations that will be identified during the business analysis stage. | Contract |  |
| NF34 | The administrator interfaces will enable configuration and management of the application by the business users without the need for modifying the application code. | Contract |  |
| NF35 | The application must support significant increase in number of volunteers (e.g. 10,000 volunteer assignments per year in 2017 as per the UNV Strategic Framework) without major investment for at least 3 years.  | Contract |  |

## Availability

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF40 | Must be available 24x7 with downtime restricted to maintenance during scheduled intervals. The application will be used by users throughout the world | Contract |  |

## Hosting

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF41 | Hosting for production will be provided by CSF. Though the application is foreseen to be hosted in UNICEF infrastructure in future. | Contract |  |

## Project Set-Up and Delivery Procedure

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF42 | Regardless of the final hosting arrangement, it is expected that the code is delivered deployment-ready. The final deliverables will be submitted as GIT repositories, including installations scripts and with all necessary documentation for installation. Principles of continuous integration will be followed, with automated deployment procedures. | Contract |  |
| NF43 | The vendor will ensure quality of the deliverables. UNICEF would review the quality of the delivered products and reserves the right to engage external providers for this purpose. | Contract |  |
| NF44 | CSF will not be provided either access to the production site for delivery and installation of the project or any ongoing administrative rights on applications. It should be noted that UNICEF does not intend to buy server hardware, neither for development, nor for testing. | Contract |  |

## Initial Support and Guarantee

|  |  |  |  |
| --- | --- | --- | --- |
| Req. ID | Requirement | Source | Parent ID |
| NF45 | In order to resolve any issues that arise once the new site is in production, contractors must be able to provide support within 72 hours. | Contract |  |
| NF46 | A guarantee period of six months starting from rolling-out of the full application will be provided. During this period, CSF will be responsible for resolving any issues that arise with the implemented solution. | Contract |  |

# Implementation Plan

## Project Timeline

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverables**  | **Description of deliverables**  | **Due date from the contract start date, in months**  | **Payment/Milestone**  | **Timeline**Original as per the Contract | **Timeline**Revised  |
| 1 | Documented business analysis resulting in functional requirements document are delivered  | 1 month  | 35% | Oct, 2020 |  |
| 2 | GED website is developed and hosted for UAT. With Document Management Repository | 2 months  | 50% | Dec, 2020 |  |
| 3 | Module for collaborating documents Consolidated Report of Bug Fixes (after 6 months) | 6 months | 15% | Jun 2021 |  |