



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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1 Stakeholders

Name	Functional Role	Requirements Role	
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	

1 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.

2 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

3 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	

4 Functional Requirements

4.1 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. About About>Who we are> Who we are: <ul style="list-style-type: none"> • Overview • Organization • History Who we do: <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> a. Name b. Email c. Message d. Submit 	Contact	

4.2 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. a) Plan Documents. b) Policy/Strategy Docs c) SDGs/MDGs d) Macro-updates e) Study/Research f) 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	

4.3 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 field 1. 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	

4.4 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 field 1. 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	

4.5 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 field 1. Title. 2. Full Content. 3. Date it was published.	Contract	
E4	User will be able to search for a keyword in the Articles.	Contract	

5 Nonfunctional Requirements

5.1 Initial Project Setup

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

5.2 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	

5.3 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	

5.4 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	

5.5 Version Management

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

5.6 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	

5.7 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	

5.8 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	

5.9 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	

5.10 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	

5.11 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	

5.12 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	

6 Implementation Plan

6.1 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	