

Software Requirements Specification

for

KCSF

Version 1.1

21/11/2014

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Revision History

Name	Date	Reason For Changes	Version
	01/03/2015	Added new Usecases based on requirements	V. 1.1

1. Introduction

1.1 Purpose

This document is dedicated for the software requirements specification of KCSF project. Version of the document: 1.0. The document includes the detailed specification of the software requirement for internal software to be used by KCSF staff.

1.2 Intended Audience and Reading Suggestions

Document is intended for KCSF staff , project manager and software developer.

Document is divided into separate parts according to the software module requirements. Each part has specific requirements which are going to be described in detail.

1.3 Product Scope

The purpose of the software is to organize and systematize all the work flow of the organization, automatize the manual work of the staff and ease the access of the information related to the work.

1.4 References

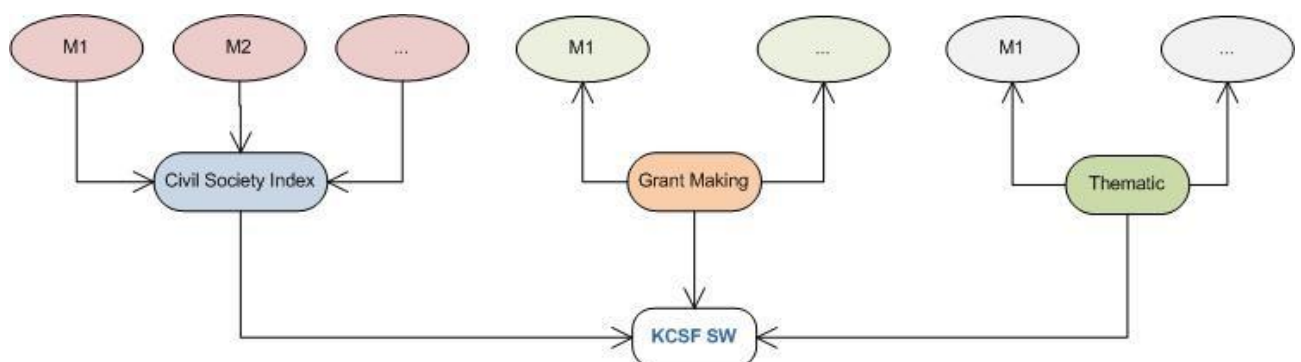
There will be no references apart from the discussions had with KCSF staff and system requirement analysts.

Overall Description

1.5 Product Perspective

The required software will centralise all key data being stored on different modules and will produce analytical data and history for KCSF data.

Software to be developed is a new product and will be used by KCSF staff. Three pillars of the software are defined as follows:



1.6 Product Functions

The final product will be divided on three modules:

- Analytical data (gathering input from Organizations)
- Grant making (keeping track of given grants)
- Thematic data (keeping track of laws)

1.7 User Classes and Characteristics

Users of the software will be mainly KCSF staff. There will be an administrator which will handle user privileges based on a position of the employee.

On future stages of development a simple module will allow access to the Civil Social Organizations through username and password to update certain information (periodically, when requested).

1.8 Operating Environment

The software will be WEB based software which will run on servers located in KCSF premises. Software should handle self backup and should be resilient to hardware failures.

1.9 Design and Implementation Constraints

Software has to run on Linux and should be written in Java or other JVM based languages. It has to function fast and should run on less than 16 GB of memory. It should store its data on a relational DB which then an internal DB Administrator can access it for internal purposes.

1.10 User Documentation

The software will include a library of documentation which will be in a form of a wiki such as use cases, manuals and other tool tip information.

1.11 Assumptions and Dependencies

Development depends mainly on KCSF staff and cooperation between parties.

2. External Interface Requirements

2.1 User Interfaces

User will have to access the system using a WEB browser with a username and password. The flow should be simple, after login all the modules that user has access to should be listed on the right hand side of the screen. Below is a sample user interface:

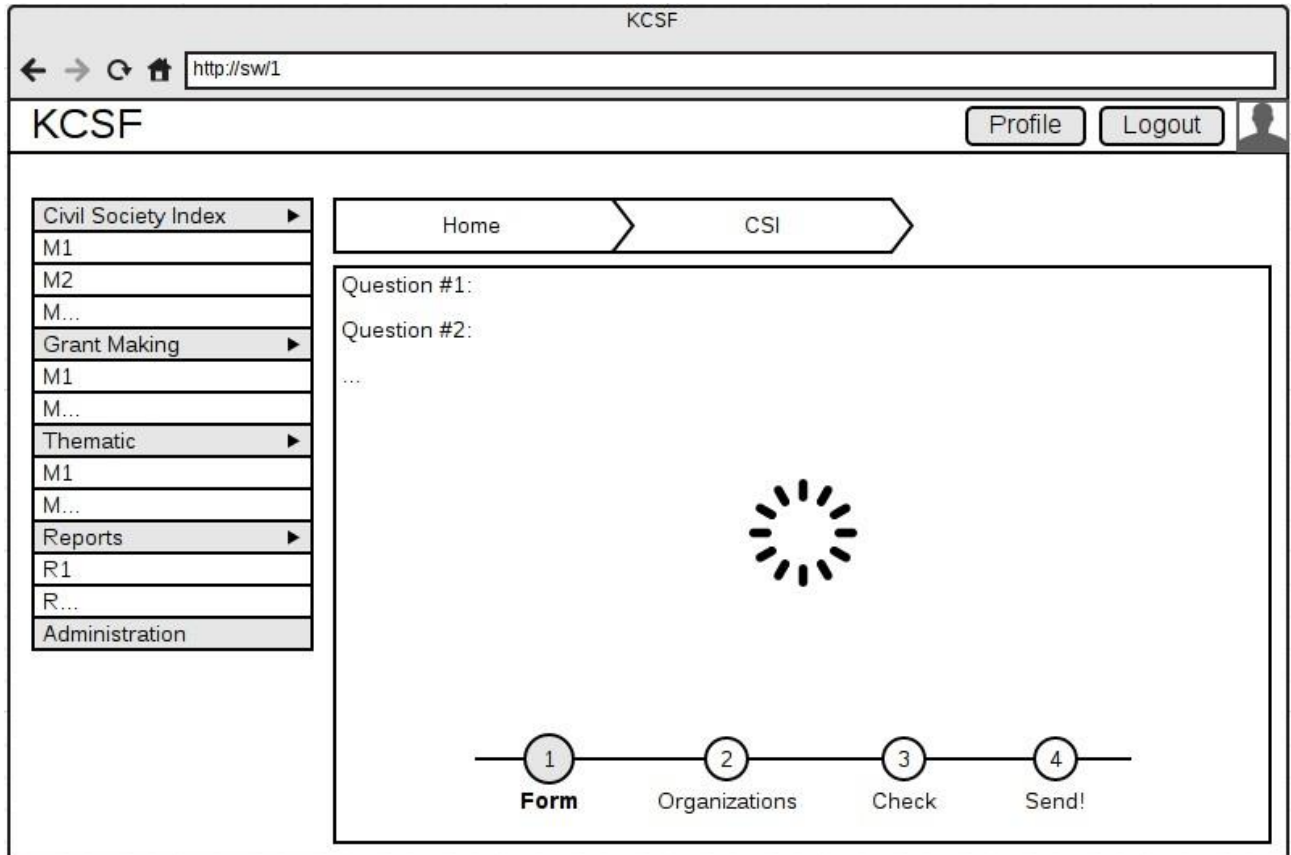


Image 1: User Interface Sample

2.2 Hardware Interfaces

Software will be accessed only from internal network apart from the surveys and organizational profile update. Every update and change will be stored on the servers' disk.

2.3 Communications Interfaces

Software interaction is done mainly through HTTPS (port 443) except in cases where e-mail will be used to notify users and organizations.

3. System Features

System requirements will be shown in terms of Use Cases, which will describe the work-flow of the processes covered by the Software.

Use Case List

Use Case ID	Primary Actor	Use Cases
UC-1	KCSF Member	User Login
UC-2	KCSF Member	Change Password
UC-3	CS Member	Reset Password
UC-4	KCSF Member	User Avatar
UC-5	KCSF Member	Administrator Password Change
UC-6	KCSF Member	CS Registration
UC-7	KCSF Member	Civil Society (CS) Edit
UC-8	KCSF Member	CS Profile: Employees
UC-9	KCSF Member	Question Management / New
UC-10	KCSF Member	Question Management / Edit
UC-11	KCSF Member	Form Management / New
UC-12	KCSF Member	Form Management / Edit

<u>UC-13</u>	CS Member	CS Questionnaire
<u>UC-14</u>	KCSF Member	Grant Application
<u>UC-15</u>	KCSF Member	Grants: Project Milestones
<u>UC-16</u>	KCSF Member	Application for Coaching
<u>UC-17</u>	KCSF Member	Application for Training
<u>UC-18</u>	KCSF Member	Upload Document for CS organization
<u>UC-19</u>	KCSF Member	Thematic Module
<u>UC-20</u>	KCSF Member	Add Category of the Topic (Thematic Module)
<u>UC-21</u>	KCSF Member	Thematic: topic overview
<u>UC-22</u>	KCSF Member	Thematic: Timeline management
<u>UC-23</u>	KCSF Member	Thematic: Follow Up
<u>UC-24</u>	KCSF Member	Reports
<u>UC-25</u>	KCSF Member	Reports Filtering

Use Case Diagrams

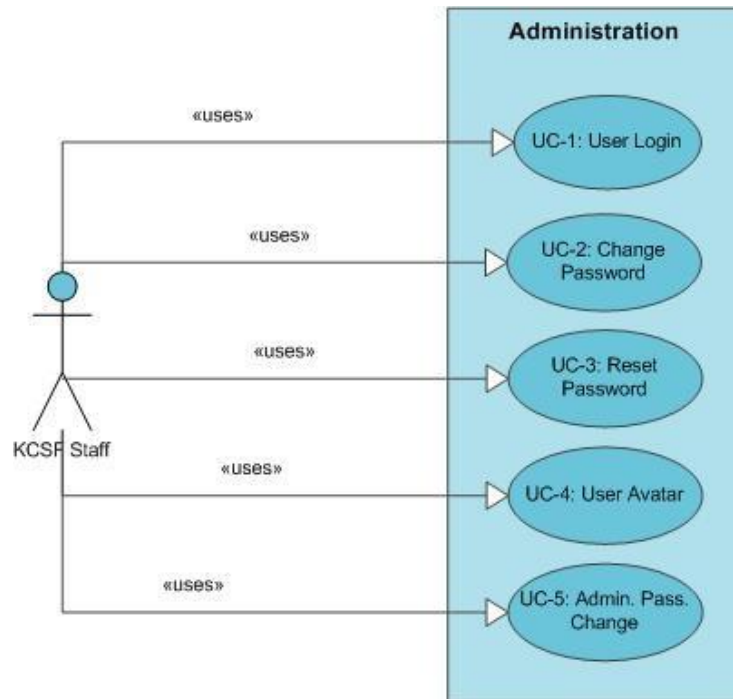


Image 2: Administration

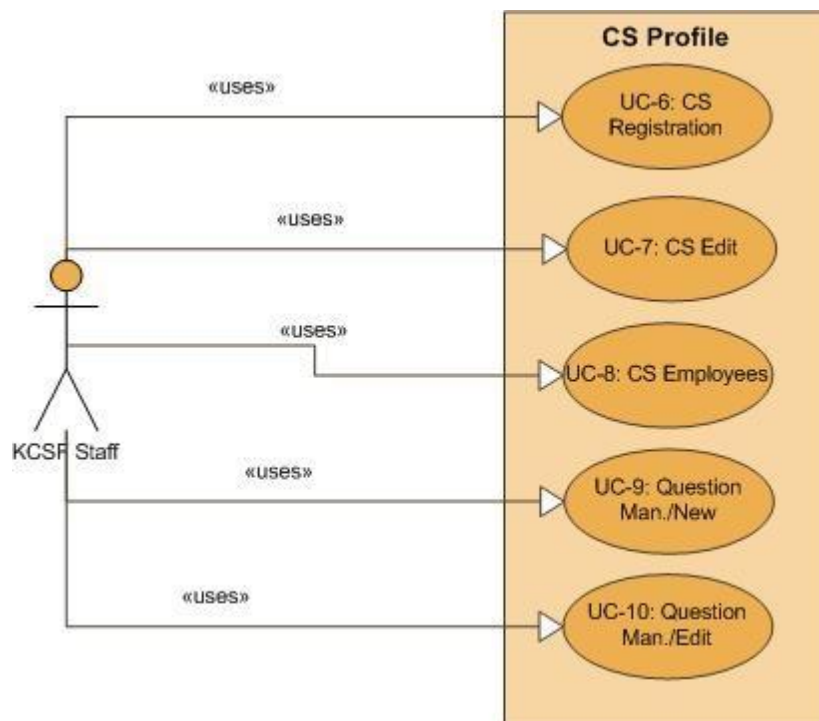


Image 3: CS profile

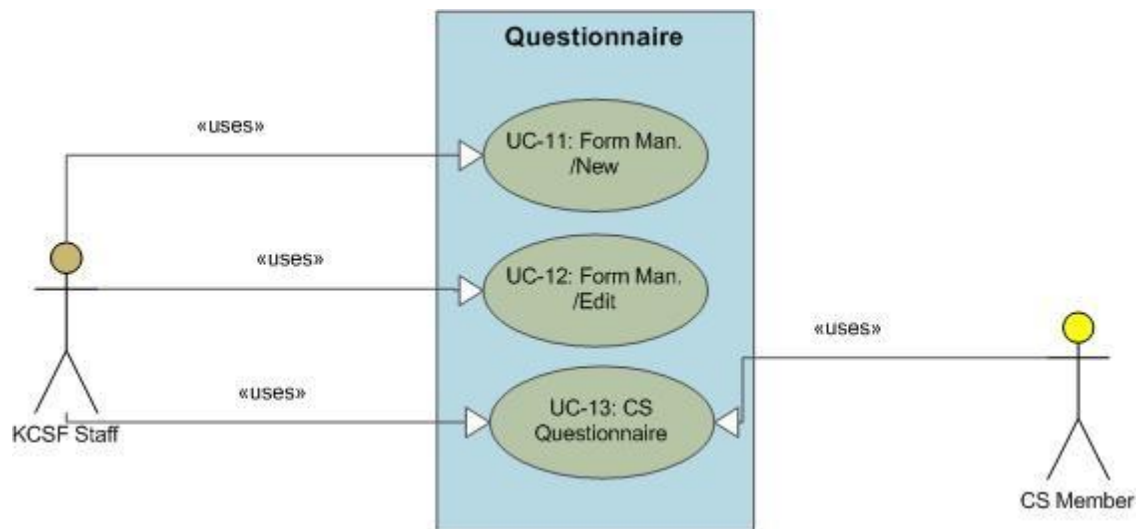


Image 5: Questionnaire

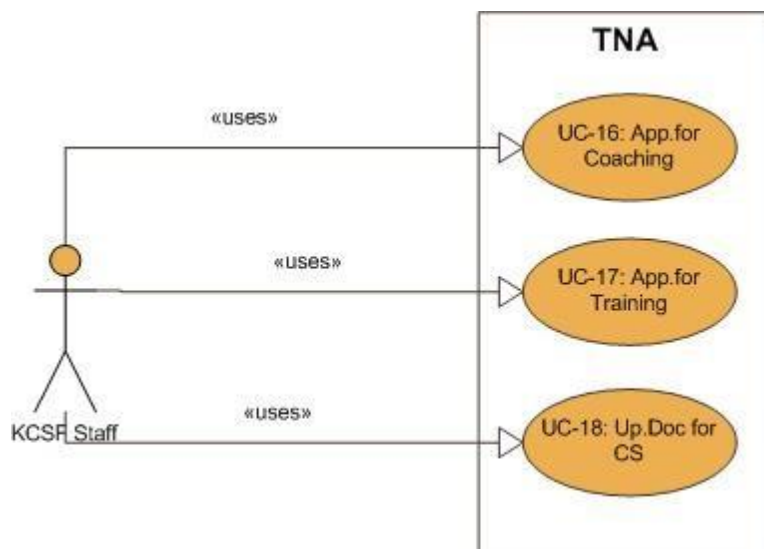


Image 6: TNA

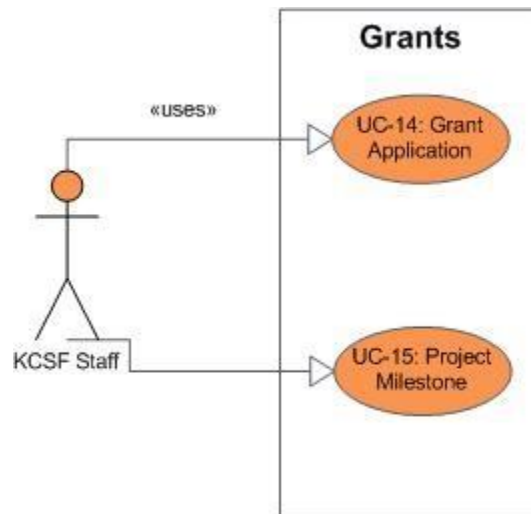


Image 7: Grant Making

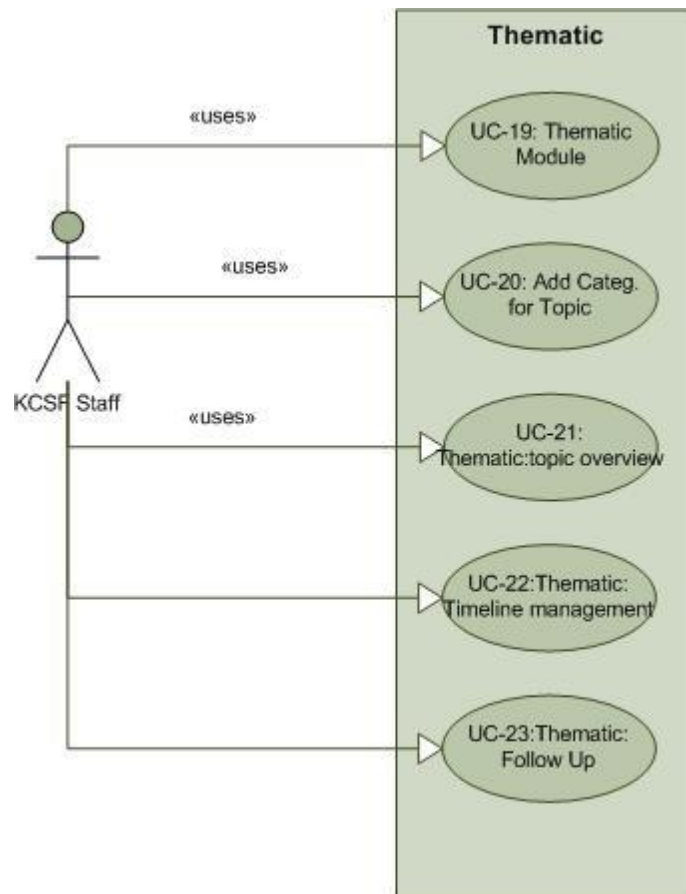


Image 8: Thematic Module

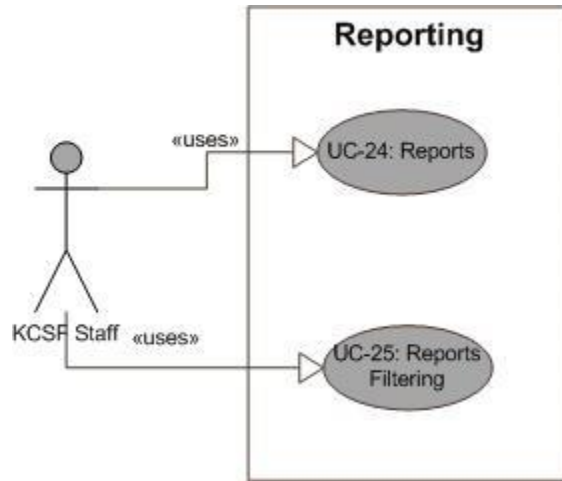


Image 9: Reporting

3.1 User Login

3.1.1 Use Case

Use Case ID:	UC-1		
Use Case Name:	User Login		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	User logs in.		
Trigger:	Login Button		
Preconditions:			
Postconditions:	User is now logged in.		
Normal Flow:	1. Navigation to SW URL 2. Enter username and password 3. Press login		
Alternative Flows:	Reset password		

Exceptions:	None
Includes:	This use case has a link with the UC-2
Frequency of Use:	Daily
Special Requirements:	Internet connection should be available
Assumptions:	None
Notes and Issues:	None

3.2 Change Password

3.2.1 Use Case

Use Case ID:	UC-2		
Use Case Name:	Change Password		
Created By:	&	Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	User changes password.		
Trigger:	Login -> Profile -> Change Password Button		
Preconditions:	Login Required		
Postconditions:	New password is set		
Normal Flow:	<ol style="list-style-type: none"> 1. Login to system 2. Select profile 3. Select Change Password 		

	4. Fill form
Alternative Flows:	Reset Password
Exceptions:	Password does not meet strength
Includes:	This use case has a link with the UC-3
Frequency of Use:	1 per year
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.3 Reset Password

3.3.1 Use Case

Use Case ID:	UC-3		
Use Case Name:	Reset Password		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	Resetting a forgotten password		
Trigger:	Login Page -> Forgot Password		
Preconditions:	Does not know password.		

Postconditions:	New password is set.
Normal Flow:	<ol style="list-style-type: none"> 1. Login page 2. Selects Forgot password 3. Fills username and email 4. Password is sent to email
Alternative Flows:	KCSF Software Administrator places a temporary password which user is forced to change on the first login.
Exceptions:	None
Includes:	
Frequency of Use:	1 per year
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.4 User Avatar

3.4.1 Use Case

Use Case ID:	UC-4		
Use Case Name:	User Avatar		
Created By:	&	Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	User Avatar which will be present throughout system		

Trigger:	User Profile -> Profile Info
Preconditions:	Does not have an avatar.
Postconditions:	
Normal Flow:	<ol style="list-style-type: none"> 1. Login 2. Select Profile 3. Select Avatar 4. Update
Alternative Flows:	None
Exceptions:	None
Includes:	A default avatar
Frequency of Use:	Whenever.
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.5 Administrator Password Change

3.5.1 Use Case

Use Case ID:	UC-5		
Use Case Name:	Administrator Password Change		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Administrator		

Description:	Administrator changes users password
Trigger:	Login -> Administration -> Users -> User -> Change Password
Preconditions:	Login Required
Postconditions:	The selected user now has a temporary pass.
Normal Flow:	<ol style="list-style-type: none"> 1. Administrator Login 2. Selects user 3. Temporary password is assigned 4. Ticket is created
Alternative Flows:	None
Exceptions:	None
Includes:	
Frequency of Use:	1 per year
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	A ticket will be created and logged for auditing.

3.6 Civil Society Registration

3.6.1 Use Case

Use Case ID:	UC-6
Use Case Name:	CS Registration

Created By:		Last Updated By:	
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Date Created:	12/02/2015	Last Revision Date:	
Actors:	KCSF Member		
Description:	Civil Society Profile Registration		
Trigger:	Actor presses the new Profile Button		
Postconditions:	<ol style="list-style-type: none"> 1. Organizational profile will be created. 2. Organization may continue with the Questionnaire. 		
Normal Flow:	<ol style="list-style-type: none"> 1. Actor presses the new Profile Button 2. Enters basic information of the Organization 3. Actor presses the save button 4. Organization profile is created 		
Alternative Flows:	<p>2a. Basic mandatory fields to be added</p> <ol style="list-style-type: none"> 1. System will prompt that mandatory fields were not entered. 2. Actor fills all mandatory fields 3. Use case resumes at point 4. <p>3a. Actor presses the save button, organization is already in the database</p> <ol style="list-style-type: none"> 1. System will prompt that organization already exists in the database. 2. Actor presses cancel. 		

	Use case resumes at point 2
Exceptions:	<p>3a. Actor presses the save button and the form is not saved</p> <ol style="list-style-type: none"> 1. System will prompt the error exception 2. System will return to step 2 and resume.
Includes:	
Frequency of Use:	1 or 2 times per week
Special Requirements:	Internet connection should be available
Assumptions:	Use case is based on the Organization registration form provided by KCSF
Notes and Issues:	

3.7 Civil Society Editing

3.7.1 Use Case

Use Case ID:	UC-7		
Use Case Name:	Civil Society (CS) Edit		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		

Description:	Edit Organization Profile
Trigger:	Login Page -> CSI -> Organization -> Edit
Preconditions:	Filled hard copy form is required.
Postconditions:	None
Normal Flow:	<ol style="list-style-type: none"> 1. KCSF Member selects Organization 2. Updates fields 3. Saves
Alternative Flows:	None
Exceptions:	None
Includes:	
Frequency of Use:	Monthly
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.8 CS Profile: Employees

3.8.1 Use Case

Use Case ID:	UC-8		
Use Case Name:	CS Profile: Employees		
Created By:		Last Updated By:	

Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	Organizations Employees		
Trigger:	Login Page -> CSI -> Organizations -> Organization -> Members		
Preconditions:	None		
Postconditions:	None		
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Select CSI 3. Selects an Organization 4. Tab: Members 5. New 6. Enters data 7. Saves 		
Alternative Flows:	None		
Exceptions:	None		
Includes:			
Frequency of Use:	Monthly		
Special Requirements:	Internet connection should be available		
Assumptions:			
Notes and Issues:	This data is later used on TNA Module.		

3.9 Question Management / New

3.9.1 Use Case

Use Case ID:	UC-9
Use Case Name:	Question Management / New

Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Administrator		
Description:	Adding an new uncategorized question		
Trigger:	Login Page -> System -> Questions -> New		
Preconditions:	None		
Postconditions:	A new question is available throughout system		
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Selects System -> Questions 3. New 4. Enters question 5. Selects type 6. Selects ageing 7. Depending on the type ads available answers 8. Saves 		
Alternative Flows:	None		
Exceptions:	None		
Includes:			
Frequency of Use:	Monthly		
Special Requirements:	Internet connection should be available		
Assumptions:			
Notes and Issues:			

3.10 Question Management / Edit

3.10.1 Use Case

Use Case ID:	UC-10		
Use Case Name:	Question Management / Edit		
Created By:			
Date Created:	20/11/2014		
Actors:	KCSF Administrator		
Description:	Editing an uncategorized question		
Trigger:	Login Page -> System -> Questions -> New		
Preconditions:	None		
Postconditions:	A new question is available throughout system		
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Selects System -> Questions -> Question 3. Edits the question 4. Edits predefined answers 5. Saves 		
Alternative Flows:	None		
Exceptions:	None		
Includes:			
Frequency of Use:	Monthly		
Special Requirements:	Internet connection should be available		
Assumptions:			

Notes and Issues:	<p>Every time a questions is edited a new one will be created as to preserve old data.</p> <p>In this case a new form should be generated or an existing one should be updated.</p>
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3.11 Form Management / New

3.11.1 Use Case

Use Case ID:	UC-11		
Use Case Name:	Form Management / New		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Administrator		
Description:	Adding a new uncategorized form		
Trigger:	Login Page -> System -> Forms -> New		
Preconditions:	None		
Postconditions:	A new form is available throughout system		
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Selects System -> Forms 3. New 4. Name of the form 5. Selects multiple questions 6. Saves 		

Alternative Flows:	None
Exceptions:	None
Includes:	
Frequency of Use:	Monthly
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.12 Form Management / Edit

3.12.1 Use Case

Use Case ID:	UC-12		
Use Case Name:	Form Management / Edit		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Administrator		
Description:	Adding a new un-categorized form		
Trigger:	Login Page -> System -> Forms -> Form -> Edit		
Preconditions:	None		
Postconditions:	A form will be available throughout system		
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Selects System -> Forms -> Form 		

	3. Edit 4. Name
	5. Selects questions 6. Saves
Alternative Flows:	None
Exceptions:	None
Includes:	
Frequency of Use:	Monthly
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.13 CS Questionnaire

3.13.1 Use Case

Use Case ID:	UC-13		
Use Case Name:	CS Questionnaire		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	CS Member		
Description:	CS Questionnaire to be submitted by CS Member		
Trigger:	Send the link by email to the CS (or group of CS)		
Preconditions:	CS should be registered by KCSF member (refer to UC1)		
Postconditions:	Questionnaire is submitted and saved to		

	the database
Alternative Flows:	<p>2a. CS Member can go back to review his answers</p> <ol style="list-style-type: none"> 1. Presses the back button. 2. Revise the answer. 3. Resume from step 2. <p>3a. CS Member presses the save button system prompts for not all answered questions.</p> <ol style="list-style-type: none"> 1. CS member is directed to step 2 to revise the answers. 2. Resume from step 2.
Exceptions:	4a. Questionnaire is not saved to the database. Message of exception to be shown to the member.
Includes:	This use case has direct link with the UC-1
Frequency of Use:	1 per year
Special Requirements:	Internet connection should be available
Assumptions:	Use case is based on the CS questionnaire form provided by KCSF
Notes and Issues:	

3.14 Grant application

3.14.1 Use Case

Use Case ID:	UC-14
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Use Case Name:	Grant Application
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Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	CS organizations apply for grants in KCSF. KCSF registers this with a form.		
Trigger:	Grant Application button.		
Preconditions:	CS should be registered by KCSF member (refer to UC1)		
Postconditions:	Grant application form is registered into database		
Normal Flow:	<ol style="list-style-type: none"> 1. KCSF member opens a new application form 2. Fills all mandatory fields. <ol style="list-style-type: none"> 2a. Step two continues till the end of the application form. 3. KCSF member presses the save button. 4. Application form is saved to the database. 		
Alternative Flows:	<p>2a. KCSF member can go back to review his answers</p> <ol style="list-style-type: none"> 1. Presses the back button. 2. Revise the field. 3. Resume from step 2. 		
	<p>3a. CS Member presses the save button system prompts for not all answered fields.</p> <ol style="list-style-type: none"> 1. CS member is directed to step 2 to revise the answers. 2. Resume from step 2. 		

Exceptions:	4a. Application is not saved to the database. Message of exception to be shown to the actor.
Includes:	This use case has direct link with the UC-1
Frequency of Use:	1 or 2 per year
Special Requirements:	Internet connection should be available
Assumptions:	Use case is based on the application form provided by KCSF
Notes and Issues:	Should the actor be a CS member of KCSF member?

3.15 Grants: Project Milestones

3.15.1 Use Case

Use Case ID:	UC-15		
Use Case Name:	Grants: Project Milestones		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		

Description:	CS organizations apply for grants in KCSF. KCSF registers this with a form.
Trigger:	Milestone Registration

Preconditions:	CS should be registered by KCSF member (refer to UC1)
Postconditions:	Milestone is registered into the database for a specific grant.
Normal Flow:	<ol style="list-style-type: none"> 1. KCSF member opens a project. 2. Sets a milestone with a specific category with a specific date. 3. Adds a comment about the project or imports a document. 3. KCSF member presses the save button. 4. Milestone is registered in the project.
Alternative Flows:	<p>2a. KCSF member can go back to review the milestones</p> <ol style="list-style-type: none"> 1. Presses the back button. 2. Revise the fields. 3. Resume from step 2. <p>3a. CS Member presses the save button system prompts for not all fields were filled.</p> <ol style="list-style-type: none"> 1. CS member is directed to step 2 to revise the answers. 2. Resume from step 2.
Exceptions:	4a. Milestone is not saved to the database. Message of exception to be shown to the actor.

Includes:	This use case has direct link with the UC-14
Frequency of Use:	3 or 5 per year
Special Requirements:	Internet connection should be available
Assumptions:	Use case is based on the grant application form provided by KCSF
Notes and Issues:	

3.16 Application for Coaching

3.16.1 Use Case

Use Case ID:	UC-16		
Use Case Name:	Application for Coaching		
Created By:		Last Updated By:	
Date Created:	12/02/2015	Last Revision Date:	
Actors:	KCSF Member		
Description:	CS organizations are able to apply for coaching.KCSF member registers it.		
Trigger:	Register button		
Preconditions:	CS should be registered by KCSF member (refer to UC1)		

Postconditions:	Application form is registered into database
Normal Flow:	<ol style="list-style-type: none"> 1. KCSF member opens a new registering form 2. Fills all mandatory fields. <ol style="list-style-type: none"> 2a. Step two continues till the end of the application form. 3. KCSF member presses the save button. 4. Registering cation form is saved to the database.
Alternative Flows:	<p>2a. KCSF member can go back to review the fields</p> <ol style="list-style-type: none"> 1. Presses the back button. 2. Revise the field. 3. Resume from step 2. <p>3a. CS Member presses the save button system prompts for not all answered fields.</p> <ol style="list-style-type: none"> 1. CS member is directed to step 2 to revise the answers. 2. Resume from step 2.
Exceptions:	4a. Application is not saved to the database. Message of exception to be shown to the actor.
Includes:	This use case has direct link with the UC-1

Frequency of Use:	1 or 2 per year
Special Requirements:	Internet connection should be available
Assumptions:	Use case is based on the application form for coaching provided by KCSF
Notes and Issues:	Should the actor be a CS member of KCSF member?

3.17 Application for Training

3.17.1 Use Case

Use Case ID:	UC-17		
Use Case Name:	Application for Training		
Created By:		Last Updated By:	
Date Created:	12/02/2015	Last Revision Date:	
Actors:	KCSF Member		
Description:	CS organizations are able to apply for training.		
Trigger:	Register button		
Preconditions:	CS should be registered by KCSF member (refer to UC1)		
Postconditions:	Application form is registered into database		
Normal Flow:	<ol style="list-style-type: none"> 1. KCSF member opens a new registering form 2. Fills all mandatory fields. 		

	<p>2a. Step two continues till the end of the application form.</p> <p>3. KCSF member presses the save button.</p> <p>4. Registration form is saved to the database.</p>
Alternative Flows:	<p>2a. KCSF member can go back to review the fields</p> <p>1. Presses the back button.</p> <p>2. Revise the field.</p> <p>3. Resume from step 2.</p> <p>3a. CS Member presses the save button system prompts for not all answered fields.</p> <p>1. CS member is directed to step 2 to revise the answers. 2. Resume from step 2.</p>
Exceptions:	<p>4a. Application is not saved to the database. Message of exception to be shown to the actor.</p>
Includes:	<p>This use case has direct link with the UC-1</p>
Frequency of Use:	<p>1 or 2 per year</p>
Special Requirements:	<p>Internet connection should be available</p>
Assumptions:	<p>Use case is based on the application form for training provided by KCSF</p>
Notes and Issues:	<p>Should the actor be a CS member of KCSF member?</p>

3.18 Upload Document for CS organization

3.18.1 Use Case

Use Case ID:	UC-18		
Use Case Name:	Upload Document for CS organization		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	CS organizations provide documents related to their organization. KCSF member should be able to upload them.		
Trigger:	Login -> CSI -> Organization -> Documents -> List -> Upload		
Preconditions:	CS should be registered by KCSF member (refer to UC1)		
Postconditions:	Documents are uploaded to the database		
Normal Flow:	<ol style="list-style-type: none"> 1. KCSF member goes to the upload section. 2. Selects the organization to whom the documents belong. 3. KCSF member presses the upload button. 4. Documents are saved. 		
Alternative Flows:	2a. If the CS organization is not registered		

	<ol style="list-style-type: none"> 1. Process should be held by UC-1. 2. Go back to upload section. 3. Resume from step 2.
Exceptions:	4a. Documents are not saved to the database. Message of exception to be shown to the actor.
Includes:	This use case has direct link with the UC-1
Frequency of Use:	1 or 2 per year
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.19 Thematic Module

3.19.1 Use Case

Use Case ID:	UC-19		
Use Case Name:	Thematic Module		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	KCSF members enter documents, references, opinions for different predefined topics		
Trigger:	Register a topic.		

Preconditions:	
Postconditions:	Topics are registered to the database
Normal Flow:	<ol style="list-style-type: none"> 1. KCSF member goes to register a topic. 2. Selects the topic category 3. Fills the fields. 4. Uploads the documents (if there are) 5. Presses save button. 6. Topic is registered to the database.
Alternative Flows:	<p>2a. If the category of the topic is not registered.</p> <ol style="list-style-type: none"> 1. KCSF member should register the topic (ref. UC-12) 2. Resume to step 2.
Exceptions:	4a. Topic is not not saved to the database. Message of exception to be shown to the actor.
Includes:	This use case has direct link with the UC-11
Frequency of Use:	2 or 3 per year
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.20 Add Category of the Topic (Thematic Module)

3.20.1 Use Case

Use Case ID:	UC-20		
Use Case Name:	Add Category of the Topic (Thematic Module)		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	KCSF member can add additional category of a topic.		
Trigger:	Register a category		
Preconditions:			
Postconditions:	Category is registered into the database		
Normal Flow:	<ol style="list-style-type: none"> 1. KCSF member adds a category 2. KCSF selects or adds a new sub-category 3. KCSF member adds a topic. 4. Fills the name of the category 5. Selects a figure (for timeline) 6. Presses save button 7. Category is added 		
Alternative Flows:			
Exceptions:	4a. Topic is not not saved to the database. Message of exception to be shown to the actor.		
Includes:			

Frequency of Use:	2 or 3 per year
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.21 Thematic: topic overview

3.21.1 Use Case

Use Case ID:	UC-21		
Use Case Name:	Thematic: topic overview		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	Thematic Topic Overview		
Trigger:	Login Page -> Thematic -> Topic		
Preconditions:	None		
Postconditions:	None		
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Selects Thematic -> Category -> Topic 3. Topic overview 4. Vertical timeline 5. Printable version 		

	6. Filter based on predefined timeline types
Alternative Flows:	None
Exceptions:	None
Includes:	
Frequency of Use:	Monthly
Special Requirements:	Internet connection should be available
Assumptions:	
Notes and Issues:	

3.22 Thematic: Timeline management

3.22.1 Use Case

Use Case ID:	UC-22		
Use Case Name:	Thematic: Timeline management		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	Answer filtering		
Trigger:	Login Page -> Reports -> Report -> Filter		
Preconditions:	None		
Postconditions:	None		
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Reports -> Report -> Filter 3. Selects Form or leaves ALL 		

	<ul style="list-style-type: none"> 4. Selects question 5. Selects available predefined answer or “List all” if selected question was “open question” 6. Print or Export 7. Save
Alternative Flows:	None
Exceptions:	None
Includes:	
Frequency of Use:	Not specified
Special Requirements:	Internet connection should be available
Notes and Issues:	

3.23 Thematic: Follow Up

3.23.1 Use Case

Use Case ID:	UC-23		
Use Case Name:	Follow up an action at thematic report (timeline)		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	Assign a followup to user		
Trigger:	Login Page -> Thematic Module -> Category -> Sub-category -> Theme		

Preconditions:	None
Postconditions:	None
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Selects a theme 3. Assigns a user from list 4. Assigned user gets a notification on status bar and email.
Alternative Flows:	None
Exceptions:	None
Includes:	
Frequency of Use:	Not specified
Special Requirements:	Internet connection should be available
Notes and Issues:	

3.24 Reports

For every generated report, system has to be able to export it to Excel (if applicable) or PDF.

3.24.1 Use Case

Use Case ID:	UC-24		
Use Case Name:	Reports		
Created By:		Last Updated By:	
Date Created:	20/11/2014	Last Revision Date:	

Actors:	KCSF Member
Description:	General Report
Trigger:	Login Page -> Reports -> Generate
Preconditions:	None
Postconditions:	None
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Reports -> New 3. A wide range of filters will be presented where user can generate a desired report (based on access that he/she has) 4. Selects date 5. Enters title 6. Print or Export 7. Save
Alternative Flows:	None
Exceptions:	None
Includes:	
Frequency of Use:	Monthly
Special Requirements:	Internet connection should be available
Notes and Issues:	

3.25 Reports Filtering

3.25.1 Use Case

Use Case ID:	UC-25		
Use Case Name:	Reports Filtering		
Created By:		Last Updated By:	

Date Created:	20/11/2014	Last Revision Date:	
Actors:	KCSF Member		
Description:	Answer filtering		
Trigger:	Login Page -> Reports -> Report -> Filter		
Preconditions:	None		
Postconditions:	None		
Normal Flow:	<ol style="list-style-type: none"> 1. Logs in 2. Reports -> Report -> Filter 3. Selects Form or leaves ALL 4. Selects question 5. Selects available predefined answer or "List all" if selected question was "open question" 6. Print or Export 7. Save 		
Alternative Flows:	None		
Exceptions:	None		
Includes:			
Frequency of Use:	Not specified		
Special Requirements:	Internet connection should be available		
Notes and Issues:			

4. Other Nonfunctional Requirements

4.1 Performance Requirements

The software should perform at all times 24/7. It should be able to save the state of questionnaire sent to the third party clients.

5. Other Requirements

Appendix A: Lists

KCSF should provide all the drop down values. The system should leverage from these list thus it should be written in a such way that these should be easily changed.

Appendix A: Forms

KCSF should provide all related documents before the development of modules.