



Project Requirements

ITS Project Process, Deliverable 2.2

Date: 8/30/2006
Project Name: Magis IDMS Upgrade (to v1.6)
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ITS Sponsor: James Hooper
ITS Project Manager: Jarrod Car
Version 083006.1

Requirements provide enough information to be able to design a technical solution. Requirements will form the basis for testing and confirmation of successful implementation.

Business

Identify the business/academic processes, procedures, operations and other activities outside of the technology that must be developed or changed in this project.

ID	Name	Description	Owner	Status
BS1.0	User definitions & roles	Work with user community to define and document different types of users and their roles. Who "owns" IDMS application?	Jarrold Car	Open
BS2.0	Security Validation & Review	System must receive ok from ISO as compliant with HIPAA, FERPA, etc.	Jarrold Car	Open
BS3.0	Policies and Procedures - Part I	Policies and Procedures must be in place to govern ITS administration of system.	Austin Winkleman	Open
BS4.0	Policies and Procedures - Part II	Policies and Procedures must be in place for other departments providing data to IDMS system.	Austin Winkleman	Open
BS5.0	Architecture Validation & Review	System will receive architecture review & validation before acceptance	James Hooper	Open

Functional

Identify what the end users need to be able to accomplish with the technology, one operation at a time.

ID	Name	Description	Owner	Status
FN1.0	Existing faculty/staff interface continues to work	The existing interface with Banner and other systems will continue to work.	Jarrold Car	Open
FN2.0	Student data added	Student data will be interfaced into IDMS system.	Jarrold Car	Open

Infrastructure/Architecture

Identify the general hardware, software, authentication, and development/test environment requirements that are necessary to meet the project objectives.

Include capacity estimates (electrical, network ports, storage, rack space, floor space, etc.). Identify the desired location for installation and physical environmental requirements.

Identify any required relationships to and impact on existing systems.

ID	Name	Description	Owner	Status
IA1.0	Server	System must be installed on production-class hardware.	Jarrold Car	Open
IA2.0	Secure physical server location	Server will be housed in Des Peres Hall computer room.	Merle	Open
IA3.0	Backups run nightly	System will be backed up (frequency, type, etc.)	Jarrold Car	Open
IA4.0	Secure network connections	Secure network connectivity between Axiom and Banner; limit connectivity to those needing remote access. Explore VPN use.	Jarrold Car	Open
IA5.0	Document Data Dictionary	Document Fields from Banner and in new system	Interchange	Open
IA6.0	Document System Topology	Document graphically connections/dependencies to other infrastructure	Interchange	Open
IA7.0	Document System Processes	Document (name specifically) system processes and their purpose	Interchange	Open

Project Definition Requirements

IA8.0	Near real-time synchronization	System will have near real-time synchronization	Interchange	Open
IA9.0	Self-Service Interface	Users must be able to reset their password through a self service interface	Interchange	Open
IA10.0	Default Password	Default Password will be the Banner ID.	Interchange	Open
IA11.0	Password Complexity	Password complexity will be:	Interchange	Open

Disaster Recovery/Business Continuity

Identify the back up, failover, redundancy, and disaster recovery requirements that are necessary to meet the project objectives.

ID	Name	Description	Owner	Status
BC1.0	Define backup/recovery process	Identify situations that could necessitate a restore from backup tapes. Document the notification and approval process for such action.	Jarrold Car	Open
BC2.0	Test Backup	Test the backup by performing a restore of files.	Jarrold Car	Open

Training

Identify the general training components that are needed by implementors, users, and administrators to use the new or modified system.

Include expectations about size of training audience, intended facilitator, equipment/facilities, and ongoing training needs.

ID	Name	Description	Owner	Status
TR1.0	Administrator training	Provide ITS Administrators Training	Jarrold Car	Open
TR3.0	Help Desk Training	Provide training to CSC/Help Desk.	Jarrold Car	Open

Communications

List the general mechanisms to be used and audiences to be contacted, to maintain appropriate communication to all stakeholders during the life of the project including roll out to intended users.

ID	Name	Description	Owner	Status
CM1.0	Project Team Communication	Communication of project status with project team.	Jarrold Car	Open
CM2.0	Technical Team Communication	Communication of technical requirements to technical/functional Teams	Jarrold Car	Open
CM3.0	End user communication	Communicate the presence of the system to the community.	Jarrold Car	Open
CM4.0	Support Staff Communication	Communication of go-live dates to CSC.	Jarrold Car	Open
CM5.0	Self-Help Documentation	Documentation will be posted:	Jarrold Car	Open

Post-Project Support

List of the general resources needed to provide appropriate continuous support after the project implementation.

Include any known future staffing needs, costs for annual support (software licenses, etc), service level expectations, refresh strategy, and future governance structure.

ID	Name	Description	Owner	Status
SP1.0	Help Desk	Develop a product support plan for help desk.	Jarrold Car	Open
SP2.0	Data Flows	Document data flows for future support.	Jarrold Car	Open
SP3.0	Troubleshooting Documentation	T-shooting documentation for support teams	Jarrold Car	Open
SP4.0	Maintenance Fee for Axiom	TBD	Jarrold Car	Open
SP7.0	Annual backup costs	TBD	Jarrold Car	Open
SP8.0	Annual OS support costs	TBD	Jarrold Car	Open