

**Committee Management Scope Document**

**Version 5.0**

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## REVISION HISTORY

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<b>Date</b>	<b>Version</b>	<b>Description of Change</b>	<b>Author</b>
1/25/02	1.0	Initial draft.	C Blizard
1/28/02	2.0	Modified document.	K Collie
2/4/02	3.0	Incorporated comments from Anna Snouffer.	C Blizard
2/5/02	4.0	Incorporated comments from Anna Snouffer	C Blizard
2/22/02	5.0	Removed section numbers from the Product Features section in order to pull into RequisitePro	Carl Newcomer

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## **1. Introduction**

### **1.1 Background**

As part of a long term initiative sponsored by the Office of Extramural Research (OER), the eRA/IMPAC II Project will be migrating from the current Oracle Forms (both client/server and web enabled forms) software development tools to the more robust and flexible environment of J2EE software development tools. In addition, the Project will be implementing the Rational Unified Process (RUP) methodology as evident by this Scope document.

Due to the number of applications already deployed under Oracle Forms and new and emerging requirements, OER has selected certain low risk to implement in J2EE. Currently, the eRA/Commons System is being migrated to J2EE along with the newly identified business area Population Tracking. The Committee Management System was selected as another system to migrate since it was one of the first business areas deployed into production in March '1997; has been stable since its deployment; and would benefit most from the web technology. The Committee Management System was deployed before Oracle web enabled their forms, it is still running as a client/server application. The technology is now available for an upgrade to a robust web version of the Committee Management System.

#### *1.1.1 Purpose*

The purpose of this document is to define the scope and high-level business requirements of the Committee Management System. The structure and content of this document is based on the Rational Unified Process (RUP). It focuses on the capabilities and features needed by the stakeholders and the target users. The detailed requirements that are derived from these features are specified in the Software Requirements document (which will include Use Cases) and the Supplementary Specifications document. The Committee Management System will be developed in multiple releases. This document will be a living document. Initially it will focus on functionality to be delivered in releases 1 and 2. As additional J2EE technology upgrades are planned in the future, this document will evolve to capture the capabilities and features for those future releases.

### **1.2 Definitions, Acronyms, and Abbreviations**

This information is contained in the project Glossary.

### **1.3 References**

eRA J2EE Technology Overview, Logicon/ROW and Silicon Spirit Consulting Group, Inc, March, 2001.

Requirements meetings that were held on the following dates: October 10,2001; October 24, 2001; November 14, 2001; November 28, 2001; December 5, 2001; December 12, 2001; January 9, 2002; January 16, 2002; January 23, 2002; January 30, 2003; February 13, 2002; February 15, 2002; February 27, 2002 and March 6, 2002.

## **2. Positioning**

### **2.1 Business Opportunity/Scope**

The Committee Management System will provide a technology upgrade to the existing client-server Committee Management application.

The current version of the client-server Committee Management System, provides the user community with a centralized entry point for managing committees. It employs an outdated client-server technology and has encountered various technology-related problems since its onset to the present time. The new J2EE-based system will provide a more secure, scalable, maintainable, portable and efficient (in terms of performance) system.

The Committee Management System allows users to create, update and maintain committee information; create, update and maintain slates; and create, update and maintain meetings. It produces a variety of

reports, including Federal Register Notices and various financial reports.

### 3. Stakeholder and User Descriptions

#### 3.1 User Environment

The Office of Federal Advisory Committee Policy (OFACP) Committee Management Officers (CMOs) are the primary users and stakeholders of the Committee Management system. OFACP oversees each of the Institutes and Centers (ICs) CMOs and their activities. The Committee Management system must support the many laws, regulations, and policies such as the Federal Advisory Committee Act (FACA) passed by Congress, Government in the Sunshine Act, and GSA Final Rule. Because of the close link between Committee Management and Review, the system also supports some of the activities of the Scientific Review Administrators (SRAs) and Grants Technical Assistants (GTAs) in the area of meeting and roster setup. In addition, the Committee Management system supports the Scientific Review and Evaluation Award (SREA) Office which is responsible for the reimbursement of costs incurred by consultants and services such as hotel conference rooms provided for the committee activities. As a result, the NIH CMO user community requires an on-line system that is flexible and responsive to these broad requirements.

#### 3.2 Stakeholder Profiles

This section describes in detail the stakeholders' profiles, in terms of their roles, responsibilities, success criteria, and involvement in the Commons Version 2 development effort. The following aspects will be used to define a stakeholder's profile:

**Representative.** The stakeholder's representative to the project. This will either be the name (or names) of individual(s), or a specific body of people.

**Description.** A brief description of the stakeholder type.

**Type.** Qualifies the stakeholder's expertise, technical background, and degree of sophistication—that is, guru, casual user, etc.

**Responsibilities.** The stakeholder's key responsibilities with regards to the system being developed; that is, their interest as a stakeholder. Some examples might be "captures details," "produces reports," or "coordinates work."

**Success Criteria.** Stakeholder's definition of success for this project.

**Involvement.** Stakeholder's involvement in this project, if any.

**Deliverables.** Any deliverables the stakeholder produces, and for whom.

**Comments/Issues.** Problems that interfere with success and any other relevant information. These would include trends that make the stakeholder's job easier or harder.

Stakeholder	Representatives	Profile	
NIH IT Management	J. J. McGowan, James Cain	Description	IT Project Management
		Type	Manages IT finances and priorities

Stakeholder	Representatives	Profile	
		Responsibilities	Responsible for all aspects of the eRA project in general, and all aspects of IMPAC II project in particular. Formal management reviews, as defined in the "eRA J2EE Project Management Plan."
		Success Criteria	Success is completion of the project within approved budget, and fulfillment of user needs in a timely manner.
		Involvement	Project guidance and review
		Deliverables	Responsible for delivering the Committee Management system to the user community.
		Comments/ Issues	None.
		Description	Communicates needs of NIH community to the Committee Management team.
		Type	Possesses strong communication and facilitation skills, along with good domain expertise.
		Responsibilities	Manages expectations of the users. Approves requirements documents.
CM Group Advocate	Anna Snouffer	Success Criteria	Project meets the specifications that have been agreed upon with the NIH community.
		Involvement	Project guidance and review
		Deliverables	Responsible for delivering the Committee Management system to the user community.
		Comments/ Issues	None

**3.3 User Profiles**

This section describes in detail the profile of each system user, in terms of their roles, responsibilities, success criteria, and involvement in the Committee Management development effort. The same aspects will be used to define a user's profile as were used to define the stakeholders' profiles, above.

User	Representatives	Profile	
Office of Federal Advisory Committee Policy (OFACP)	CM User Group	Description	Office of Federal Advisory Committee Policy
		Type	Possesses strong communication and facilitation skills, along with good domain expertise.
		Responsibilities	Reviews/approves plans for a committee. Establishes committees. Updates committees. Terminates committees. Reviews/approves nomination slate packages. Monitors compliance. Reviews and approves federal register notices.
		Success Criteria	Project meets the specifications that have been agreed upon with the NIH community.
		Involvement	Project guidance and review
		Deliverables	None.
		Comments/Issues	None.

User	Representatives	Profile	User
IC Committee Management Officer (IC CMO)	CM User Group	Description	IC Committee Management Officer
		Type	Possesses strong communication and facilitation skills, along with good domain expertise.
		Responsibilities	The IC CMO create/update plans for a committee. Create/update charter packages for a committee. Monitors compliance. Create/update nominee information. Create and submits slates. Processes approved nominations and appointments. Maintain committee/subcommittee and membership information. Update information for the Annual Report Identify Federal Staff Members for committees within their Institute. Identify the Chairgrant. Identify Nominees and place them on-hold. Create Slate Packages. Update Nominations. Create Meetings. Create Agendas. Enter Administrative Meeting Expenses. Enter Voucher Rates. Create Federal Register Notices. Enter Federal Register Administrative Data. Update the Roster. Enter Voucher Data. Enter ADB Order Number Information. Clear Federal Register Notices and forward them to OFACP.
		Success Criteria	Project meets the specifications that have been agreed upon with the NIH community.
		Involvement	Project guidance and review
		Deliverables	None
		Comments/ Issues	None
		SREA Officer	CM User Group
Type	Possesses strong communication, along with good domain expertise.		



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		Responsibilities	1. Enter Check Register Information. 2. Perform the OFM Upload. 3. Validate Vouchers.
		Success Criteria	Project meets the specifications that have been agreed upon with the NIH community.
		Involvement	Product reviewer, beta tester.
		Deliverables	None.
		Comments/ Issues	None.

User	Representative s	Profile	User
Scientific Review Administrator (SRA)	CM User Group	Description	Scientific Review Administrator
		Type	Possesses strong communication, along with good domain expertise.
		Responsibilities	<ol style="list-style-type: none"> <li>1. Identify Federal Staff Members for committees within their Institute.</li> <li>2. Identify the Chairgrant.</li> <li>3. Identify Nominees and place them on-hold.</li> <li>4. Create Slate Packages.</li> <li>5. Update Nominations.</li> <li>6. Create Meetings.</li> <li>7. Create Agendas.</li> <li>8. Enter Administrative Meeting Expenses.</li> <li>9. Enter Voucher Rates.</li> <li>10. Update the Roster.</li> <li>11. Enter Voucher Data.</li> </ol>
		Success Criteria	Project meets the specifications that have been agreed upon with the NIH community.
		Involvement	Product reviewer, beta tester.
		Deliverables	None
		Comments/Issues	None

User	Representatives	Profile	
Grants Technical Assistant	CM User Group	Description	Grants Technical Assistant
		Type	Possesses strong communication, along with good domain expertise.
		Responsibilities	<ol style="list-style-type: none"> <li>1. Identify Federal Staff Members for committees within their Institute.</li> <li>2. Identify the Chairgrant.</li> <li>3. Identify Nominees and place them on-hold.</li> <li>4. Create Slate Packages.</li> <li>5. Update Nominations.</li> <li>6. Create Meetings.</li> <li>7. Create Agendas.</li> <li>8. Enter Administrative Meeting Expenses.</li> <li>9. Enter Voucher Rates.</li> <li>10. Update the Roster.</li> <li>11. Enter Voucher Data.</li> </ol>
		Success Criteria	Project meets the specifications that have been agreed upon with the NIH community.
		Involvement	Product reviewer, beta tester.
		Deliverables	None.
		Comments/Issues	None.
NIH Administrator	NIH User Support Team	Description	User support staff
		Type	Possesses strong communication, along with good domain expertise.
		Responsibilities	Support users.
		Success Criteria	Project meets the specifications that have been agreed upon with the NIH community.
		Involvement	Supports users.
		Deliverables	None.
		Comments/Issues	None.

#### 4. Product Overview

This section provides a high level view of the Committee Management System capabilities, interfaces to the external Office of Financial Management and the Users.

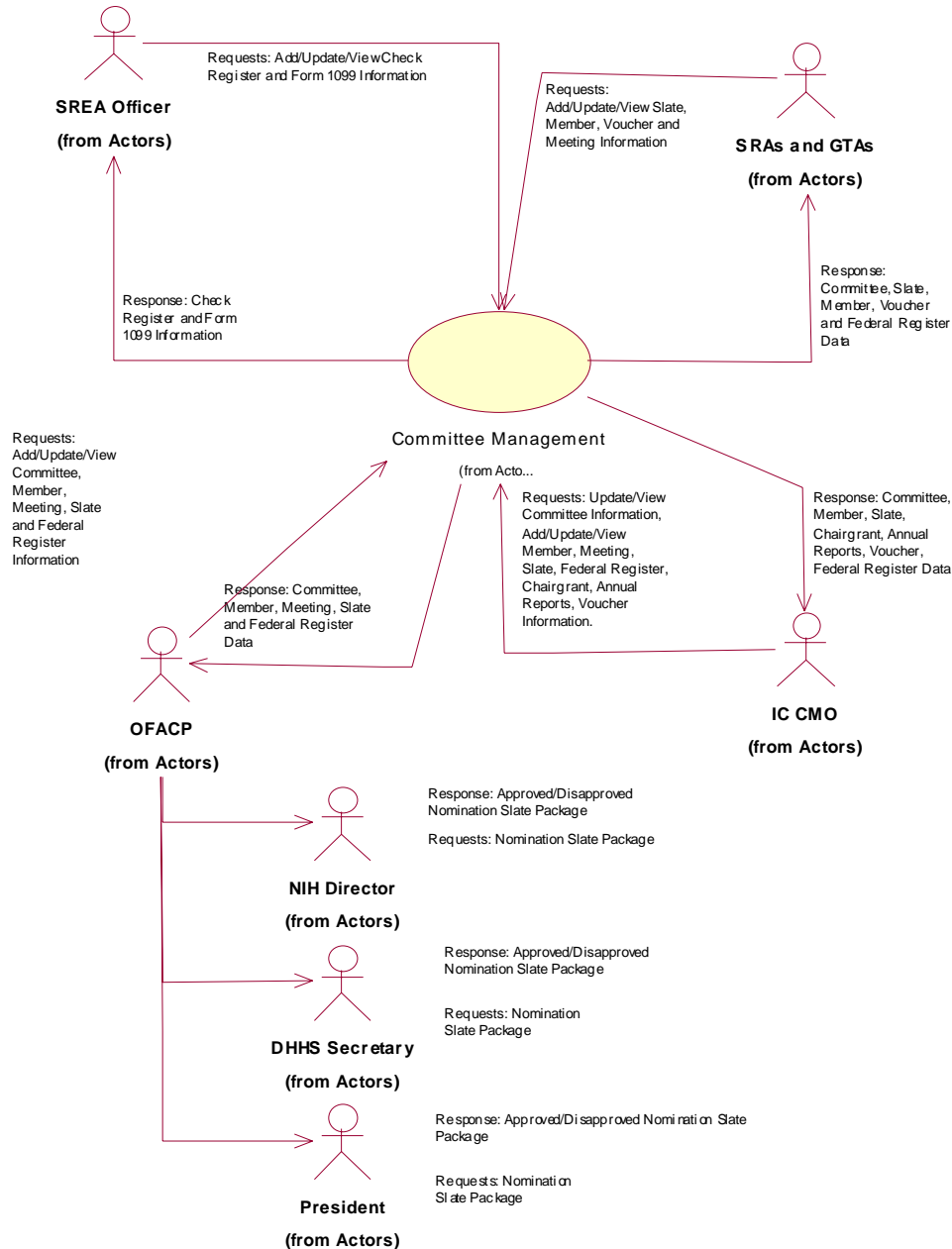
##### 4.1 Product Perspective

The Committee Management System will replace the existing client-server Committee Management

System in a phased and incremental fashion.

The Committee Management System will consist of a client component and one or more server components to be determined in the Architecture and design phase. The client component must be web-based, running within the Netscape Navigator or Internet Explorer browser on any platform.

The interface to the Office of Financial Management system for exchange of electronic files will be determined in the External Interface document at a future



date.

Figure 1 – Committee Management Context Diagram

#### 4.2 Summary of Capabilities

The table in this section identifies the capabilities of the Committee Management. Each capability is

described in terms of benefits and features. The features are further described in section 5 of this document. As the project evolves, this section will expand to document benefits and features of future releases.

<b>Customer Benefit</b>	<b>Description/Supporting Features</b>
Committee Activities; committee versions and affiliations	<p>OFACP officials will be able to create, update and terminate all committees. OFACP officials monitor compliance.</p> <p>IC CMO officials will be able to update committee, federal staff, chairgrant and annual report information for committees within their institute.</p> <p>The IC CMO monitors compliance. .</p> <p>IC CMO Officials, SRAs and GTAs will be able to identify federal staff members for the committees within their institute and identify the Chairgrants within their institute.</p>
Perform Member Selection	<p>SRAs and GTAs will be able to identify nominees, place nominees on hold, create slates and update the nominations.</p> <p>IC CMOs will be able to identify nominees, create slates, update nomination information, submit the slate and process approved nominations and appointments. The IC CMO will also be able to maintain committee/subcommittee and membership information.</p> <p>OFACP Officials will be able to review and approve slates. The slate approval process is currently being reviewed for digital signatures.</p>
Perform Pre-Meeting Activities	<p>SRAs, GTAs and the IC CMO will be able to create meetings, create agendas, create rosters, enter administrative meeting expenses, enter voucher rates, create federal register notices and enter federal register administrative information.</p> <p>The IC CMO will be able to create federal register notices and forward them to OFACP.</p> <p>OFACP will be able to approve/return federal register notices.</p>
Perform Post-Meeting Activities	<p>The SRAs, GTAs and IC CMOS will be able to update the roster, enter voucher data and enter ADB order number information.</p> <p>The SREA Officer and IC CMO will be able to enter check register information and perform the OFM Upload.</p>

Customer Benefit	Description/Supporting Features
Committee Financial Banner Screen	<p>The IC CMO will be able to maintain chair grant information and the criteria for defaulting the chair grant for meetings.</p> <p>The SREA Officer will be able to maintain the default voucher rates; maintain the voucher data; maintain check register data; and OFM data.</p> <p>The SRA/GTA will be able to maintain voucher data and check register data.</p>

#### 4.3 Assumptions and Dependencies

The following assumptions and dependencies relate to the capabilities of the Committee Management system, as outlined in this document.

None.

#### 4.4 Cost and Pricing

Committee Management development efforts will meet the cost guidelines established by the NIH eRA oversight boards and committees.

#### 4.5 Licensing and Installation

There are no licensing requirements for the Committee Management System. Since the Committee Management product is web-based, installation of the product is not necessary.

### 5. [CM Product Features](#)

This section defines and describes the features of the Committee Management System. Features are the high-level requirements that are implemented to deliver benefits to the users.

Features are segmented into logical categories which may map into subsystems during implementation. Each category is marked as a 'parent' requirement and the specific requirements within that feature are marked as 'child' requirements. All features are numbered using a universal numbering scheme of <PARENT>.<CHILD>.

The table below provides a summary of the parent categories:

Category	Description
CA	Committee Activities
NAA	Nomination and Appointment Activities
MA	Meeting Activities
UA	User Administration
SEC	Security
ST	Status
SYS	System
REP	Reports

#### 5.1 [System \(SYS\) Feature](#)

[The system shall graciously handle and log all errors encountered.](#)

[The system shall provide reports on general system use and exceptional behavior.](#)

[The system shall provide convenient mechanisms for startup, shutdown, and recovery of individual](#)

subsystems.

The system shall provide a user interface through a thin, browser based client.

The user interface shall follow standard interface conventions based on acceptable industry standards.

The user interface shall include on-line help features.

The user interface shall include links to the release notes.

The user interface shall include links to the status of reported bugs.

The system shall be generally available for use on a 24x7 basis with limited downtime acceptable for system upgrades and unexpected conditions.

The system shall provide performance and response times generally consistent with industry standards for Internet applications.

The system shall provide configurable auditing capabilities.

The system shall report exceptional conditions to an administrator via e-mail.

The system shall provide programmatic interfaces to the grantee community and the Federal Commons.

## **5.2 Security (SEC) Features**

Users shall provide a valid login ID and password for entry into the Committee Management System.

Users shall be able to logout of the Committee Management System.

The system shall use the existing security privileges.

The system shall provide a persistent, secure connection between the user and the system.

## **5.3 User Administration (UA) Features**

An IC's technical representative shall be able to submit a registration request for users within his/her institute.

The NIH Administrator shall be able to approve registration requests that have been submitted by Signing Officials. Upon receiving NIH Administrator approval, the system shall send an e-mail confirmation to the Signing Official (SO) who has registered the institution.

An Accounts Administrator (AA) shall be able to add, modify, or delete user accounts.

A Committee Management user shall be able to view the user name, account type, number of logins, and last login date associated with his/her account.

## **5.4 Banner Screen Features**

The system shall display a splash screen that provides users with an interface to system functions.

## **5.5 Committee Activities (CA) Features**

The OFACP shall be able to create, edit, amend and terminate committees. The IC CMO shall be able to edit, amend and terminate committees.

The system shall cascade changes made to the parent committee to its subcommittees.

The OFACP and IC CMO shall be able to add, edit or delete federal staff members.

All users shall be able to view committee affiliation information.

All users shall be able to view committee version information.

All users shall be able to view the status of members at various workflow points.

The OFACP and IC CMO shall be able to generate annual reports.

IMPAC II shall FTP data in an XML format to GSA.

## **5.6 Nomination and Appointment Activities (NAA) Features**

The IC CMO, SRA and GTA shall be able to search for and select nominees and appointments for a slate.

The IC CMO, SRA and GTA shall be able to create a new slate and select nominees for that slate.

Nominees shall be selected individually or through a select all function.

The IC CMO shall be able to submit the slate.

OFACP shall be able to enter slate approvals.

The system shall provide an e-mail alert capability to notify users of the completion of specific slate notification workflow points.

The IC CMO, SRA and GTA shall be able to update the nominations.

### 5.7 Meeting Activities (MA) Features

The SRA or GTA shall be able to create, update and delete meetings.

The SRA or GTA shall be able to create, update and delete meeting locations.

The SRA or GTA shall be able to create or update a federal register notice agenda.

The SRA or GTA shall be able to create or update rosters.

The SRA, GTA, IC CMO or SREA Officer shall be able to enter or update voucher data.

The IC CMO or SREA Officer shall be able to enter or update the ADB Order information.

The SRA or GTA shall be able to enter free-form text, at the meeting level, that will appear on the federal register notice.

The SRA or GTA shall be able to enter free-form text comments for each meeting attendee. These comments will appear on the Meeting Roster.

The SRA or GTA shall be able to modify the default voucher rates at the meeting level.

The system shall provide an e-mail alert capability to notify users of the completion of specific meeting workflow points.

OFACP shall be able to unfreeze federal register notices and the meetings announced on the notices.

OFACP and IC CMOs shall be able to enter free-form text for the tracking of federal register notices.

The system shall provide an e-mail alert capability to notify users of the completion of specific federal register workflow points.

The SRA or GTA shall be able to combine meetings.

The users shall be able to view applications associated with a meeting.

The SRA or GTA shall be able to define workgroups.

### 5.8 Committee Financial (CFS) Features.

The IC CMO shall be able to add, edit or delete chair grants.

The IC CMO shall be able to define the criteria for defaulting the chair grant for meetings.

The SREA Officer shall be able to maintain the default rates for travel, per diem and consultant fees.

The SRA, GTA or SREA Officer shall be able to enter or update voucher data.

The IC CMO or SREA Officer shall be able to enter or update the ADB Order information.

The SRA, GTA or SREA Officer shall be able enter or update check register information.

The SRA, GTA, IC CMO or SREA Officer shall be able to download check register information from the CSR checkwriting system into Committee Management.

The SREA Officer shall be able to upload the checks to the Office of Financial Management.

The system shall allow SREA Officers to mark individual checks for upload.

### 5.9 Reporting (REP) Features

The system shall generate reports to PDF and RTF formats.

The system shall generate all nomination slate reports with one command.

The system shall include the meeting attendee comments on the Meeting Roster Report.

The IC CMO shall be able to create a federal register notices for all types of committees, including the entry of free-form text. The Federal Register Notice shall include the meeting comments.

The system shall generate female/minority statistics on advisory committee members serving as a 'temporary member' on an 'initial review group'. There will be two separate reports created; 1) IC Specific; 2) All NIH Committees.

The system shall generate an IPF Codes Report.

The system shall generate a committee list report to display committee type, appointment authority and agency.

The system shall generate a statistical report on the number of special government employees (SGE) that are required to file an OGE Form and are required to receive annual ethics training.

The system shall generate the Form OGE 450.

The system shall generate Form I-9.

The system shall generate Form SF 61.

The system shall generate Form OF 306.

The system shall generate Form SF 256.

The system shall generate FMS Form 2231.



[The system shall generate the Applicant's Statement of Selective Service Registration Status.](#)  
[The system shall generate the Administrative Fact Sheet for NIH Committees Funded by Scientific Review and Evaluation Awards.](#)  
[The system shall generate the Administrative Fact Sheet for Special Government Employees Serving on NIH Advisory Committees.](#)

## **5.10 Future Releases**

### *5.10.1 Administrative Module*

Develop a module to help OFACP and CM users initiate, create and/or manage meetings, minutes, agendas and other communications associated with a NIH meeting. Examples of these meetings are the Committee Management Officers Committee, CM User Group, CM JAD and SREA Coordinating Committee.

### *5.10.2 Conference Planning for Advisory Committees held at NIH*

Allow users to access NIH Conference Services database and tentatively reserve rooms for upcoming NIH Federal advisory committee meetings. Currently, to locate conference space at NIH, one must contact NIH Conference Services. This office has a system that checks the availability of conference rooms and reserve rooms for NIH Federal advisory committee meetings. Having a link/access to NIH Conference Services database would be beneficial to the user community. The user would be able to locate available rooms and tentatively reserve rooms for their upcoming advisory committee meetings. NIH Conference services would review the request and confirm or deny it.

### *5.10.3 Chartering Process*

Allow users to create and update documents associated with an advisory committee charter. An advisory committee cannot meet until a charter and filing letters are in place for that committee. Currently committee charters and other documents associated with committee charters are developed or updated using some type of word processor. The capability to create documents associated with the establishment, amendment, rechartering, renewal or termination of an advisory committee in the CM Module would provide a more efficient and effective management of the chartering process. Also, the capability to track charters through the approval process would provide additional management controls as charters are reviewed and approved at many different levels at NIH and DHHS.

### *5.10.4 Build Business Rules to Automatically Archive Data from OLTP to IRDB*

Each year data in the CM IMPAC II Module increases. Reasons why data increases are new advisory committees are added, more meetings are held and Federal Register notices are created, more members/consultants are invited to attend advisory committee meetings, and the financial data increases. It is becoming increasingly difficult to scroll and locate data efficiently. Moving specific data such as Federal Register notices, nomination slates, meetings, financial data and vouchers would greatly affect system performance and help us effectively manage the data. Users would have the capability to access this data through the IRDB if necessary.

### *5.10.5 Transfer data from the CM IMPAC II Modules to the GSA FACA database*

Transfer should occur on a monthly basis. Data transferred will include meetings, members, costs and DFOs. The transfer of data from the IMPAC II data to the GSA FACA database will use XML programming. This will provide the public with accurate information through the FACA database and eliminate data clean up at the end of the fiscal year.

### *5.10.6 Disk Space for CV's and resumes*

These documents are part of the nomination and appointment process. In order to fully automate the nomination process, CV's and resumes need to be stored in IMPAC II.

## **6. Constraints**

The technology infrastructure of the IMPAC II Systems needs reassessment and upgrade, the user interface and business functionality was designed in partnership with the NIH community and is generally

well accepted. The Committee Management System will enhance the functionality that is “under the hood” while retaining (as much as possible) what users have already invested in the process of defining the functional requirements and developing the user interface. Therefore, in addition to the assumptions and dependencies listed in Section 4, the following constraints apply to the Committee Management System:

[The system shall not modify any existing screen's look and feel without approval of NIH management.](#)  
[The system shall not add any functionality to any existing screen's look and feel without approval of NIH management.](#)

The new CM system should integrate with the existing Committee Management reports.

The new CM system should integrate with the existing security architecture of IMPACII as managed by the IMPACII User Admin module.

## **7. Quality Ranges**

This section defines the quality ranges for performance, robustness, fault tolerance, usability, and similar characteristics for the Committee Management System. These characteristics will be discussed in more detail in the Supplemental Specification document.

[Availability:](#) The System shall be available 24 hours a day, 7 days a week.

[Usability:](#) The System shall allow the users to provide 'human factors' feedback online.

[Usability:](#) The System shall include on-line help for the user. Users should not require the use of a hardcopy Manual to use the System.

[Maintainability:](#) The system shall not hardcode system parameters.

## **8. Precedence and Priority**

This section provides some direction on the relative importance of the proposed system features. Since the detailed requirements have not been worked out yet it is difficult to estimate schedules and establish priorities at this time. As time progresses, this section will be filled in with a prioritized list of features per release.

## **9. Other Product Requirements**

### **9.1 Applicable Standards**

[The desktop user-interface shall be running under the Netscape Navigator Version TBD or greater or Internet Explorer Version TBD.](#)

### **9.2 System Requirements**

[The system shall interface with the existing IMPACII System.](#)

[The server component of the system shall operate on a Sun Solaris operating system, located at the NIH CIT.](#)

[The client component of the system shall operate on any personal computer with a the Netscape Navigator Version TBD or greater or Internet Explorer Version TBD or greater.](#)

### **9.3 Performance Requirements**

Detailed performance requirements will be described in the Supplementary Specification document.

### **9.4 Environmental Requirements**

None.

## **10. Documentation Requirements**

This section describes the documentation requirements of the Committee Management System.

**10.1 User Manual**

The User Manual shall describe use of the System from users viewpoint. The User Manual shall include:

- Minimum System Requirements
- Logging On
- Logging Off
- All System Features
- Customer Support Information
- System Administrators Manual

The User Manual shall be available as hardcopy and through the online help.

**10.2 On-line Help**

On-line Help shall be available to the user for each system function. Each topic covered in the User Manual shall also be available through the on-line help.

**10.3 Installation Guides, Configuration, Read Me File**

Since the Committee Management System shall be a web-based application; no installation will be required by the user.

**10.4 Labeling and Packaging**

The NIH ERA logo shall be prominent on the user documentation and splash screens.

Since the initial releases are strictly for the NIH eRA community and not the general market, there shall be no development of product marketing literature, product packaging, or promotional materials.