



Committee Management Requirements Review Meeting

Meeting Date: March 4, 2003
Time: 1–3 p.m.
Location: NGIT
Advocate: Anna Snouffer
Analyst: Krishna Collie

Action Items

1. (Krishna) Change the version numbers on all Use Cases to 1.1.
2. (Krishna) Talk with Sara Silver and Mike Goodman about the order in which degrees are listed.
3. (Krishna) Check with Alastair Thomson regarding whether or not auditing is a global requirement.

Introduction

Krishna Collie provided a short review of the project. During Phase 1, there were Use Cases, which were reviewed by the CM JAD. The Use Case template and requirements have been changed since. The Use Cases that will be reviewed in this meeting conform to the new, Phase 2 template and define baseline requirements. Once the baseline requirements are approved, they cannot be changed or augmented without the approval of the Change Control Board (CCB). Insignificant, cosmetic changes that do not affect baseline requirements may be made.

Use Case Review

Action: (Krishna) Change the version numbers on all Use Cases to 1.1.

Be sure to use either the acronym or the standard short description but not the code throughout Use Cases.

Create Report

Section	Current with Change	Comment
1.3	Add to Actors: <ul style="list-style-type: none">• SREA• OFM	Both are Primary (both initiator and receiver).

Reporting Specifications

Section	Current with Change	Comment
	Add specs for headers, footers, data entity formats, etc.	
	Add: <ul style="list-style-type: none">• Sort order	

	<ul style="list-style-type: none"> Titles for sections (i.e., GTA, etc.) 	
2.6	Move “Print Cover and End Sheets” in table to next section.	
2.7	Field: As of Date default to System Date	
2.10	Add elements from Section 2.5, Meeting Roster Footnote Elements.	
2.11	Federal Staff: Change Mandatory from Yes to No.	
	Voucher #.	What parameters must be entered for this to run? What type of validation is needed?
2.13	Report Title: Change Yes to No in Unique, Mandatory and Multiple columns	
	CMTE Flex	Not sure if there was a change in the Mandatory section from Yes to No.
	Agenda_seq_num: Change Yes to No in Mandatory column.	
2.16	Report Title: Delete	
	Add Cover name.	

Verify Roster

Section	Current with Change	Comment
1.2	Verify who attends meetings.	
	Enter correct Brief Description. Delete current description.	
1.3	Update actors.	
2.1		Rewrite Basic Flow to add more details and to be more specific.
		Review prior Use Case. There were other elements that can be edited at this stage and should be added.
		Determine what data fields are actually displayed, and, of them, which ones can be edited.
		Check which artifacts go with which algorithms.
	Check: If voucher is already approved, it can't be	How is verification determined?

	changed.	
--	----------	--

Verify Roster Supplementary Specification

Section	Current with Change	Comment
1.3	Add all codes, e.g., Federal Employee Type category codes, full-time.	
		Need to clearly distinguish between Committee Members and Attendees.
2.1		Determine for all fields which are “display only” and which are editable.
	Actual <i>Attendee</i> Start Date	
	Actual <i>Attendee</i> End Date	
	<i>Attendee</i> Travel Type Code	

Verify Degrees

Section	Current with Change	Comment
		Note that degrees can be edited in the Person Module. However, in the CM module they are automatically populated and not editable.
2.1		The assumption for this section is that the user has done prior tasks to get to this point.
2.2	Insert between 2 and 3 the following: <ul style="list-style-type: none"> Select person and then fields to edit. 	

Verify Degrees Supplementary Specification

Section	Current with Change	Comment
	Note that the degrees are listed in the order shown in the Person Module.	Action: (Krishna) Talk with Sara Silver and Mike Goodman about the order in which degrees are listed.

Verify Voucher Status

Section	Current with Change	Comment
2.1	Clarify data, showing differences, for numbers 1, 2, and 4 in particular.	Action: (Krishna) Check with Alastair Thomson regarding whether or not auditing is a global

		requirement.
--	--	---------------------

Verify Voucher Status Supplementary Specification

Section	Current with Change	Comment
	Add travel orders.	Show on screen how person is traveling.
		IRGs and SEPs go through the SREA office. Make this a specific Use Case.
	Add voucher supplements to this Use Case.	How do we handle supplements? There needs to be some way to show that a voucher has a supplement, or, in many cases, more than one supplement.
2.1	Comments (Cmnts), Constraints column: VARCHAR(240 4,000)	

View Applications

Section	Current with Change	Comment
2.1	Add a step between 2 and 3 to describe the log-in screen	

Supplementary Specification

Section	Current with Change	Comment
2.1		What is the sort criteria?
	If Constraints are "Display Only", then the Mandatory column should show N/A.	The Mandatory requirement is applicable to editable fields only.

Copy Roster

Section	Current with Change	Comment
2.1	Rewrite the Basic Flow to include, after 5, the following: <ul style="list-style-type: none"> • Selects the Add option. • Selects the Role search. • Add Role search parameters to meeting. • Select one or all. 	
	"5. The system displays the meeting roster."	The query shows previous members of the

		meeting.
	“6. The system copies the roster member(s) to the <i>originally queried</i> meeting.	
2.2.1		Rewrite the Alternate flow in this section.
2.2.2	Move this section to the Basic Flow.	This is an automatic population of fields.
3.1		Add steps from logging into application to where we are now.

Attendees

Blizard, Colleen (NGIT)

Collie, Krishna (RN Solutions)

Hu, John (Oracle)

King, Angline (LTS)

Kuhn, Jeffrey (NGIT)

Lokshin, Alex (NGIT)

Magee, Ann (Mitretek)

Mwathi, Irene (NGIT)

Newcomer, Carl (NGIT)

Rikhi, Monica (NGIT)

Seppala, Sandy (LTS/OCO)

Snouffer, Anna (OD)