

ITERATION 1

Group 35



NGO PROJECT PORTFOLIO MANAGEMENT SYSTEM

The deliverable 1 document will outline our project proposal for our client at **EPI-USE** and **groupelephant.com**. This document will include client information, the requested project, a preliminary investigation, problem analysis and a requirement analysis of our proposed system, as well as other relevant systems that we have investigated.

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Table of Contents

2. Table of Figures	6
3. Table of Tables	7
4. Table of Appendix A	12
5. Client Information	13
5.1 Introduction	13
5.2 Background of Organisation	13
5.3 Organisational Structure and Business Environment	13
.....	15
5.4 Contact Person(s).....	16
5.5 Conclusion	16
6. Project Request	17
6.1 Introduction	17
6.2 Project Request Description	17
6.3 Conclusion	17
7. Preliminary Investigation	18
7.1 Introduction	18
7.2 Problem / Vision Statement	18
7.3 Business Goals and Objectives (SMART).....	19
7.4 Preliminary Assumptions and Constraints	20
7.4.1 Assumptions	20
7.4.2 Constraints	20
7.5 Summary of Data Collected	21
7.5.1 Data Collection Overview.....	21
7.5.2 Sources of Data	21
7.5.3 Methods of Data Collection	21
7.5.4 Summary of Documentation Reviewed	21
7.5.5 Key Findings from Data Collected	22
7.5.6 What we learned:	22
7.6 Conclusion	22
8. Problem Analysis	23

8.1 Introduction	23
8.2 Rich Picture of Current System	23
8.3 Gap Analysis.....	24
8.4 Rich Picture of New Proposed System	25
8.5 Conclusion	25
9. Requirement Analysis	26
9.1 Introduction	26
9.2 Functional Requirements List	26
9.2.1 User Subsystem	26
9.2.2 Role Subsystem.....	26
9.2.3 Inventory Management Subsystem	27
9.2.4 Group Subsystem	27
9.2.5 Warehouse Subsystem	27
9.2.6 Admin Subsystem.....	27
9.2.7 Transport Subsystem	28
9.2.8 Project Management Subsystem.....	28
9.2.9 K9 Subsystem.....	29
9.2.10 Rhino Subsystem	29
9.2.11 Elephant Subsystem	29
9.2.12 Photo Subsystem.....	29
9.2.13 Budget Subsystem	30
9.2.14 Bike Subsystem	30
9.2.15 Caterer Management Subsystem	30
9.2.16 Accommodation Subsystem.....	30
9.2.17 Report Subsystem.....	31
9.2.18 Vendor Management Subsystem.....	31
9.2.19 Machine Learning Subsystem	31
9.2.20 System Subsystem19. MACHINE LEARNIN.....	31
9.3 Table with Functional Requirements Description and Details	32
9.3.1 User Subsystem.....	32
9.3.2 Role Subsystem.....	40

9.3.3 Inventory Management Subsystem	49
9.3.4 Group Subsystem	59
9.3.5 Warehouse Subsystem	67
9.3.6 Admin Subsystem.....	72
9.3.7 Transport Subsystem	83
9.3.8 Project Management Subsystem.....	88
9.3.9 K9 Subsystem.....	119
9.3.10 Rhino Subsystem	131
9.3.11 Elephant Subsystem	135
9.3.12 Photo Subsystem.....	139
9.3.13 Budget Subsystem	145
9.3.14 Bike Subsystem	153
9.3.15 Caterer Management Subsystem	156
9.3.15.1 Create Catering Request.....	156
9.3.16 Accommodation Subsystem.....	161
9.3.17 Report Subsystem.....	166
9.3.18 Vendor Management Subsystem.....	181
9.3.19 Machine Learning Subsystem	189
9.3.20 System Subsystem.....	195
9.4 Non-Functional Requirements List (PIECES)	197
9.4.1 Performance	198
9.4.2 Information	200
9.4.3 Economics	202
9.4.4 Control	203
9.4.5 Efficiency	204
9.4.6 Services	206
9.5 Conclusion	207
10. Appendix A: Client Documentation	208
11. Appendix B: Other Systems Investigated	222
12. Appendix C: Complexity	223
13. Sign-off by Client.....	226

14. Sign-off by Team	227
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2. Table of Figures

Figure 1 Organisational Structure 1	13
Figure 2 Organisational Structure 2	13
Figure 3 Organisational Structure 3	14
Figure 4 Organisational Structure 4	14
Figure 5 Image of Dané Coetzee	15
Figure 6 Image of Antonia Michael	15
Figure 7 Rich Picture of Current System	22
Figure 8 Illustration of Rich Picture of New Proposed System	24

3. Table of Tables

Table 1 Improved Coordination and Management of Conservation Initiatives (SMART)	18
Table 2 Improved Financial Tracking and Reduction of Budget Overruns (SMART)	18
Table 3 Enhanced Ability to Predict and Manage Risks Across Initiatives	19
Table 4 Gap Analysis	23
Table 5 User Functional Requirements List.....	25
Table 6 Role Functional Requirements List	25
Table 7 Inventory Management Functional Requirements List.....	26
Table 8 Group Functional Requirements List	26
Table 9 Warehouse Functional Requirements List.....	26
Table 10 Admin Functional Requirements List	26
Table 11 Transport Functional Requirements List	27
Table 12 Project Management Functional Requirements List	27
Table 13 K9 Functional Requirements List	28
Table 14 Rhino Functional Requirements List	28
Table 15 Elephant Functional Requirements List	28
Table 16 Photo Functional Requirements List	28
Table 17 Budget Functional Requirements List	29
Table 18 Bike Functional Requirements List	29
Table 19 Caterer Management Functional Requirements List	29
Table 20 Accommodation Functional Requirements List	29
Table 21 Report Functional Requirements List.....	30
Table 22 Vendor Management Functional Requirements List	30
Table 23 Machine Learning Functional Requirements List.....	30
Table 24 Machine Learning Functional Requirements List.....	30
Table 25 User Login Description	31
Table 26 User Logout Description	32
Table 27 Reset Password Description	33
Table 28 Create User Description	34
Table 29 Update User Description	35
Table 30 View User Description	36
Table 31 Deactivate User Description	37
Table 32 View FAQ Description.....	38
Table 33 Create Role	39
Table 34 View Role Description	40
Table 35 Update Role Description.....	41
Table 36 Deactivate Role Description.....	42
Table 37 Create Role Permission Description	43
Table 38 Update Role Permission Description	44
Table 39 View Role Permission Description	45

Table 40 Deactivate Role Permission	46
Table 41 Assign Role Description	47
Table 42 Create Inventory Item Description	48
Table 43 View Inventory Item Description	49
Table 44 Update Inventory Item Description	50
Table 45 Remove Inventory Item Description	51
Table 46 Allocate Inventory Item Description	52
Table 47 Create Inventory Item Type Description	53
Table 48 View Inventory Item Type Description	54
Table 49 Update Inventory Item Type Description.....	55
Table 50 Deactivate Inventory Item Type Description	56
Table 51 Calculate Inventory Value Description	57
Table 52 Create Group Description	58
Table 53 View Group Description	59
Table 54 Update Group Description	60
Table 55 Deactivate Group Description	61
Table 56 Create Skill Description	62
Table 57 View Skill Description	63
Table 58 Update Skill Description	64
Table 59 Deactivate Skill Description	65
Table 60 Create Warehouse Description	66
Table 61 View Warehouse Description	67
Table 62 Update Warehouse Description	68
Table 63 Deactivate Warehouse Description	69
Table 64 Calculate Total Warehouse Content Value Description	70
Table 65 Create User's Account Description.....	71
Table 66 Update User's Account Description	72
Table 67 View User's Profile Description.....	73
Table 68 Deactivate User's Profile Description.....	74
Table 69 Add FAQ Description	75
Table 70 Update FAQ Description	76
Table 71 Remove FAQ Description	77
Table 72 Add FAQ Type Description	78
Table 73 View FAQ Type Description	79
Table 74 Update FAQ Type Description	80
Table 75 Remove FAQ Type Description	81
Table 76 Create Transport Request Description	82
Table 77 Update Transport Request Description	83
Table 78 View Transport Request Description	84
Table 79 Remove Transport Request Description	85
Table 80 Accept Transport Offer Description	86

Table 81 Create New Project Description	87
Table 82 View Project Description.....	88
Table 83 Update Project Description.....	89
Table 84 Deactivate Project Description.....	90
Table 85 Create Project Type Description	91
Table 86 View Project Type Description	92
Table 87 Update Project Type Description	93
Table 88 Deactivate Project Type Description	94
Table 89 Add Indemnity Form Description	95
Table 90 Update Indemnity Form Description	96
Table 91 View Indemnity Form Description	97
Table 92 Remove Indemnity Form Description	98
Table 93 Capture Indemnity Form Description	99
Table 94 Capture Project Feedback Description	100
Table 95 View Project Feedback Description	101
Table 96 Create Project Feedback Form Description	102
Table 97 Deactivate Project Feedback Form Description	103
Table 98 Create Project Impact Feedback Form Description	104
Table 99 View Project Impact Feedback Form Description	105
Table 100 Update Project Impact Feedback Form Description	106
Table 101 Remove Project Impact Feedback Form Description	107
Table 102 Capture Project Impact Feedback Form Description	108
Table 103 View Project Impact Feedback Description	109
Table 104 Create Deadline Description	110
Table 105 View Deadline Description	111
Table 106 Update Deadline Description	112
Table 107 Deactivate Deadline Description	113
Table 108 Create Milestone Description.....	114
Table 109 View Milestone Description.....	115
Table 110 Update Milestone Description.....	116
Table 111 Deactivate Milestone Description.....	117
Table 112 Add Dog Description.....	118
Table 113 View Dog Description	119
Table 114 Update Dog Description.....	120
Table 115 Remove Dog Description	121
Table 116 Assign User to Dog Description	122
Table 117 View User-Dog Assignment Description	123
Table 118 Update User-Dog Assignment Description	124
Table 119 Deactivate User-Dog Assignment Description	125
Table 120 Add K9 Role	126
Table 121 Update K9 Role Description	127

Table 122 View K9 Role Description	128
Table 123 Deactivate K9 Role Description	129
Table 124 Add Rhino Description	130
Table 125 View Rhino Description.....	131
Table 126 Update Rhino Description	132
Table 127 Deactivate Rhino Description.....	133
Table 128 Add Elephant Description	134
Table 129 View Elephant Description	135
Table 130 Update Elephant Description	136
Table 131 Deactivate Elephant Description	137
Table 132 Create Photo Group Description.....	138
Table 133 Update Photo Group Description.....	139
Table 134 Remove Photo Group Description.....	140
Table 135 Add Photo Description.....	141
Table 136 View Photo Description.....	142
Table 137 Remove Photo Description.....	143
Table 138 Create Project Budget Description.....	144
Table 139 Update Project Budget Description.....	145
Table 140 View Project Budget Description.....	146
Table 141 Deactivate Project Budget Description.....	147
Table 142 Log An Expense Description	148
Table 143 Update An Expense Description	149
Table 144 View An Expense Description	150
Table 145 Deactivate An Expense Description	151
Table 146 Capture Bike Location Description	152
Table 147 View Bike Location Description	153
Table 148 Deactivate Bike Location Description	154
Table 149 Create Catering Request Description.....	155
Table 150 View Catering Request Description.....	156
Table 151 Update Catering Request Description	157
Table 152 Deactivate Catering Request Description.....	158
Table 153 Accept Catering Offer Description	159
Table 154 Create Accommodation Request Description.....	160
Table 155 View Accommodation Request Description.....	161
Table 156 Update Accommodation Request Description.....	162
Table 157 Deactivate Accommodation Request Description.....	163
Table 158 Accept Accommodation Offer Description	164
Table 159 Generate Custom Report Description	165
Table 160 View Custom Report Description	166
Table 161 Update Custom Report Description	167
Table 162 Remove Custom Report Description	168

Table 163 Generate Bike Impact Report Description	169
Table 164 View Bike Impact Report Description	170
Table 165 Generate Budget Report Description	171
Table 166 View Budget Report Description	172
Table 167 Generate Rhino Report Description	173
Table 168 View Rhino Report Description	174
Table 169 Generate Elephant Report Description.....	175
Table 170 View Elephant Report Description	176
Table 171 Generate K9 Report Description	177
Table 172 View K9 Report Description.....	178
Table 173 Export Report Description	179
Table 174 Create Vendor Description.....	180
Table 175 Edit Vendor Description	181
Table 176 Deactivate Vendor Description.....	182
Table 177 View Vendor Description.....	183
Table 178 Create Vendor Type Description	184
Table 179 Update Vendor Type Description	185
Table 180 View Vendor Type Description	186
Table 181 Deactivate Vendor Type Description	187
Table 182 Create Project Risk Prediction Description	188
Table 183 View Project Risk Prediction Description	189
Table 184 Create Team Prediction Description	190
Table 185 View Team Prediction Description	191
Table 186 Create Budget Prediction Description	192
Table 187 View Budget Prediction Description	193
Table 188 Backup System Description	194
Table 189 Restore System Description	195
Table 190 Response Time Description	197
Table 191 Throughout Description	198
Table 192 Data Accuracy Description	199
Table 193 Data Completeness Description.....	200
Table 194 Resource Optimisation Description	201
Table 195 Role-based Access Control Description.....	202
Table 196 Process Efficiency Description	203
Table 197 Usability Description	204
Table 198 Reliability Description.....	205
Table 199 Mobile Phone Access Description	206
Table 200 Detailed Complexity Table	224

4. Table of Appendix A

A 1 Screenshot of Bike Check-In	197
A 2 Screenshot of Bike Drop Registration Link.....	198
A 3 Image Albums Shared	198
A 4 Screenshot of Meeting Minutes	199
A 5 Important Information Shared.....	199
A 6 Screenshot of Important Information Communicated	200
A 7 Screenshot of How Reminders Are Shared	200
A 8 Screenshot of Rules Shared Amongst WhatsApp Group	201
A 9 Screenshot showing Bike Routes and Accommodation	201
A 10 Screenshot sharing Call Times	202
A 11 Screenshot showing How to Upload Proof of Payment	202
A 12 Screenshot showing Where to Receive Live Updates.....	203
A 13 Screenshot sharing WhatsApp Polls on Groups	203
A 14 Screenshot showing Dress Code for the Tour	204
A 15 Screenshot showing Images Shared Amongst Groups.....	204
A 16 Screenshot showing Important Information Pertaining Merchandise	205
A 17 Screenshot showing Location Pins	205
A 18 Spreadsheet for Merchandise	206
A 19 Spreadsheet of Important Data Received Pertaining Bike Drop	206
A 20 Spreadsheet used for Cap and Shirt Sizes	207
A 21 Spreadsheet used for Shirt Sizes and Caps needed.....	207
A 22 Spreadsheet showing Items needed at Each Station	208
A 23 Spreadsheet sharing Transportation Details.....	208
A 24 Spreadsheet showing Action Items and Responsibilities	209
A 25 Screenshot sharing Important Items to be Packed and Rules.....	209
A 26 Spreadsheet showing Previous Tour Notes.....	210

5. Client Information

5.1 Introduction

This section serves to provide information on the background, business environment and organizational structure of our client, as well as information regarding the persons we are in contact with.

5.2 Background of Organisation

EPI-USE is a Global SAP HR/Payroll firm that forms part of Group Elephant, a global *mini conglomerate* comprising of over 20 brands, with 4200 employees and offices in 42 countries. The company was founded in 1983 by a University of Pretoria professor associated with the Computer Science department to fund expensive computer equipment. Initially the company provided consulting and implementation services for HR and payroll systems. As the company grew, they became one of the earliest adopters of the SAP Enterprise resource planning engine which led to a period of major growth from the 1990s through the 2000s. By the early 2010s EPI-USE established itself as the largest independent SAP specialist in the world. Group Elephant and by implication EPI-USE can be characterized by a key strategic focus on going '*Beyond Corporate Purpose*'. To achieve this, they make use of a hybrid business model through which they fund and operate non-profits as well as invest in impact businesses by channelling 1% of revenue from all projects to the non-profit Corporate Responsibility arm of the company called Elephants Rhinos and People (ERP).

5.3 Organisational Structure and Business Environment

EPI-USE Africa has its head offices at 46 Ingersol Road, Lynwood Glen, Pretoria. It is strategically located to be near the city's key business districts. This location ensures that multinational and local organisations have easy access to the company; and that the company is in a developed area with exceptional infrastructure. Furthermore, its proximity to the University of Pretoria provides a continuous flow of skilled graduates and a close relationship with staff, providing them with valuable real-world knowledge to carry over to students. EPI-USE finds themselves in the highly competitive boutique software/SAP business environment. According to SAP's website there are 73 SAP partners in South Africa. To stand out, EPI-USE focuses on providing customers with a higher quality service, rather than trying to compete on the prices of their services. The corporate responsibility Initiative, Elephants, Rhinos and people stands out both in its impact, as well as in its ability to involve employees.

EPI-USE Africa is a subdivision of EPI-USE and has the following organisational structure:

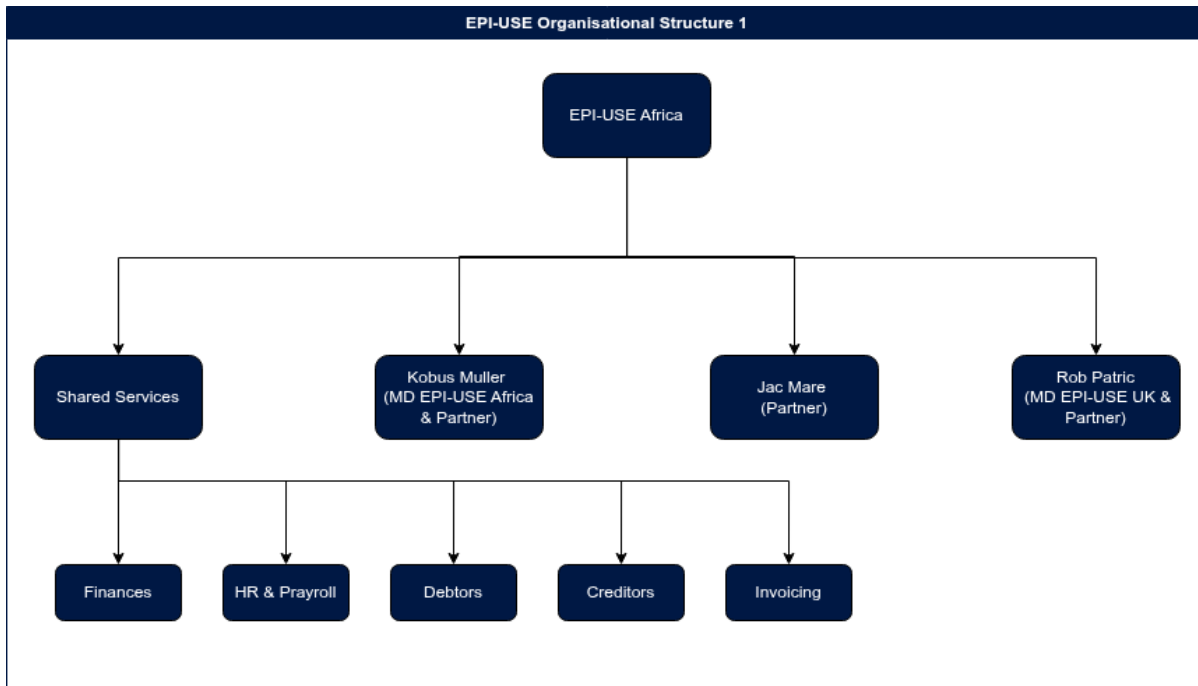


Figure 1 Organisational Structure 1

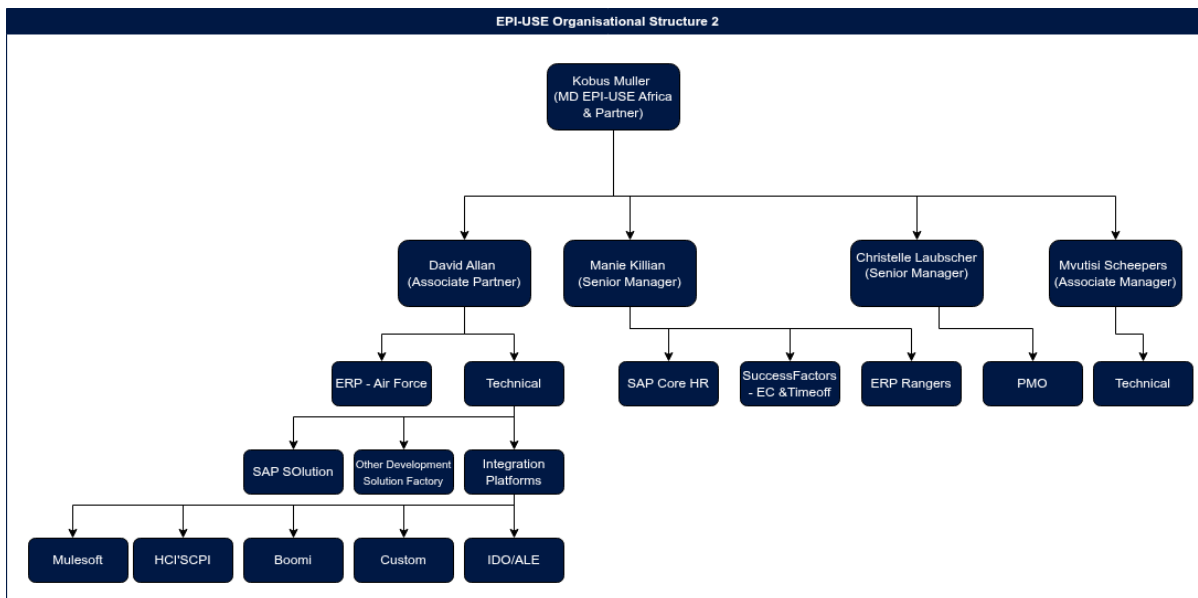


Figure 2 Organisational Structure 2

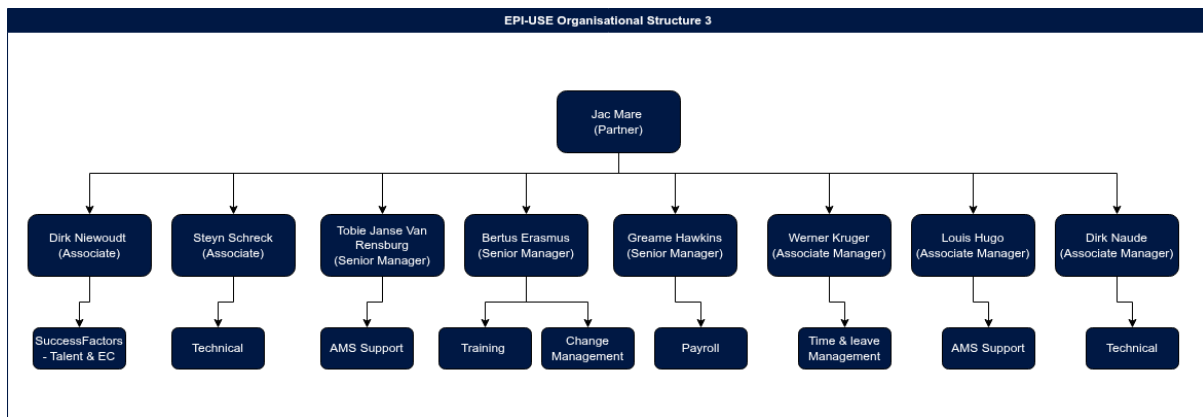


Figure 3 Organisational Structure 3

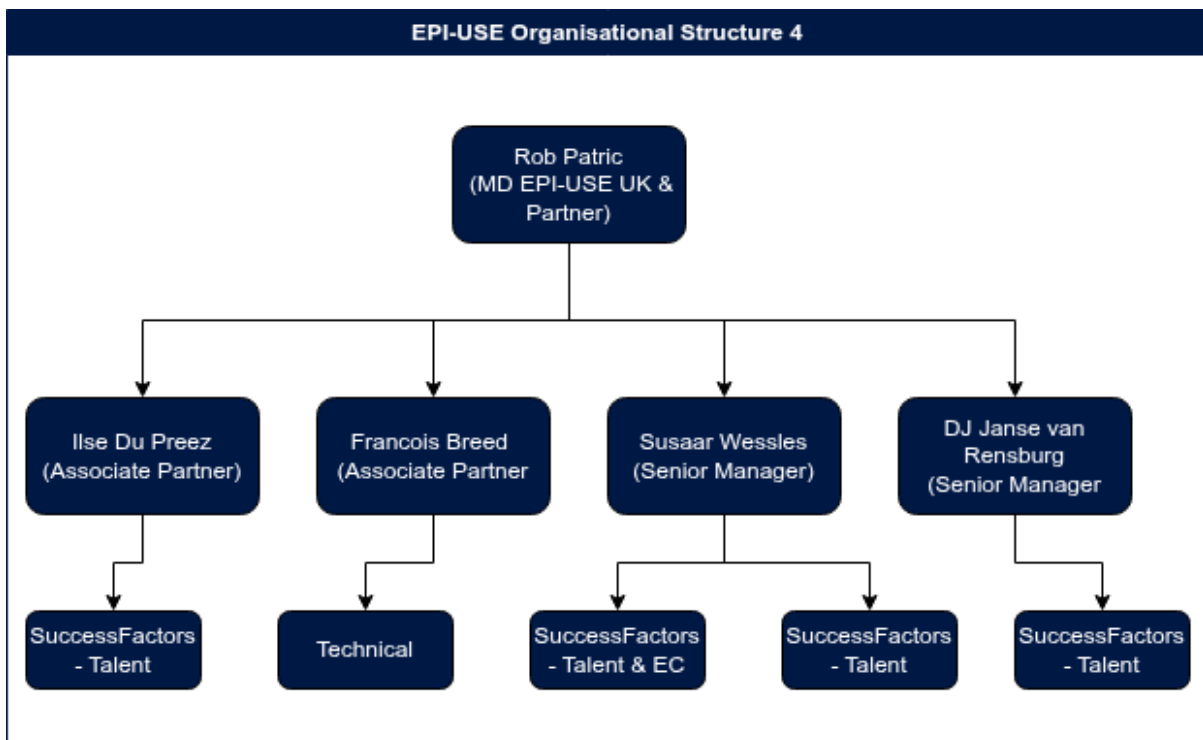


Figure 4 Organisational Structure 4

5.4 Contact Person(s)

Our team is in contact with two individuals from the EPI-USE Africa team. Through them we can communicate with all stakeholders that will be using our system.

Dané Coetzee

Email: dane.coetzee@epiuse.com

Phone Number: +27 079 873 8778

Job Title: SAP and SuccessFactors Functional Associate Consultant

Dané holds a Master of Commerce degree in Informatics Obtained at the University of Pretoria, where she also worked as an Assistant lecturer at the Informatics department. She is committed to lifelong learning and personal growth, which she tries to carry over to others through mentoring and teaching.



*Figure 5 Image of
Dané Coetzee*

Antonia Michael

Email: tonia.michael@epiuse.com

Phone Number: +27 079 736 0501

Job Title: SAP and SuccessFactors Consultant.

Tonia holds a Master's degree in Computer Science from the University of Pretoria obtained in 2020. She started her career at EPI-USE Africa in 2018, getting assigned as Project Manager for various projects of differing scopes. Additionally, she is not only focused on industry, but also the Academic field, having published numerous.

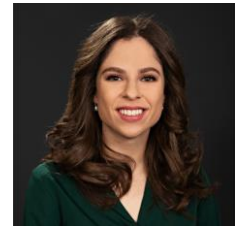


*Figure 6 Image of
Antonia Michael*

5.5 Conclusion

This section of the document concludes with details on the client, EPI-USE; including their history and background, organizational description and structure, areas of business, business environment, contact information, and background of the contact persons.

6. Project Request

6.1 Introduction

The project request offers a detailed overview of the system that EPI-USE requested, which is designed to tackle current challenges in managing their *Elephants, Rhinos and People* corporate responsibility project.

6.2 Project Request Description

The project request proposes an integrated NGO project portfolio management system (INPPMS) that will centralise the management of Group Elephant's multiple NGO projects/initiatives, including bike donations/drop-offs in rural communities, rhino and elephant relocation, as well as rhino dehorning.

Group Elephant currently manages these projects/initiatives in a decentralised manner using spreadsheets, emails, written documents and multiple WhatsApp groups, which leads to difficulty in tracking progress and budgets, the inefficient allocation of resources and volunteers, lack of predictive insight into project delays, risks or exceeding a given budget, limited ability to generate impact and financial reports for stakeholders, potential data inconsistencies and lack of a central repository, as well as no reports to compare different initiatives.

This system will streamline these projects/initiatives planning, budgeting, resource allocation and impact measurement while incorporating AI-driven predictions and analytics through user profiles and management, project management, budget and resource management, volunteer and staff management, reporting and analytics, notifications and alerts as well as recommend preferred vendors.

6.3 Conclusion

In this section the current system used by EPI-USE was described, and the proposed system that aims to address the functionality gaps was explored.

7. Preliminary Investigation

7.1 Introduction

The preliminary investigation covers the problem EPI-USE wants to solve with the system laid out in this document, who it affects, its impact on current stakeholders, and the problem/vision statement. It also addresses the business goals and objectives, along with all preliminary assumptions and constraints.

7.2 Problem / Vision Statement

The problem of ERP managing initiatives, including rhino and elephant relocations, rhino dehorning operations, K9 anti-poaching patrols and bike drops to rural communities, in a decentralized manner, with the use of spreadsheets, written documents and WhatsApp messages.

This leads to:

- Difficulty in tracking progress and budgets between different initiatives
- Inefficient allocation of resources and volunteers
- Lack of insights into project delays, budget overruns and or risks
- Difficulty in generating financial reports
- Data inconsistencies and the lack of a central repository
- No reports to compare the different initiatives

The stakeholders affected by the problem and the impact on each:

- Executive Managers
 - Inability to accurately compare initiatives
 - Difficulty in making decisions, due to data inconsistencies
- Project Managers
 - Time wasted using written documents, spreadsheets and messages
 - Difficulty in tracking budgets, resources and project delays
- Volunteers and Team Members
 - Unclear task assignments and resource allocation
 - Poor communication across different initiatives
- Finance Department
 - Difficulty in tracking budgets across initiatives
 - Difficulty in generating financial reports
- Sponsors
 - Delays in receiving financial and performance reports and or reviews
 - Limited transparency regarding project impact.

Key Benefits of a successful solution include:

- Centralised system for all the different initiatives
- Easy tracking of budgets, resource allocation and project timelines
- Improved decision making through AI-driven recommendations
- Reduced data inconsistencies
- Increased transparency and accountability
- Improved comparisons across all initiatives, with real time reports
- Optimised resource allocation
- Ease in generating financial reports

7.3 Business Goals and Objectives (SMART)

Improved Coordination and Management of Conservation Initiatives	
Specific	Improve the capabilities of project managers to manage and coordinate conservation initiatives including rhino and elephant relocations, rhino dehorning operations, K9 anti-poaching patrols, and bike drops to rural communities in a centralized system.
Measurable	Can be measured by the reduction in the use of written documents, spreadsheets and WhatsApp messages as well as the initiatives being managed within one central system.
Achievable	Will be achievable by creating a centralised project portfolio management system that allows initiative and budget tracking, resource allocation and reporting.
Relevant	Assists in the smooth running of different initiatives, reducing administrative workload and operational efficiency.
Timely	The successful completion and implementation of the system and goal must be completed by Project Day October 2025.

Table 1 Improved Coordination and Management of Conservation Initiatives (SMART)

Improved Financial Tracking and Reduction of Budget Overruns	
Specific	Increase the capabilities of the financial department in monitoring and controlling budgets across different initiatives.
Measurable	Can be measured by the reduction in budget overruns and time needed to generate financial reports.
Achievable	Will be achievable by automated budget tracking and ease of generating financial reports as well as alerts for overspending.
Relevant	Ensures financial stability and improves donor confidence.
Timely	The successful completion and implementation of the system and goal must be completed by Project Day October 2025.

Table 2 Improved Financial Tracking and Reduction of Budget Overruns (SMART)

Enhanced Ability to Predict and Manage Risks Across Initiatives	
Specific	The implementation of AI will improve the decision-making process by providing useful insights to identify potential risks such as resource allocation risks or budget overruns.
Measurable	Can be measured by identifying and reducing the risks across different initiatives before the occur.
Achievable	Will be achievable by integrating predictive analytics and consolidated dashboards into the system.
Relevant	Assist in the decision-making process, protects the wildlife operations from disruption and improves strategic planning.
Timely	The successful completion and implementation of the system and goal must be completed by Project Day October 2025.

Table 3 Enhanced Ability to Predict and Manage Risks Across Initiatives

7.4 Preliminary Assumptions and Constraints

7.4.1 Assumptions

- Management Support
 - It is assumed that executive management supports the creation and development of a centralised project portfolio management system.
- User Adoption
 - It is assumed that staff and project managers will be willing to adopt the new system after training.
- Availability of Data
 - It is assumed that existing project data such as spreadsheets and document can be transferred into the new system.
- Technical Infrastructure
 - It is assumed that Group Elephant has an internet connection as well as IT infrastructure to manage a web-based system.

7.4.2 Constraints

- Time Constraint
 - The Integrated NGO Project Portfolio Management System (INPPMS) needs to be finished by October 2025 (project day).
- Security Risks Constraint
 - Sensitive data such as rhino and elephant relocation plans need to be protected from threats.
- User Skills Constraint
 - Different staff members may have varying levels of IT skills and require easy to use interfaces and training.

7.5 Summary of Data Collected

7.5.1 Data Collection Overview

To understand the current process used by Group Elephant in managing their current NGO initiatives, data was collected from the client through document reviews, system screenshots, and meetings. The purpose was to identify existing workflows, documentation practices, and system gaps to inform the development of the integrated NGO Project Portfolio Management System.

7.5.2 Sources of Data

Data was collected from:

- Nicolai van der Merwe, project manager involved.
- Dané Coetzee, EPI-USE project representative assigned to the INF 370 project.
- Manie Kilian, rhino relocation project manager.

7.5.3 Methods of Data Collection

The following methods were used:

1. Review of existing documentation the organisation holds (budget sheets, planning sheets, etc.)
2. Screenshots of current tracking methods
3. Review of spreadsheets used for volunteer availability
4. Analysis of project status updates and communication methods

7.5.4 Summary of Documentation Reviewed

The documentation reviewed in this section consisted of screenshots and records of communication methods currently used by the organisation to coordinate initiatives and share updates with volunteers and project members. These included meeting links, notification alerts, live update messages, frequently asked questions (FAQs) and documentations outlining rules for tours. The documentation illustrates how communication and updates are currently shared manually across different platforms rather than through a centralised system.

For more detailed examples of the documentation reviewed, please refer to [\(See Appendix A\)](#).

7.5.5 Key Findings from Data Collected

From the data collected, the following key issues were identified:

1. Data is decentralized across spreadsheets, documents, and communication platforms.
2. No centralized system for comparing initiatives
3. Manual budget tracking with no predictive analysis
4. Volunteer management lacks automated skill matching
5. Limited real-time reporting and analytics
6. Communication and alerts are not system integrated

7.5.6 What we learned:

- The client currently tracks their budget using spreadsheets and manual expense tracking documents. There is no centralized automated system that predicts budget overruns or generates financial summaries across multiple initiatives.
- Volunteer information is collected through manual forms and tracked using WhatsApp Polls and spreadsheets. Availability and attendance are recorded separately. There is no automated matching of volunteers to initiatives based on skills or availability.
- Project planning and delegation are managed using shared documents and meeting coordination. Communication occurs via external tools. There is no centralized dashboard providing real-time project portfolio visibility.
- Notifications and alerts are managed manually and distributed through external communication platforms. The system does not currently automate reminders, deadline alerts, or location tracking updates.
- The client does not hold any impact and financial reports for stakeholders.

7.6 Conclusion

This section deepened our understanding of the current system's shortcomings and the features the proposed system should include. We identified assumptions and constraints that could affect our proposed system. Additionally, we presented all data gathered from client and explained the key insights derived from it.

8.3 Gap Analysis

Current System Capabilities	Required System Capabilities	The capability Gaps	How we will address the Gap
The current system uses lots of WhatsApp groups to communicate and Microsoft Excel to plan events.	The required system needs a build in and clearly grouped messaging chat service for easy communication.	The messaging platform is external to the system, which creates confusion. It is difficult for users to know which group chats are active and which are from past projects.	We will implement a local messaging system that allows for easy communication on our platform. A local planning system will make event management smoother for the organisers.
Dietary requirements are currently captured on WhatsApp, making important data difficult to visualise. Admins can't easily see who has their dietary details outstanding.	The system will allow users to enter and capture their dietary requirements. Makes it easy to see what food can be consumed safely and within the whole groups dietary range. This data can be viewed and retrieved easily.	The current system doesn't store the dietary requirements together, making the retrieval difficult. All dietary requirements must then be looks through individually and checked which can lead to errors and mistakes	Our system will store all the dietary requirements and make an event dietary so the admin can see what food the entire group can eat. This leaves less room for confusion and human error, and it will make the admins job easier.
Indemnity forms are captured and sent over text, and this makes accumulating all the forms difficult. Admins can't easily see who has their form details outstanding.	The system must capture and neatly store all forms needed. The system must ask members to sign the forms automatically when required.	Indemnity forms are not captured or stored together, and they are not automaticity triggered to get resigned so the admin must manually ask them to resign and send it.	Our system will automatically make sure indemnity forms and signed and up to date before a person is allowed to register for an event. This make retrieving all the forms easy and leaves less room for an invalid form.
Events are planned on pen and paper and then on Microsoft Excel, and the details for the events are shared via WhatsApp groups to the team involved, which can get confusing, and details are hard to find.	Our system must be able to allow admins to add and edit events and be able to easily share the details of the event with everyone involved. Events must be able to be updated and edited to accommodate change.	The details are not easily accessible to event staff. It is not easy to plan an event and organise Calander invites and distribute the data to custom groups to distribute the data.	We will make an event creation page where the admin can be specific about the event's details, the equipment and which staff to invite. Then the communication groups and the info will be correctly shared
Questions are asked on WhatsApp groups and answered by admins.	Our system should display all essential data needed for every individual to minimum group confusion and allow people easy access to important data like addresses and meeting time	The staff don't have easy access to details like: Their teams contact details, the event location and much more. People are encouraged to message on a WhatsApp group.	Our system aims to have the answers to the most asked questions. This will minimise the admin responsibility and if the question can't be found it will be easy to find the admin and get the answer.

Table 4 Gap Analysis

Key

	Starting Action	Finishing Action
System	→	→
Super Admin	→	→
Volunteer	→	→
All Scenario	→	→



9. Requirement Analysis

9.1 Introduction

This section of the document lists and describes the functional and non-functional requirements for our proposed ERP management system.

9.2 Functional Requirements List

9.2.1 User Subsystem

1. USER
1.1 User Login 1.2 User Logout 1.3 Reset Password 1.4 Create User 1.5 Update User 1.6 View User 1.7 Deactivate User 1.8 View FAQ

Table 5 User Functional Requirements List

9.2.2 Role Subsystem

2. ROLE
2.1 Create Role 2.2 View Role 2.3 Update Role 2.4 Delete Role 2.5 Create Role Permission 2.6 Update Role Permission 2.7 View Role Permission 2.8 Deactivate Role Permission 2.9 Assign Role

Table 6 Role Functional Requirements List

9.2.3 Inventory Management Subsystem

3. INVENTORY MANAGEMENT
3.1 Create Inventory Item
3.2 View Inventory Item
3.3 Update Inventory Item
3.4 Remove Inventory Item
3.5 Allocate Inventory
3.6 Create Inventory Item Type
3.7 Deactivate Inventory Item Type
3.8 View Inventory Item Type
3.9 Update Inventory Item Type
3.10 Calculate Inventory Value

Table 7 Inventory Management Functional Requirements List

9.2.4 Group Subsystem

4. GROUP
4.1 Create Group
4.2 View Group
4.3 Update Group
4.4 Deactivate Group
4.5 Create Skill
4.6 View Skill
4.7 Update Skill
4.8 Deactivate Skill

Table 8 Group Functional Requirements List

9.2.5 Warehouse Subsystem

5. WAREHOUSE
5.1 Create Warehouse
5.2 View Warehouse
5.3 Update Warehouse
5.4 Deactivate Warehouse
5.5 Calculate Total Warehouse Content value

Table 9 Warehouse Functional Requirements List

9.2.6 Admin Subsystem

6. ADMIN
6.1 Create User's Profile
6.2 Update User's Profiles
6.3 View User's Profile
6.4 Deactivate User Profile
6.5 Add FAQ
6.6 Update FAQ
6.7 Remove FAQ
6.8 Add FAQ Type
6.9 View FAQ Type
6.10 Update FAQ Type
6.11 Remove FAQ Type

Table 10 Admin Functional Requirements List

9.2.7 Transport Subsystem

7. TRANSPORT
7.1 Create Transport Request
7.2 Update Transport Request
7.3 View Transport Request
7.4 Remove Transport Request
7.5 Accept Transport Offer

Table 11 Transport Functional Requirements List

9.2.8 Project Management Subsystem

8. PROJECT MANAGEMENT
8.1 Create Project
8.2 View Project
8.3 Update Project
8.4 Deactivate Project
8.5 Create Project Type
8.6 View Project Type
8.7 Update Project Type
8.8 Deactivate Project Type
8.9 Add Indemnity Form
8.10 Update Indemnity Form
8.11 View Indemnity Form
8.12 Remove Indemnity Form
8.13 Request Indemnity Form
8.14 Capture Project Feedback
8.15 View Project Feedback
8.16 Create Impact Feedback Form
8.17 View Impact Feedback Form
8.18 Update Impact Feedback Form
8.19 Deactivate Impact Feedback Form
8.20 Capture Impact Feedback
8.21 View Impact Feedback
8.22 Create Deadline
8.23 View Deadline
8.24 Update Deadline
8.25 Deactivate Deadline
8.26 Create Milestone
8.27 View Milestone
8.29 Update Milestone
8.30 Deactivate Milestone

Table 12 Project Management Functional Requirements List

9.2.9 K9 Subsystem

9. K9
9.1 Add Dog 9.2 View Dog 9.3 Update Dog 9.4 Remove Dog 9.5 Assign User to Dog 9.6 View User-Dog Assignment 9.7 Update User-Dog Assignment 9.8 Deactivate User-Dog Assignment 9.9 Add K9 Role 9.10 Update K9 Role 9.11 View K9 Role 9.12 Deactivate K9 Role

Table 13 K9 Functional Requirements List

9.2.10 Rhino Subsystem

10. RHINO
11.1 Add Rhino 11.2 View Rhino 11.3 Update Rhino 11.4 Deactivate Rhino

Table 14 Rhino Functional Requirements List

9.2.11 Elephant Subsystem

11. ELEPHANT
11.1 Add Elephant 11.2 View Elephant 11.3 Update Elephant 11.4 Deactivate Elephant

Table 15 Elephant Functional Requirements List

9.2.12 Photo Subsystem

12. PHOTOS
12.1 Create Photo Group 12.2 Update Photo Group 12.3 Remove Photo Group 12.4 Add Photo 12.5 View Photo 12.6 Remove Photo

Table 16 Photo Functional Requirements List

9.2.13 Budget Subsystem

13. BUDGET
13.1 Create Project Budget
13.2 Update Project Budget
13.3 View Project Budget
13.4 Deactivate Project Budget
13.5 Log an Expense
13.6 Update an Expense
13.7 View Expenses
13.8 Deactivate an Expense

Table 17 Budget Functional Requirements List

9.2.14 Bike Subsystem

14. BIKE
14.1 Capture Bike Location
14.2 Deactivate Bike Location
14.3 View Bike Location

Table 18 Bike Functional Requirements List

9.2.15 Caterer Management Subsystem

15. CATERER MANAGEMENT
15.1 Create Catering Request
15.2 View Catering Request
15.3 Update Catering Request
15.4 Deactivate Catering Request
15.5 Accept Catering Quote

Table 19 Caterer Management Functional Requirements List

9.2.16 Accommodation Subsystem

16. ACCOMMODATION
16.1 Create Accommodation Request
16.2 View Accommodation Request
16.3 Update Accommodation Request
16.4 Deactivate Accommodation Request
16.5 Accept Accommodation Quote

Table 20 Accommodation Functional Requirements List

9.2.17 Report Subsystem

17. REPORT
17.1 Generate Custom Report
17.2 View Custom Report
17.3 Update Custom Report
17.4 Deactivate Custom Report
17.5 Generate Bike Impact report
17.6 View Bike Impact report
17.7 Generate Budget Report
17.8 View Budget Report
17.9 Generate Rhino Report
17.10 View Rhino Report
17.11 Generate Elephant Report
17.12 View Elephant Report
17.13 Generate K9 Report
17.14 View K9 Report
17.15 Export Report

Table 21 Report Functional Requirements List

9.2.18 Vendor Management Subsystem

18. VENDOR MANAGEMENT
18 .1 Create Vendor
18.2 Edit Vendor
18.3 Deactivate Vendor
18.4 View Vendor
18.5 Create Vendor Type
18.6 Update Vendor Type
18.7 View Vendor Type
18.8 Deactivate Vendor Type

Table 22 Vendor Management Functional Requirements List

9.2.19 Machine Learning Subsystem

19. MACHINE LEARNING
19.1 Create Project Risk Prediction
19.2 View Project Risk Prediction
19.3 Create Team Prediction
19.4 View Team Prediction
19.5 Create Budget Prediction
19.6 View Budget Prediction

Table 23 Machine Learning Functional Requirements List

9.2.20 System Subsystem

19. MACHINE LEARNING
20.1 Backup System
20.2 Restore System

Table 24 Machine Learning Functional Requirements List

9.3 Table with Functional Requirements Description and Details

9.3.1 User Subsystem

9.3.1.1 User Login

Functional Requirement	Explanation
Requirement number:	1.1
Requirement name (use case name):	User Login
Requirement short description:	A User logs into the system using their email address and password.
Requirement detailed description and constraints:	A user logs in to the system using their email address and password. The system compares the email address with the associated hashed password in the database; upon successful authentication the user is directed to the appropriate dashboard based on their role and associated permission level. Constraints: - The user should already have created an account on the system. If not, they must sign up. - Time constraint: the use case must be completed before the Project Day in October 2026. - User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. - The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	Secure Access
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 25 User Login Description

9.3.1.2 User Logout

Functional Requirement	Explanation
Requirement number:	1.2
Requirement name (use case name):	User Logout
Requirement short description:	A user can log out of the system.
Requirement detailed description and constraints:	A user can log out of the system, thus terminating their session, ensuring that no one with physical access to their device can access the system. Once they have completed this action, they are directed to the Login page. Constraints: - Time constraint: the use case must be completed before the Project Day in October 2026. - User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. - The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	Secure Access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 26 User Logout Description

9.3.1.3 Reset Password

Functional Requirement	Explanation
Requirement number:	1.3
Requirement name (use case name):	Reset Password
Requirement short description:	A user could reset their password if they either forgot it or suspect that their credentials might have leaked on another service.
Requirement detailed description and constraints:	A user could reset their password if they either forgot it or suspect that their credentials have leaked on another service. As the system does not save passwords in plain text, but rather a hashed format, the user will be prompted to enter their email address, to which a reset link will be sent. Once they have clicked the link, they have access to a field where they can enter a new password. The password hash is then saved in the database, replacing the previous version. Once these actions have been completed, the user will be redirected to the Login page. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • The password cannot be the same as the previous password, if this edge case occurs, the system will notify that the passwords are the same. • The user should already have created an account on the system. If not, they must sign up.
Business rules applicable to this requirement	• Secure Access. • Ability to recover Account.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 27 Reset Password Description

9.3.1.4 Create User

Functional Requirement	Explanation
Requirement number:	1.4
Requirement name (use case name):	Create User
Requirement short description:	A person must be able to create a user profile by signing up to the system.
Requirement detailed description and constraints:	A person must be able to create a user profile by signing up to the system. This entails providing login credentials (email address/password), basic personal information such as gender and age, location and selecting skills they possess. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • The new user must have a valid email address.
Business rules applicable to this requirement	• Secure Access.
Revision date and	2026-03-04
Revision number:	Version 2.0
Criticality/Priority:	High

Table 28 Create User Description

9.3.1.5 Update User

Functional Requirement	Explanation
Requirement number:	1.5
Requirement name (use case name):	Update User
Requirement short description:	A user must be able to edit their personal user profile.
Requirement detailed description and constraints:	A user must be able to edit their personal user profile. This could entail changing details like location or the skills they possess. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • The user cannot change their age, as this is automatically updated by the system.
Business rules applicable to this requirement	• Secure Access.
Revision date and	2026-03-04
Revision number:	Version 2.0
Criticality/Priority:	High

Table 29 Update User Description

9.3.1.6 View User

Functional Requirement	Explanation
Requirement number:	1.6
Requirement name (use case name):	View User
Requirement short description:	A user must be able to click a button that will expand and show their details.
Requirement detailed description and constraints:	A user must be able to click a button that will reveal their personal details which they have inputted. Constraints: • A user can only see their own details. • An administrator will be able to view all available users.
Business rules applicable to this requirement	• Secure Access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 30 View User Description

9.3.1.7 Deactivate User

Functional Requirement	Explanation
Requirement number:	1.7
Requirement name (use case name):	Deactivate User
Requirement short description:	A user must be able to deactivate their personal user profile.
Requirement detailed description and constraints:	A user must be able to deactivate their personal user profile. Once they have selected the option to deactivate their profile, they will be asked to confirm. If they confirm, the profile will be deactivated, and they will be directed to the login page. Data regarding their involvement in projects will be kept for accurate records on historical data, but they will no longer appear on the users list. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Secure Access. • Data Retention.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 31 Deactivate User Description

9.3.1.8 View FAQ

Functional Requirement	Explanation
Requirement number:	1.8
Requirement name (use case name):	View FAQ
Requirement short description:	A user must be able to click a help button that takes them to a context aware FAQ page.
Requirement detailed description and constraints:	A user must be able to click a help button that takes them to a context aware FAQ page. If the button is pressed on the home page, it will direct the user to the full FAQ document, but if it is pressed while using a subsystem, it will direct the user to the appropriate section as set up by the admin using the FAQ Type use cases. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Access to a help function.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 32 View FAQ Description

9.3.2 Role Subsystem

9.3.2.1 Create Role

Functional Requirement	Explanation
Requirement number:	2.1
Requirement name (use case name):	Create Role
Requirement short description:	The system should allow super admins to create new user roles on the system.
Requirement detailed description and constraints:	Super admins will be able to create new roles by adding the role name and saving. This new role will then be captured by the system database. This new role. Can then be assigned to staff or volunteers Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026. • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities.
Business rules applicable to this requirement	• Role based access from allocated accounts. • This functional requirement should be pushed and updated on GitHub. • All fields are validated before being stored. • All sensitive data is password protected.
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 33 Create Role

9.3.2.2 View Role

Functional Requirement	Explanation
Requirement number:	2.2
Requirement name (use case name):	View Role
Requirement short description:	This requirement will allow admins to view all the user roles currently on the system.
Requirement detailed description and constraints:	The system will pull the list of all. roles from the database and display them to the admin. The role names will be displayed on the system. The super admin can search the results alphabetically. Constraints: • Different fields will be available depending on the event type. • Time constraint: the use case must be completed before the Project Day in October 2026. • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities.
Business rules applicable to this requirement	• Role based access from allocated accounts. • This functional requirement should be pushed and updated on GitHub. • All fields are validated before being stored. • All sensitive data is password protected.
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 34 View Role Description

9.3.2.3 Update Role

Functional Requirement	Explanation
Requirement number:	2.3
Requirement name (use case name):	Update Role
Requirement short description:	The system should allow super admins to update the names of user roles on the system.
Requirement detailed description and constraints:	Super Admins will be able to update the role name by changing the information in the field and saving. The system will capture the new name. Constraints: • Only available to administrators. • Different fields will be available depending on the event type. • Time constraint: the use case must be completed before the Project Day in October 2026. • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities.
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 35 Update Role Description

9.3.2.4 Deactivate Role

Functional Requirement	Explanation
Requirement number:	2.4
Requirement name (use case name):	Deactivate Role
Requirement short description:	The dashboard will allow super admins to deactivate old or unused roles from the system.
Requirement detailed description and constraints:	Super Admins can remove the role from the frontend and stop it from being displayed. The system will capture the change in the database and log who made the change. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 36 Deactivate Role Description

9.3.2.5 Create Role Permission

Functional Requirement	Explanation
Requirement number:	2.5
Requirement name (use case name):	Create Role Permission
Requirement short description:	The system should allow super admins to create new permissions for the roles on the system.
Requirement detailed description and constraints:	Super admins will be able to create a new permission by selecting the role and then adding a. new permission for that role. The system will then save this to the database and log who made the change. Constraints: • Only available to super administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 37 Create Role Permission Description

9.3.2.6 Update Role Permission

Functional Requirement	Explanation
Requirement number:	2.6
Requirement name (use case name):	Update Role Permission
Requirement short description:	The system should allow super admins to update existing permissions for a role already on the system.
Requirement detailed description and constraints:	Super Admins will be able to update the permission by changing the information on the fields. The new permission details will be captured by the system, and it will log who made the change. Constraints: • Only available to super administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 38 Update Role Permission Description

9.3.2.7 View Role Permission

Functional Requirement	Explanation
Requirement number:	2.7
Requirement name (use case name):	View Role Permission
Requirement short description:	This requirement will allow admins to view all permissions currently on the system's database.
Requirement detailed description and constraints:	The system will retrieve the list of permissions from the database and display them clearly to the admin. The names of all permissions will be displayed, and a short description will be shown. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 39 View Role Permission Description

9.3.2.8 Deactivate Role Permission

Functional Requirement	Explanation
Requirement number:	2.8
Requirement name (use case name):	Deactivate Role Permission
Requirement short description:	The system should allow admins to deactivate permissions from the systems database.
Requirement detailed description and constraints:	Admins can remove the permission from the front-end records. This will use the view permissions use case. The system will capture the change and log the action. Constraints: • Only available to super administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 40 Deactivate Role Permission

9.3.2.9 Assign Role

Functional Requirement	Explanation
Requirement number:	2.9
Requirement name (use case name):	Assign Role
Requirement short description:	The system should allow admins to assign roles to the users on the system.
Requirement detailed description and constraints:	Admins will be able to assign a specific role to a user profile and save. The system will capture the user ID and the assigned role ID. This will notify the user and update their permissions based on their role. This use case will also be used when the admin creates a profile for a user. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 41 Assign Role Description

9.3.3 Inventory Management Subsystem

9.3.3.1 Create Inventory Item

Functional Requirement	Explanation
Requirement number:	3.1
Requirement name (use case name):	Create Inventory Item
Requirement short description:	A user must be able to add an item(s) to the system's inventory.
Requirement detailed description and constraints:	A user must be able to add an item(s) to the system's inventory once the item is received from a vendor. Information including number of items, value, an invoice and warehousing location must be provided. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Invoiced value must match entered value.
Business rules applicable to this requirement	• Accurate Inventory Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 42 Create Inventory Item Description

9.3.3.2 View Inventory Item

Functional Requirement	Explanation
Requirement number:	3.2
Requirement name (use case name):	View Inventory Item
Requirement short description:	A user must be able to view an item(s) to the system's inventory.
Requirement detailed description and constraints:	A user must be able view an item(s) in the system's inventory. Information including number of items, value, an invoice and warehousing location will be displayed. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Accurate Inventory Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 43 View Inventory Item Description

9.3.3.3 Update Inventory Item

Functional Requirement	Explanation
Requirement number:	3.3
Requirement name (use case name):	Update Inventory Item
Requirement short description:	A user with appropriate permissions must be able to edit the details of an inventory item(s).
Requirement detailed description and constraints:	A user with appropriate permissions must be able to edit the details of an inventory item(s). This can be done in the edge case that a mistake was made when initially entering data. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • A user must have permission to make changes of this nature that can be abused.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 44 Update Inventory Item Description

9.3.3.4 Remove Inventory Item

Functional Requirement	Explanation
Requirement number:	3.4
Requirement name (use case name):	Remove Inventory Item
Requirement short description:	A user with appropriate permissions must be able to remove an inventory item(s).
Requirement detailed description and constraints:	A user with appropriate permissions must be able to edit the details of an inventory item(s). This can be done in the edge case that an item is damaged or destroyed after procurement. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • A user must have permission to make changes of this nature that can be abused.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 45 Remove Inventory Item Description

9.3.3.5 Allocate Inventory Item

Functional Requirement	Explanation
Requirement number:	3.5
Requirement name (use case name):	Allocate Inventory Item
Requirement short description:	A user with the appropriate role must be able to allocate an inventory item(s) to any given project.
Requirement detailed description and constraints:	A user with the appropriate role must be able to allocate an inventory item(s) to any given project, either when setting up the project or retroactively. When this is action is performed, the item value should be used to reduce the project budget. The user will have the option to exclude the allocation of an item from impacting the budget. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • A user must have an appropriate role in a project to allocate inventory.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access. • Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 46 Allocate Inventory Item Description

9.3.3.6 Create Inventory Item Type

Functional Requirement	Explanation
Requirement number:	3.6
Requirement name (use case name):	Create Inventory Item Type
Requirement short description:	A user with the appropriate permissions must be able to create a new inventory item type.
Requirement detailed description and constraints:	A user with the appropriate permissions must be able to create a new inventory item type that will then be selectable when adding inventory items. Information including type name and storage policy must be provided. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • A user must have an appropriate permission.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 47 Create Inventory Item Type Description

9.3.3.7 View Inventory Item Type

Functional Requirement	Explanation
Requirement number:	3.7
Requirement name (use case name):	View Inventory Item Type
Requirement short description:	A user must be able to view an inventory item type.
Requirement detailed description and constraints:	A user must be able to view an inventory item type. Information including type name and storage policy must be displayed. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Accurate Inventory Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 48 View Inventory Item Type Description

9.3.3.8 Update Inventory Item Type

Functional Requirement	Explanation
Requirement number:	3.8
Requirement name (use case name):	Update Inventory Item Type
Requirement short description:	A user with the appropriate permissions must be able to update an inventory item type.
Requirement detailed description and constraints:	A user with the appropriate permissions must be update inventory item type that will then be selectable when adding inventory items. Information including type name and storage policy can be changed. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • A user must have an appropriate permission.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 49 Update Inventory Item Type Description

9.3.3.9 Deactivate Inventory Item Type

Functional Requirement	Explanation
Requirement number:	3.9
Requirement name (use case name):	Deactivate Inventory Item Type
Requirement short description:	A user with the appropriate permissions must be able to deactivate an inventory item type.
Requirement detailed description and constraints:	A user with the appropriate permissions must be able to deactivate an inventory item type if the type is no longer needed by the organization due to a change in policy or project scope. Data regarding previous use of the inventory item type will be kept for accurate record keeping, but the type will no longer appear when selecting an inventory item type. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • A user must have an appropriate permission.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access. • Accurate record keeping of historic data.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 50 Deactivate Inventory Item Type Description

9.3.3.10 Calculate Inventory Value

Functional Requirement	Explanation
Requirement number:	3.10
Requirement name (use case name):	Calculate Inventory Value
Requirement short description:	The system must be able to calculate the total value of all inventory items.
Requirement detailed description and constraints:	The system must be able to calculate the total value of all inventory items for use by the finance department. Constraints: Financial information is privileged and must thus only be available to individuals with the appropriate permissions.
Business rules applicable to this requirement	- Accurate Inventory Management. - Role Based Access. - Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 51 Calculate Inventory Value Description

9.3.4 Group Subsystem

9.3.4.1 Create Group

Functional Requirement	Explanation
Requirement number:	4.1
Requirement name (use case name):	Create Group
Requirement short description:	The system must allow a user with appropriate permissions to create a group for a project.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to create a group that is associated with a specific project. A project can have multiple groups within it and group members can see information related to them as well as communicate with each other. Constraints: Time constraint: the use case must be completed before the Project Day in October 2026. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Each group must be linked with an existing project on the system. - Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 52 Create Group Description

9.3.4.2 View Group

Functional Requirement	Explanation
Requirement number:	4.2
Requirement name (use case name):	View Group
Requirement short description:	The system must allow users to view the details of the group they are in for a project.
Requirement detailed description and constraints:	The system must allow users on the system to view a group's details. When a user selects to view a group, the system will display information such as the group name, the project it belongs to and the other members. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Users can only view groups they are assigned too. • Users must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 53 View Group Description

9.3.4.3 Update Group

Functional Requirement	Explanation
Requirement number:	4.3
Requirement name (use case name):	Update Group
Requirement short description:	The system must allow a user with appropriate permissions to update the details of a group.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to update a group's details within a project. The editable details will include the group name, description or the ability to add new members. Once the user clicks save, the system will validate the updated data and save the changes. Constraints: Time constraint: the use case must be completed before the Project Day in October 2026. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 54 Update Group Description

9.3.4.4 Deactivate Group

Functional Requirement	Explanation
Requirement number:	4.4
Requirement name (use case name):	Deactivate Group
Requirement short description:	The system must allow a user with appropriate permissions to deactivate a group.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to deactivate a group within a project when it is no longer used or required. The system will confirm the deactivation and upon confirmation, the group will be deactivated. Constraints: Time constraint: the use case must be completed before the Project Day in October 2026. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 55 Deactivate Group Description

9.3.4.5 Create Skill

Functional Requirement	Explanation
Requirement number:	4.5
Requirement name (use case name):	Create Skill
Requirement short description:	The system must allow a user with appropriate permissions to create a new skill.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to create new skills that can be assigned to volunteers and staff members. These skills can be used to help assign volunteers or staff members to appropriate teams. Constraints: Time constraint: the use case must be completed before the Project Day in October 2026. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	Medium

Table 56 Create Skill Description

9.3.4.6 View Skill

Functional Requirement	Explanation
Requirement number:	4.6
Requirement name (use case name):	View Skill
Requirement short description:	The system must allow users to view skills stored on the system.
Requirement detailed description and constraints:	The system must allow users to view the skills that have been created on the system when creating a profile and select their abilities. The admin can also view the skills when creating a user's profile on their behalf. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Users must be logged into the system. • Skills must be displayed accurately.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	Medium

Table 57 View Skill Description

9.3.4.7 Update Skill

Functional Requirement	Explanation
Requirement number:	4.7
Requirement name (use case name):	Update Skill
Requirement short description:	The system must allow a user with appropriate permissions to update skills stored on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to update the skills on the system such as correcting the name or spelling. Once the user clicks save, the system will validate the updated data and save the changes. This will ensure that skill information remains accurate. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	Medium

Table 58 Update Skill Description

9.3.4.8 Deactivate Skill

Functional Requirement	Explanation
Requirement number:	4.8
Requirement name (use case name):	Deactivate Skill
Requirement short description:	The system must allow a user with appropriate permissions to deactivate a skill stored on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to deactivate an existing skill on the system so that it can no longer be assigned to or picked by volunteers or staff members. The system will confirm the deactivation and upon confirmation, the skill will be deactivated. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	Medium

Table 59 Deactivate Skill Description

9.3.5 Warehouse Subsystem

9.3.5.1 Create Warehouse

Functional Requirement	Explanation
Requirement number:	5.1
Requirement name (use case name):	Create Warehouse
Requirement short description:	A user with appropriate permissions must be able to create a new warehouse/storage location.
Requirement detailed description and constraints:	A user with appropriate permissions must be able to create a new warehouse/storage location that inventory items can be assigned to by providing information including address, precise location, name, security level and size. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • User must have appropriate permissions.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 60 Create Warehouse Description

9.3.5.2 View Warehouse

Functional Requirement	Explanation
Requirement number:	5.2
Requirement name (use case name):	View Warehouse
Requirement short description:	A user must be able to search for and view any given warehouse.
Requirement detailed description and constraints:	A user must be able to search for and view any given warehouse and all information relating to the warehouse. Inventory items stored in the warehouse will be aggregated into the view. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • User must have appropriate permissions.
Business rules applicable to this requirement	• Accurate Inventory Management.
Revision date and	2026-03-04
Revision number:	Version 2.0
Criticality/Priority:	High

Table 61 View Warehouse Description

9.3.5.3 Update Warehouse

Functional Requirement	Explanation
Requirement number:	5.3
Requirement name (use case name):	Update Warehouse
Requirement short description:	A user with appropriate permissions must be able to update a warehouse/storage location.
Requirement detailed description and constraints:	A user with appropriate permissions must be able to update a warehouse/storage location that inventory items can be assigned to by changing information including address, precise location, name, security level and size. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access.
Revision date and	2026-03-04
Revision number:	Version 2.0
Criticality/Priority:	High

Table 62 Update Warehouse Description

9.3.5.4 Deactivate Warehouse

Functional Requirement	Explanation
Requirement number:	5.4
Requirement name (use case name):	Deactivate Warehouse
Requirement short description:	A user with appropriate permissions must be able to deactivate a warehouse/storage location.
Requirement detailed description and constraints:	A user with appropriate permissions must be able to deactivate a warehouse/storage location if it is no longer in use. Data pertaining to previous use of the warehouse will be kept for accurate record keeping, but the warehouse will no longer be able to get inventory items assigned to it. A storage location must also be empty before removal can take place. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Warehouse cannot have inventory items assigned to it.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access. • Accurate record keeping of historic data.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 63 Deactivate Warehouse Description

9.3.5.5 Calculate Total Warehouse Content Value

Functional Requirement	Explanation
Requirement number:	5.5
Requirement name (use case name):	Calculate Total Warehouse Content Value
Requirement short description:	The system must be able to calculate the total value of all inventory items assigned to it.
Requirement detailed description and constraints:	The system must be able to calculate the total value of all inventory items assigned to it to be displayed when viewing a warehouse. This information can be used to for insurance purposes, or to ensure the value is not too high for a low security location. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Financial data such as this is privileged, and thus only persons with appropriate roles may view it.
Business rules applicable to this requirement	• Accurate Inventory Management. • Role Based Access. • Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 64 Calculate Total Warehouse Content Value Description

9.3.6 Admin Subsystem

9.3.6.1 Create User's Account

Functional Requirement	Explanation
Requirement number:	6.1
Requirement name (use case name):	Create User's Account
Requirement short description:	Administrators should be able to create accounts for users.
Requirement detailed description and constraints:	Administrators should be able to create accounts for users in the case that they are not available to create a user profile, or do not have access to a device when a project is being created. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role Based Access.
Revision date and	2026-03-04
Revision number:	Version 2.0
Criticality/Priority:	High

Table 65 Create User's Account Description

9.3.6.2 Update User's Account

Functional Requirement	Explanation
Requirement number:	6.2
Requirement name (use case name):	Update User's Account
Requirement short description:	Administrators should be able to update existing profiles on the system.
Requirement detailed description and constraints:	Administrators should be able to update existing profiles on the system by changing any of the data fields. This can be used in edge cases where an administrator notices inaccurate information on a profile, or if a user requests a change and for whatever reason they cannot change it themselves. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • User Account should already exist on the system.
Business rules applicable to this requirement	• Role Based Access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 66 Update User's Account Description

9.3.6.3 View User's Account

Functional Requirement	Explanation
Requirement number:	6.3
Requirement name (use case name):	View User's Profile
Requirement short description:	The system must allow a user with appropriate permissions to view a user's profile on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to view detailed profile information of the users on the system. This may include the user's name, contact details, role, associated skills, and the projects they are assigned to. Constraints: Time constraint: the use case must be completed before the Project Day in October 2026. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 67 View User's Profile Description

9.3.6.4 Deactivate User's Account

Functional Requirement	Explanation
Requirement number:	6.4
Requirement name (use case name):	Deactivate User's Profile
Requirement short description:	The system must allow a user with appropriate permissions to deactivate a user's profile on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to deactivate a user's profile preventing the user from accessing the system and participating in projects. The system will confirm the deactivation and upon confirmation, the user's profile will be deactivated. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 68 Deactivate User's Profile Description

9.3.6.5 Add FAQ

Functional Requirement	Explanation
Requirement number:	6.5
Requirement name (use case name):	Add FAQ
Requirement short description:	The system must allow a user with appropriate permissions to add a FAQ on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to create and add a FAQ with the corresponding answers on the system. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • No duplicate FAQs to avoid repetition. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 69 Add FAQ Description

9.3.6.6 Update FAQ

Functional Requirement	Explanation
Requirement number:	6.6
Requirement name (use case name):	Update FAQ
Requirement short description:	The system must allow a user with appropriate permissions to update a FAQ on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to update a FAQ with the corresponding answers on the system. Once the user clicks save, the system will validate the updated data and save the changes. Constraints: Time constraint: the use case must be completed before the Project Day in October 2026. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 70 Update FAQ Description

9.3.6.7 Remove FAQ

Functional Requirement	Explanation
Requirement number:	6.7
Requirement name (use case name):	Remove FAQ
Requirement short description:	The system must allow a user with appropriate permissions to remove a FAQ on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to remove a FAQ with the corresponding answers on the system. The system will confirm the deletion and upon confirmation, the FAQ will be removed. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 71 Remove FAQ Description

9.3.6.8 Add FAQ Type

Functional Requirement	Explanation
Requirement number:	6.8
Requirement name (use case name):	Add FAQ Type
Requirement short description:	The system must allow a user with appropriate permissions to add a FAQ type on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to add a FAQ type on the system to provide context aware help to the user. This will enable the system to display relevant FAQs on the related system pages. Constraints: - Time constraint: the use case must be completed before the Project Day in October 2026. - The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 72 Add FAQ Type Description

9.3.6.9 View FAQ Type

Functional Requirement	Explanation
Requirement number:	6.9
Requirement name (use case name):	View FAQ Type
Requirement short description:	The system must allow a user with appropriate permissions to view the FAQ types on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to view the available FAQ types on the system. These types are used to categorise FAQ entries. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system. • FAQ types must be displayed accurately.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 73 View FAQ Type Description

9.3.6.10 Update FAQ Type

Functional Requirement	Explanation
Requirement number:	6.10
Requirement name (use case name):	Update FAQ Type
Requirement short description:	The system must allow a user with appropriate permissions to update a FAQ type on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to update the details of the FAQ types on the system including the name or spelling. Once the user clicks save, the system will validate the updated data and save the changes. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 74 Update FAQ Type Description

9.3.6.11 Remove FAQ Type

Functional Requirement	Explanation
Requirement number:	6.11
Requirement name (use case name):	Remove FAQ Type
Requirement short description:	The system must allow a user with appropriate permissions to remove a FAQ type on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to remove an existing FAQ type that is no longer required on the system. The system will confirm the deletion and upon confirmation, the FAQ type will be removed. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 75 Remove FAQ Type Description

9.3.7 Transport Subsystem

9.3.7.1 Create Transport Request

Functional Requirement	Explanation
Requirement number:	7.1
Requirement name (use case name):	Create Transport Request
Requirement short description:	The system allows users with appropriate permissions to request transport.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to request transport from the registered vendors in the system, whether for a project or another event. The user will input the type of vehicle required, the date and time, number of people, pick-up location and destination(s). Constraints: - Only users with appropriate permissions can request transport. - All fields must pass input validation before being captured.
Business rules applicable to this requirement	- Only a user with appropriate permissions can request transport. - User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 76 Create Transport Request Description

9.3.7.2 Update Transport Request

Functional Requirement	Explanation
Requirement number:	7.2
Requirement name (use case name):	Update Transport Request
Requirement short description:	The system allows users with appropriate permissions to update a transport request.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to update an existing transport request. The system will display the transport request's current details and allow the user to change them. This can include the type of vehicle required, the date and time, number of people, pick-up location and destination(s). Constraints: • Only users with appropriate permissions can update a transport request. • Only an existing transport request can be updated. • Updated fields must pass input validation before being captured.
Business rules applicable to this requirement	• Only a user with appropriate permissions can update a transport request. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 77 Update Transport Request Description

9.3.7.3 View Transport Request

Functional Requirement	Explanation
Requirement number:	7.3
Requirement name (use case name):	View Transport Request
Requirement short description:	The system allows users with appropriate permissions to view a transport request.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to view existing transport request details. Constraints: • Only users with appropriate permissions can view a transport request. • Only an existing transport request can be viewed.
Business rules applicable to this requirement	• Only a user with appropriate permissions can view a transport request. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 78 View Transport Request Description

9.3.7.4 Remove Transport Request

Functional Requirement	Explanation
Requirement number:	7.4
Requirement name (use case name):	Remove Transport Request
Requirement short description:	The system allows users with appropriate permissions to remove a transport request.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to remove an existing transport request. The user will get a confirmation prompt before the transport request is removed. Constraints: • Only users with appropriate permissions can remove a transport request. • Only an existing transport request can be removed.
Business rules applicable to this requirement	• Only a user with appropriate permissions can remove a transport request. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 79 Remove Transport Request Description

9.3.7.5 Accept Transport Offer

Functional Requirement	Explanation
Requirement number:	7.5
Requirement name (use case name):	Accept Transport Offer
Requirement short description:	The system allows users with appropriate permissions to accept a transport offer.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to accept a transport offer received from a vendor. Constraints: Only users with appropriate permissions can accept a transport offer.
Business rules applicable to this requirement	- Only a user with appropriate permissions can accept a transport offer. - User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 80 Accept Transport Offer Description

9.3.8 Project Management Subsystem

9.3.8.1 Create New Project

Functional Requirement	Explanation
Requirement number:	8.1
Requirement name (use case name):	Create New Project
Requirement short description:	The system should allow organisers to create new projects on the system.
Requirement detailed description and constraints:	Super Admins should be able to create new projects on the system by adding information not limited to: Location, Date, Time, individuals invited, nature of event (Rhino/Elephant relocation, Bike drop, Gala, Fundraiser), Budget. Constraints: • Organisers will be added to the system as an Administrator • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access • Only admins have access to this feature • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 81 Create New Project Description

9.3.8.2 View Project

Functional Requirement	Explanation
Requirement number:	8.2
Requirement name (use case name):	View Project
Requirement short description:	The system should allow admins to search and view all projects on the system.
Requirement detailed description and constraints:	The system should allow admins to search and view all projects on the system. The admin can search via a: project type, date or other. Search metrics to refine his results and find the project. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 82 View Project Description

9.3.8.3 Update Project

Functional Requirement	Explanation
Requirement number:	8.3
Requirement name (use case name):	Update Project
Requirement short description:	The system should allow organisers to update project details on the system.
Requirement detailed description and constraints:	Organisers should be able to update projects on the system by changing information, not limited to: Location, Date, Time, Sponsors if any, Individuals invited, and Budget. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 83 Update Project Description

9.3.8.4 Deactivate Project

Functional Requirement	Explanation
Requirement number:	8.4
Requirement name (use case name):	Deactivate Project
Requirement short description:	The system should allow deactivate old or unused projects from the systems database
Requirement detailed description and constraints:	The system will use the: “8.3 View Project” use case to find the project, the admin. Can remove the project from the systems front end records and stop it from being displayed to all users. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 84 Deactivate Project Description

9.3.8.5 Create Project Type

Functional Requirement	Explanation
Requirement number:	8.5
Requirement name (use case name):	Create Project Type
Requirement short description:	The system should allow admins to create a new project type, and this new project will be saved to the system.
Requirement detailed description and constraints:	The system should allow admins to create a new project type, for example “Apple donations” and this new project will be saved to the system, and new projects can be of this new type. This Project Type can be used as a search criterion in: View Project. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 85 Create Project Type Description

9.3.8.6 View Project Type

Functional Requirement	Explanation
Requirement number:	8.6
Requirement name (use case name):	View Project Type
Requirement short description:	This requirement will allow admins to view all Project types currently on the system.
Requirement detailed description and constraints:	This requirement will allow admins to view all Project types currently on the system. The list will be pulled from the systems database and displayed clearly to the admin on the system. Most events will either be a: K9, Elephant and Rhino or a Bike project but other projects can exist. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and	2026-03-02
Revision number:	Version 1.0
Criticality/Priority:	High

Table 86 View Project Type Description

9.3.8.7 Update Project Type

Functional Requirement	Explanation
Requirement number:	8.7
Requirement name (use case name):	Update Project Type
Requirement short description:	The system should allow admins to update the name of Project Types.
Requirement detailed description and constraints:	Admins should be able to update the project's name on the system by changing the information on the field and saving. This will then be captured by the system. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 87 Update Project Type Description

9.3.8.8 Deactivate Project Type

Functional Requirement	Explanation
Requirement number:	8.8
Requirement name (use case name):	Deactivate Project Type
Requirement short description:	The system should allow admins to remove a certain Project Type from the systems database.
Requirement detailed description and constraints:	Admins should be able to remove a project's name on the system by deactivating the information on the Project Type and saving. This will then be captured by the system. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 88 Deactivate Project Type Description

9.3.8.9 Add Indemnity Form

Functional Requirement	Explanation
Requirement number:	8.9
Requirement name (use case name):	Add Indemnity Form
Requirement short description:	The system should allow admins to add a new indemnity form and the system that they can then use to later assign to projects and will be required by the volunteers of that project.
Requirement detailed description and constraints:	The system should allow admins to add a new indemnity form t the system that they can then use to later assign to projects and will be required by the volunteers of that project. This new form can either be text or a PDF file and along with the name of the new form, will be captured by the system. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 89 Add Indemnity Form Description

9.3.8.10 Update Indemnity Form

Functional Requirement	Explanation
Requirement number:	8.10
Requirement name (use case name):	Update Indemnity Form
Requirement short description:	The system should allow admins to update indemnity forms and the system; the system will capture the form changes in the database.
Requirement detailed description and constraints:	The system should allow admins to update indemnity forms and the system that they can then use to later assign to projects and will be required by the volunteers of that project. This updated form can either be text or a PDF file and along with the name of the new form, will be captured by the system. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and	2026-03-02
Revision number:	Version 1.0
Criticality/Priority:	High

Table 90 Update Indemnity Form Description

9.3.8.11 View Indemnity Form

Functional Requirement	Explanation
Requirement number:	8.11
Requirement name (use case name):	View Indemnity Form
Requirement short description:	The system should allow admins to view all indemnity forms currently on the system.
Requirement detailed description and constraints:	Admins will be able to trigger the system to retrieve and display the names and types of all indemnity forms currently on the system. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 91 View Indemnity Form Description

9.3.8.12 Remove Indemnity Form

Functional Requirement	Explanation
Requirement number:	8.12
Requirement name (use case name):	Remove Indemnity Form
Requirement short description:	The system should allow admins to remove indemnity forms from the system. The system will capture the form changes in the database and make and create a log of the action.
Requirement detailed description and constraints:	The system should allow admins to remove indemnity forms and the system. This updated form can either be text or a PDF file and along with the name of the new form, will be removed by the system. The system will display the form changes in the database to the user and make and create a log of the action. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 92 Remove Indemnity Form Description

9.3.8.13 Capture Indemnity Form

Functional Requirement	Explanation
Requirement number:	8.13
Requirement name (use case name):	Capture Indemnity Form
Requirement short description:	The systems users will complete a form by signing and saving their consent after being displayed the correct indemnity form.
Requirement detailed description and constraints:	The systems users will complete a form by signing and saving their consent after being displayed the correct indemnity form. The users: Name, signature, date and more will be captured in the system Constraints: • Only available to project participants • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 93 Capture Indemnity Form Description

9.3.8.14 Capture Project Feedback

Functional Requirement	Explanation
Requirement number:	8.14
Requirement name (use case name):	Capture Project Feedback
Requirement short description:	The systems users will complete a form by rating their experience on the project and leaving any helpful comments.
Requirement detailed description and constraints:	The systems users will complete a form by rating their experience on the project and leaving any helpful comments. The information that will be captured will be their name, their rating, any addition comments and the date. Constraints: • Only available to project participants • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • Users are notified when data is successfully saved • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and	2026-03-02
Revision number:	Version 1.0
Criticality/Priority:	High

Table 94 Capture Project Feedback Description

9.3.8.15 View Project Feedback

Functional Requirement	Explanation
Requirement number:	8.15
Requirement name (use case name):	View Project Feedback
Requirement short description:	The system should allow admins to retrieve and view the feedback submitted by volunteers on the system.
Requirement detailed description and constraints:	The information that will be displayed includes volunteer name, their rating, comments and the date. They can only give feedback for events they have attended. Constraints: • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 95 View Project Feedback Description

9.3.8.16 Create Project Feedback Form

Functional Requirement	Explanation
Requirement number:	8.16
Requirement name (use case name):	Create Project Feedback Form
Requirement short description:	The system should allow admins to create new feedback forms for volunteers on the system.
Requirement detailed description and constraints:	Admins will be able to create new feedback forms by adding fields and saving them to the system. The information that will be captured includes form name, questions, and the date it was created. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 96 Create Project Feedback Form Description

9.3.8.17 Deactivate Project Feedback Form

Functional Requirement	Explanation
Requirement number:	8.17
Requirement name (use case name):	Deactivate Project Feedback Form
Requirement short description:	The system should allow admins to deactivate feedback forms for volunteers on the system.
Requirement detailed description and constraints:	Admins will be able to remove the feedback form from being active on the systems frontend records. The system will capture the change in the database, and the action will be logged in the system to maintain a record of who did the action and when. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 97 Deactivate Project Feedback Form Description

9.3.8.18 Create Project Impact Feedback Form

Functional Requirement	Explanation
Requirement number:	8.18
Requirement name (use case name):	Create Project Impact Feedback Form
Requirement short description:	The system should allow admins to create impact feedback forms to record impact from community partners on the system.
Requirement detailed description and constraints:	Admins will be able to create new impact forms by adding the necessary fields and saving them to the database. The information captured will be form name, community partner, questions about impact metrics, and the date. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 98 Create Project Impact Feedback Form Description

9.3.8.19 View Project Impact Feedback Form

Functional Requirement	Explanation
Requirement number:	8.19
Requirement name (use case name):	View Project Impact Feedback Form
Requirement short description:	The system should allow admins to view the impact feedback forms currently on the system.
Requirement detailed description and constraints:	Admins will be able to retrieve and view all the impact forms for community partners from the database. The names and types of the forms will be displayed clearly on the system. The admin can search for forms by type, year or project type. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 99 View Project Impact Feedback Form Description

9.3.8.20 Update Project Impact Feedback Form

Functional Requirement	Explanation
Requirement number:	8.20
Requirement name (use case name):	Update Project Impact Feedback Form
Requirement short description:	The system should allow admins to update the details of impact feedback forms on the system.
Requirement detailed description and constraints:	Admins should be able to update the impact forms by changing information on the fields like questions, project type, or date and saving. This will then be captured by the system. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 100 Update Project Impact Feedback Form Description

9.3.8.21 Remove Project Impact Feedback Form

Functional Requirement	Explanation
Requirement number:	8.21
Requirement name (use case name):	Remove Project Impact Feedback Form
Requirement short description:	The system should allow admins to remove impact feedback forms from the system.
Requirement detailed description and constraints:	Admins can remove the impact form from the systems front end records if it is not being used and stop it from being displayed to community partners. The system will create a log of the action. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 101 Remove Project Impact Feedback Form Description

9.3.8.22 Capture Project Impact Feedback Form

Functional Requirement	Explanation
Requirement number:	8.22
Requirement name (use case name):	Capture Project Impact Feedback Form
Requirement short description:	The systems community partners will be sent and then complete a form by recording their impact and saving their data.
Requirement detailed description and constraints:	The community partners will complete the form, and the system will capture the information. The data saved will be partner name, impact results, and the date. Fields will be captured for each question, along with name and date. Constraints: • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 102 Capture Project Impact Feedback Form Description

9.3.8.23 View Project Impact Feedback

Functional Requirement	Explanation
Requirement number:	8.23
Requirement name (use case name):	View Project Impact Feedback
Requirement short description:	The system should allow admins to view the results of the impact recorded by community partners and saved on the system.
Requirement detailed description and constraints:	Admins can retrieve the recorded impact data from the database. The system will display the partner's name, impact data, and the date it was captured and the results from the questionnaires. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 103 View Project Impact Feedback Description

9.3.8.24 Create Deadline

Functional Requirement	Explanation
Requirement number:	8.24
Requirement name (use case name):	Create Deadline
Requirement short description:	The system should allow admins to create new deadlines for projects on the system.
Requirement detailed description and constraints:	Admins will be able to create deadlines by adding information to the fields and saving. The data captured will be: deadline name, date, time, and the associated milestone or project (if applicable). Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 104 Create Deadline Description

9.3.8.25 View Deadline

Functional Requirement	Explanation
Requirement number:	8.25
Requirement name (use case name):	View Deadline
Requirement short description:	The system should allow users to view all the deadlines currently on the system.
Requirement detailed description and constraints:	The system will pull the deadlines from the database and display them clearly to the user. This includes the name, date and the project it belongs to. Users can see deadlines appropriate from them and admins can see all deadlines. Constraints: • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 105 View Deadline Description

9.3.8.26 Update Deadline

Functional Requirement	Explanation
Requirement number:	8.26
Requirement name (use case name):	Update Deadline
Requirement short description:	The system should allow admins to update the details of deadlines on the system.
Requirement detailed description and constraints:	Admins can update deadlines by changing the information in the fields. The new date, time, project, volunteer assigned or name will be captured by the system and the admin will be notified. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 106 Update Deadline Description

9.3.8.27 Deactivate Deadline

Functional Requirement	Explanation
Requirement number:	8.27
Requirement name (use case name):	Deactivate Deadline
Requirement short description:	The system should allow admins to deactivate deadlines from the systems database.
Requirement detailed description and constraints:	Admins can remove the deadline from the systems front end records. The system will capture the change and create a log. The deadlines will no longer be visible or trigger notifications. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 107 Deactivate Deadline Description

9.3.8.28 Create Milestone

Functional Requirement	Explanation
Requirement number:	8.28
Requirement name (use case name):	Create Milestone
Requirement short description:	The system should allow admins to create new milestones on the system.
Requirement detailed description and constraints:	Admins will be able to create milestones by adding the information and saving. The data saved will be milestone name, target, target date, inventory. Involved, viewable permissions and the project (if applicable). Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 108 Create Milestone Description

9.3.8.29 View Milestone

Functional Requirement	Explanation
Requirement number:	8.29
Requirement name (use case name):	View Milestone
Requirement short description:	The system should allow users to view all the milestones currently on the system.
Requirement detailed description and constraints:	The system will retrieve the milestones from the database and display them on the system. The milestone name and completion status will be shown. The milestones can be searched via project type or date. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 109 View Milestone Description

9.3.8.30 Update Milestone

Functional Requirement	Explanation
Requirement number:	8.30
Requirement name (use case name):	Update Milestone
Requirement short description:	The system should allow admins to update milestone details on the system.
Requirement detailed description and constraints:	Admins will be able to update milestones by editing the information on the fields and saving. The data changed can be milestone name, target, target date, inventory. Involved, viewable permissions and the project (if applicable). Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 110 Update Milestone Description

9.3.8.31 Deactivate Milestone

Functional Requirement	Explanation
Requirement number:	8.31
Requirement name (use case name):	Deactivate Milestone
Requirement short description:	The system should allow admins to deactivate old or unused milestones from the system.
Requirement detailed description and constraints:	Admins can remove the milestone from the frontend records and stop it from being displayed. The system will log the action. Constraints: • Only available to administrators • Different fields will be available depending on the event type • Time constraint: the use case must be completed before the Project Day in October 2026 • Security constraint: sensitive data surrounding endangered animals needs to be secured and protected • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities
Business rules applicable to this requirement	• Role based access from allocated accounts • This functional requirement should be pushed and updated on GitHub • All fields are validated before being stored • All sensitive data is password protected
Revision date and Revision number:	2026-03-02 Version 1.0
Criticality/Priority:	High

Table 111 Deactivate Milestone Description

9.3.9 K9 Subsystem

9.3.9.1 Add Dog

Functional Requirement	Explanation
Requirement number:	9.1
Requirement name (use case name):	Add Dog
Requirement short description:	The system must allow a user with appropriate permissions to add a dog to the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to capture and store the details of new dogs used in K9 operations. The details will include the dog's name, breed, age, role and location. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • Each dog must be assigned a handler when applicable. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 112 Add Dog Description

9.3.9.2 View Dog

Functional Requirement	Explanation
Requirement number:	9.2
Requirement name (use case name):	View Dog
Requirement short description:	The system must allow a user with appropriate permissions to view a dog on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to view the details of each dog used in K9 operations. This will help users to monitor and manage the K9 unit. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • Dog information must be stored and displayed accurately. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 113 View Dog Description

9.3.9.3 Update Dog

Functional Requirement	Explanation
Requirement number:	9.3
Requirement name (use case name):	Update Dog
Requirement short description:	The system must allow a user with appropriate permissions to update a dog on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to update the details of an existing dog used in the K9 operations. The editable details will include the dog's name, breed, age, role and location. Once the user clicks save, the system will validate the updated data and save the changes. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 114 Update Dog Description

9.3.9.4 Remove Dog

Functional Requirement	Explanation
Requirement number:	9.4
Requirement name (use case name):	Remove Dog
Requirement short description:	The system must allow a user with appropriate permissions to remove a dog on the system.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to remove a dog's record from the system. This could occur when the dog becomes retired and no longer participating in anti-poaching activities. The system will confirm to remove the dog and upon confirmation, the dog will be removed. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 115 Remove Dog Description

9.3.9.5 Assign User to Dog

Functional Requirement	Explanation
Requirement number:	9.5
Requirement name (use case name):	Assign User to Dog
Requirement short description:	The system must allow a user with appropriate permissions to assign a user to a dog.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to assign a registered handler to a dog on the system. This will help track who is responsible for the dog and working with the dog during patrols. Constraints: - Time constraint: the use case must be completed before the Project Day in October 2026. - The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - The handler must be registered on the system. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 116 Assign User to Dog Description

9.3.9.6 View User-Dog Assignment

Functional Requirement	Explanation
Requirement number:	9.6
Requirement name (use case name):	View User-Dog Assignment
Requirement short description:	The system must allow a user with appropriate permissions to view the assignment of users to dogs.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to view which handlers are assigned to which dogs on the system. This will track responsibilities, ensure accountability, and manage K9 operations effectively. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • All assignments must be stored and displayed accurately. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 117 View User-Dog Assignment Description

9.3.9.7 Update User-Dog Assignment

Functional Requirement	Explanation
Requirement number:	9.7
Requirement name (use case name):	Update User-Dog Assignment
Requirement short description:	The system must allow a user with appropriate permissions to update the assignment of users to dogs.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to update a dog's handler from one handler to another if needed. Once the user clicks save, the system will validate the updated data and save the changes. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • The new handler must be registered on the system. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 118 Update User-Dog Assignment Description

9.3.9.8 Deactivate User-Dog Assignment

Functional Requirement	Explanation
Requirement number:	9.8
Requirement name (use case name):	Deactivate User-Dog Assignment
Requirement short description:	The system must allow a user with appropriate permissions to deactivate the assignment of users to dogs.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to deactivate an existing assignment between a handler and a dog. The system will confirm the deactivation and upon confirmation, the user-dog assignment will be deactivated. This will remove the handler from being responsible for the dog. Constraints: Time constraint: the use case must be completed before the Project Day in October 2026. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 119 Deactivate User-Dog Assignment Description

9.3.9.9 Add K9 Role

Functional Requirement	Explanation
Requirement number:	9.9
Requirement name (use case name):	Add K9 Role
Requirement short description:	The system must allow a user with appropriate permissions to add a K9 role.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to add a new K9 role. These roles will define the responsibilities of each dog including tracking or attacking. These roles help to assign dogs to activities that match their abilities. Constraints: Time constraint: the use case must be completed before the Project Day in October 2026. The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	- Role based access. - User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 120 Add K9 Role

9.3.9.10 Update K9 Role

Functional Requirement	Explanation
Requirement number:	9.10
Requirement name (use case name):	Update K9 Role
Requirement short description:	The system must allow a user with appropriate permissions to update a K9 role.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to update an existing K9's role on the system. The editable details will include the name or spelling of the role. Once the user clicks save, the system will validate the updated data and save the changes. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 121 Update K9 Role Description

9.3.9.11 View K9 Role

Functional Requirement	Explanation
Requirement number:	9.11
Requirement name (use case name):	View K9 Role
Requirement short description:	The system must allow a user with appropriate permissions to view K9 roles.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to view a list of K9 roles on the system. These roles describe the responsibilities of each dog such as a tracking dog or attacking dog. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • K9 roles must be displayed accurately. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 122 View K9 Role Description

9.3.9.12 Deactivate K9 Role

Functional Requirement	Explanation
Requirement number:	9.12
Requirement name (use case name):	Deactivate K9 Role
Requirement short description:	The system must allow a user with appropriate permissions to remove a K9 role.
Requirement detailed description and constraints:	The system must allow a user with appropriate permissions to remove an existing K9's role from the system when it is no longer required. The system will confirm the deactivation and upon confirmation, the K9 role will be deactivated. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role based access. • User must be logged into the system.
Revision date and Revision number:	2026-03-04 Version 1.0
Criticality/Priority:	High

Table 123 Deactivate K9 Role Description

9.3.10 Rhino Subsystem

9.3.10.1 Add Rhino

Functional Requirement	Explanation
Requirement number:	10.1
Requirement name (use case name):	Add Rhino
Requirement short description:	The system allows users with appropriate permissions to add a rhino.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to store information about rhinos. The user will enter the required details including name, gender, location (kept vague for security reasons) and age. The user will also enter whether the rhino currently has a horn. Constraints: - Only users with appropriate permissions can add a rhino. - Fields must pass input validation before being captured.
Business rules applicable to this requirement	- Only a user with appropriate permissions can add a rhino. - User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 124 Add Rhino Description

9.3.10.2 View Rhino

Functional Requirement	Explanation
Requirement number:	10.2
Requirement name (use case name):	View Rhino
Requirement short description:	The system allows users with appropriate permissions to view rhino or elephant details.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to access and view information about rhinos stored on the system. Constraints: - Only users with appropriate permissions can view rhino details. - The rhino must already exist on the system.
Business rules applicable to this requirement	- Only a user with appropriate permissions can view rhino details. - User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 125 View Rhino Description

9.3.10.3 Update Rhino

Functional Requirement	Explanation
Requirement number:	10.3
Requirement name (use case name):	Update Rhino
Requirement short description:	The system allows users with appropriate permissions to update rhino details.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to update rhino details that are stored on the system. The system will display the rhino's current details and allow the user to change them. This includes the name, gender, location, age and has horn. Constraints: • Only users with appropriate permissions can update rhino details. • The rhino must already exist on the system.
Business rules applicable to this requirement	• Only a user with appropriate permissions can update a rhino. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 126 Update Rhino Description

9.3.10.4 Deactivate Rhino

Functional Requirement	Explanation
Requirement number:	10.4
Requirement name (use case name):	Deactivate Rhino
Requirement short description:	The system allows users with appropriate permissions to remove a rhino; historic data will be kept.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to remove a rhino from the system. The user will get a confirmation prompt before the rhino is removed from the system. Historic Rhino data will be kept. Constraints: • Only users with appropriate permissions can remove a rhino. • The rhino must already exist on the system.
Business rules applicable to this requirement	• Only a user with appropriate permissions can remove a rhino. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 127 Deactivate Rhino Description

9.3.11 Elephant Subsystem

9.3.11.1 Add Elephant

Functional Requirement	Explanation
Requirement number:	11.1
Requirement name (use case name):	Add Elephant
Requirement short description:	The system allows users with appropriate permissions to add an elephant.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to store information about elephants. The user will enter the required details including name, gender and location. Constraints: - Only users with appropriate permissions can add an elephant. - Fields must pass input validation before being captured.
Business rules applicable to this requirement	- Only a user with appropriate permissions can add an elephant. - User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 128 Add Elephant Description

9.3.11.2 View Elephant

Functional Requirement	Explanation
Requirement number:	11.2
Requirement name (use case name):	View Elephant
Requirement short description:	The system allows users with appropriate permissions to view elephant details.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to access and view information about elephants stored on the system. Constraints: • Only users with appropriate permissions can view elephant details. • The elephant must already exist on the system.
Business rules applicable to this requirement	• Only a user with appropriate permissions can view elephant details. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 129 View Elephant Description

9.3.11.3 Update Elephant

Functional Requirement	Explanation
Requirement number:	11.3
Requirement name (use case name):	Update Elephant
Requirement short description:	The system allows users with appropriate permissions to update rhino or elephant details.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to update elephant details that are stored on the system. The system will display the elephant's current details and allow the user to change them. This includes the name, gender, location and age. Constraints: • Only users with appropriate permissions can update rhino details. • The rhino must already exist on the system.
Business rules applicable to this requirement	• Only a user with appropriate permissions can update a rhino or elephant. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 130 Update Elephant Description

9.3.11.4 Deactivate Elephant

Functional Requirement	Explanation
Requirement number:	11.4
Requirement name (use case name):	Deactivate Elephant
Requirement short description:	The system allows users with appropriate permissions to deactivate an elephant; historic data will be kept.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to remove an elephant or elephant from the system. The user will get a confirmation prompt before the rhino or elephant is removed from the system. Historic data will be kept. Constraints: - Only users with appropriate permissions can remove an elephant. - The elephant must already exist on the system.
Business rules applicable to this requirement	- Only a user with appropriate permissions can remove an elephant. - User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 131 Deactivate Elephant Description

9.3.12 Photo Subsystem

9.3.12.1 Create Photo Group

Functional Requirement	Explanation
Requirement number:	12.1
Requirement name (use case name):	Create Photo Group
Requirement short description:	The system allows users with appropriate permissions to create a photo group.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to create a photo group so photos can be grouped together. A photo group will be created for a specific project, and a project can have many photo groups. Constraints: Only users with appropriate permissions can create a photo group.
Business rules applicable to this requirement	- Only a user with appropriate permissions can create a photo group. - User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 132 Create Photo Group Description

9.3.12.2 Update Photo Group

Functional Requirement	Explanation
Requirement number:	12.2
Requirement name (use case name):	Update Photo Group
Requirement short description:	The system allows users with appropriate permissions to update a photo group.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to update the name of a photo group. The system will display the group's current name and allow the user to change it. Constraints: • Only users with appropriate permissions can update a photo group. • Only an existing photo group can be updated.
Business rules applicable to this requirement	• Only a user with appropriate permissions can update a photo group. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 133 Update Photo Group Description

9.3.12.3 Remove Photo Group

Functional Requirement	Explanation
Requirement number:	12.3
Requirement name (use case name):	Remove Photo Group
Requirement short description:	The system allows users with appropriate permissions to remove a photo group.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to remove a photo group. The user will get a confirmation prompt before the photo group is removed from the system. Constraints: • Only users with appropriate permissions can remove a photo group. • Only an existing photo group can be removed.
Business rules applicable to this requirement	• Only a user with appropriate permissions can remove a photo group. • User must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 134 Remove Photo Group Description

9.3.12.4 Add Photo

Functional Requirement	Explanation
Requirement number:	12.4
Requirement name (use case name):	Add Photo
Requirement short description:	The system allows users to add photos to a photo group.
Requirement detailed description and constraints:	The system will allow users to select and add photos to a photo group from their device. Constraints: Only users who are part of the project that the photo group is associated with, can add photos to that specific group.
Business rules applicable to this requirement	Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 135 Add Photo Description

9.3.12.5 View Photo

Functional Requirement	Explanation
Requirement number:	12.5
Requirement name (use case name):	View Photo
Requirement short description:	The system allows users to view photos.
Requirement detailed description and constraints:	The system will allow users to select and view a photo. Constraints: Only users who are part of the project that the photo group is associated with, can view the photos in that specific group.
Business rules applicable to this requirement	Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 136 View Photo Description

9.3.12.6 Remove Photo

Functional Requirement	Explanation
Requirement number:	12.6
Requirement name (use case name):	Remove Photo
Requirement short description:	The system allows users to remove one or more photos.
Requirement detailed description and constraints:	The system will allow users to select and remove one or more photos. The user will get a confirmation prompt before the photos are removed from the system. Constraints: Only users who are part of the project that the photo group is associated with, can remove the photos from that specific group.
Business rules applicable to this requirement	Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 137 Remove Photo Description

9.3.13 Budget Subsystem

9.3.13.1 Create Project Budget

Functional Requirement	Explanation
Requirement number:	13.1
Requirement name (use case name):	Create Project Budget
Requirement short description:	A user with the appropriate permissions should be able to add a project budget.
Requirement detailed description and constraints:	A user with the appropriate permissions should be able to add a project budget to any given project, either while creating the project, or retroactively. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Financial data such as this is privileged, and thus only persons with appropriate roles may view it.
Business rules applicable to this requirement	• Role Based Access. • Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 138 Create Project Budget Description

9.3.13.2 Update Project Budget

Functional Requirement	Explanation
Requirement number:	13.2
Requirement name (use case name):	Update Project Budget
Requirement short description:	A user with the appropriate permissions should be able to update a project budget.
Requirement detailed description and constraints:	A user with the appropriate permissions should be able to update a project budget in the edge case that a mistake was made when entering the details, or the projects financing has changed. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Financial data such as this is privileged, and thus only persons with appropriate roles may view it.
Business rules applicable to this requirement	• Role Based Access. • Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 139 Update Project Budget Description

9.3.13.3 View Project Budget

Functional Requirement	Explanation
Requirement number:	13.3
Requirement name (use case name):	View Project Budget
Requirement short description:	A user with the appropriate permissions should be able to view a project budget.
Requirement detailed description and constraints:	A user with the appropriate permissions should be able to view a project budget in both the Budget and Project subsystems to gain a clear understanding of the financial state of a project and ERP. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Financial data such as this is privileged, and thus only persons with appropriate roles may view it.
Business rules applicable to this requirement	• Role Based Access. • Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 140 View Project Budget Description

9.3.13.4 Deactivate Project Budget

Functional Requirement	Explanation
Requirement number:	13.4
Requirement name (use case name):	Deactivate Project Budget
Requirement short description:	A user with the appropriate permissions should be able to deactivate a project budget.
Requirement detailed description and constraints:	A user with the appropriate permissions should be able to deactivate a project budget in the edge case that a project is cancelled. This can either be done by the user, or automatically when the event is removed. Data pertaining to the budget will be kept for accurate record keeping. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role Based Access. • Accurate Project Finance Management. • Accurate record keeping of historic data.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 141 Deactivate Project Budget Description

9.3.13.5 Log An Expense

Functional Requirement	Explanation
Requirement number:	13.5
Requirement name (use case name):	Log An Expense
Requirement short description:	A user with appropriate permissions should be able to log an expense.
Requirement detailed description and constraints:	A user with appropriate permissions should be able to log an expense to be deducted from the budget. Proof of this expense should be uploaded in the case that it is user created. An expense can also be logged by the system if inventory is allocated to a project attached to the budget or if a quote from a caterer, transport provider or accommodation provider is accepted. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • There should be sufficient budget to log an expense, if this is not the case, the user will be informed, and the expense will not be logged.
Business rules applicable to this requirement	• Role Based Access. • Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 142 Log An Expense Description

9.3.13.6 Update An Expense

Functional Requirement	Explanation
Requirement number:	13.6
Requirement name (use case name):	Update An Expense
Requirement short description:	A user with appropriate permissions should be able to update an expense.
Requirement detailed description and constraints:	A user with appropriate permissions should be able to update an expense in the edge case that information is entered incorrectly. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • There should be sufficient budget to log an expense if the value is updated, if this is not the case, the user will be informed, and the update will not be logged. • The expense should already exist on the system.
Business rules applicable to this requirement	• Role Based Access. • Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 143 Update An Expense Description

9.3.13.7 View An Expense

Functional Requirement	Explanation
Requirement number:	13.7
Requirement name (use case name):	View An Expense
Requirement short description:	A user with appropriate permissions should be able to view an expense.
Requirement detailed description and constraints:	A user with appropriate permissions should be able to search for and view an expense including supporting documentation. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role Based Access. • Accurate Project Finance Management.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 144 View An Expense Description

9.3.13.8 Deactivate An Expense

Functional Requirement	Explanation
Requirement number:	13.8
Requirement name (use case name):	Deactivate An Expense
Requirement short description:	A user with the appropriate permissions should be able to deactivate an expense.
Requirement detailed description and constraints:	A user with the appropriate permissions should be able to deactivate an expense in the edge case that an expense is refunded. Data pertaining to the budget will be kept for accurate record keeping. If this happens, finances should be reallocated to the associated budget. Supporting documentation of a refund or return should be included with the deactivate request and stored on the system. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Role Based Access. • Accurate Project Finance Management. • Accurate record keeping of historic data.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 145 Deactivate An Expense Description

9.3.14 Bike Subsystem

9.3.14.1 Capture Bike Location

Functional Requirement	Explanation
Requirement number:	14.1
Requirement name (use case name):	Capture Bike Location
Requirement short description:	The system should be able to receive and store the location of a bike fitted with a tracker.
Requirement detailed description and constraints:	The system should be able to receive and store the location of a bike fitted with a tracker created by the Bikes4ERD team. This will be used to track the impact of these bikes, and the use of these bikes by the communities that receive them. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Data should be saved in a way that complies with data privacy laws like the POPI act.
Business rules applicable to this requirement	
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	Low

Table 146 Capture Bike Location Description

9.3.14.2 View Bike Location

Functional Requirement	Explanation
Requirement number:	14.2
Requirement name (use case name):	View Bike Location
Requirement short description:	A user with appropriate permissions should be able to view the current and past locations of a tracked bicycle.
Requirement detailed description and constraints:	A user with appropriate permissions should be able to view the current and past locations of a tracked bicycle on a map interface to gain insights on how the bicycles are used. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • User has required permissions.
Business rules applicable to this requirement	
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	Low

Table 147 View Bike Location Description

9.3.14.3 Deactivate Bike Location

Functional Requirement	Explanation
Requirement number:	14.3
Requirement name (use case name):	Deactivate Bike Location
Requirement short description:	A user with appropriate permissions should be able to deactivate the tracking of a bicycle.
Requirement detailed description and constraints:	A user with appropriate permissions should be able to deactivate the tracking of a bicycle in the edge case that the tracker malfunctions, or for any other reason. Historic data regarding the bike location should still be stored in the database, but it will no longer be actively tracked. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • User has required permissions.
Business rules applicable to this requirement	• Accurate record keeping of historic data.
Revision date and	2026-03-05
Revision number:	Version 2.0
Criticality/Priority:	Low

Table 148 Deactivate Bike Location Description

9.3.15 Caterer Management Subsystem

9.3.15.1 Create Catering Request

Functional Requirement	Explanation
Requirement number:	15.1
Requirement name (use case name):	Create Catering Request
Requirement short description:	The system should allow the Super Administrator to efficiently send requests to caterers.
Requirement detailed description and constraints:	The system should allow the Super Administrator to create a request to a catering, new or existing, prefill details and send an email to the Caterer. Constraints: 1. Only the Super Administrator should be allowed to send a request on the system. 2. The user should be able to send requests to new and existing catering companies they have used before.
Business rules applicable to this requirement	3. The Super Administrator should be able to create and send the catering request. 4. This functional requirement should be pushed and updated on GitHub 5. All fields are validated before being stored
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 149 Create Catering Request Description

9.3.15.2 View Catering Request

Functional Requirement	Explanation
Requirement number:	15.2
Requirement name (use case name):	View Catering Request
Requirement short description:	The system should allow the Super Administrator to search and view pending catering requests.
Requirement detailed description and constraints:	Should the Super Administrator wish to see catering requests, the system should allow the user to search and view all the catering requests. Constraints: Only the Super Administrator should be able to view catering requests.
Business rules applicable to this requirement	- The Super Administrator should be able to view catering requests. - This functional requirement should be pushed and updated on GitHub - All fields are validated before being stored - All sensitive data is password protected
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 150 View Catering Request Description

9.3.15.3 Update Catering Request

Functional Requirement	Explanation
Requirement number:	15.3
Requirement name (use case name):	Update Catering Request
Requirement short description:	The system should allow the Super Administrator to make any changes to existing catering requests.
Requirement detailed description and constraints:	The system should allow the Super Administrator to make any changes to existing catering requests. Constraints: Only the Super Administrator should be able to make an update to catering requests.
Business rules applicable to this requirement	- The Super Administrator should be able to view catering requests. - There should be an existing catering request to update it. - This functional requirement should be pushed and updated on GitHub - All fields are validated before being stored - All sensitive data is password protected
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 151 Update Catering Request Description

9.3.15.4 Deactivate Catering Request

Functional Requirement	Explanation
Requirement number:	15.4
Requirement name (use case name):	Deactivate Catering Request
Requirement short description:	The system should allow unused Caterers to be removed.
Requirement detailed description and constraints:	The Super Administrator should be able to remove any existing Caterers if they no longer wish to have them on the system. Historic caterer data will be kept for accurate record keeping Constraints: Only the Super Administrator should be able to make an update to catering requests.
Business rules applicable to this requirement	- There should be an existing Caterer to remove. - This functional requirement should be pushed and updated on GitHub - All fields are validated before being stored - All sensitive data is password protected
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 152 Deactivate Catering Request Description

9.3.15.5 Accept Catering Offer

Functional Requirement	Explanation
Requirement number:	15.5
Requirement name (use case name):	Accept Catering Offer
Requirement short description:	The system should allow catering requests to be accepted.
Requirement detailed description and constraints:	The Super Administrator should be able to accept the catering request they wish to use. Constraints: Only the Super Administrator can use this function.
Business rules applicable to this requirement	The Super Administrator should be able to accept any requests they receive from caterers.
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 153 Accept Catering Offer Description

9.3.16 Accommodation Subsystem

9.3.16.1 Create Accommodation Request

Functional Requirement	Explanation
Requirement number:	16.1
Requirement name (use case name):	Create Accommodation Request
Requirement short description:	The system should allow the Super Administrator to efficiently send requests to accommodations.
Requirement detailed description and constraints:	The system should allow the Super Administrator to create a request to an accommodation, new or existing, prefill details and send an email to the place. Constraints: - Only the Super Administrator should be allowed to send a request on the system. - The user should be able to send requests to new and existing accommodations they have used before.
Business rules applicable to this requirement	- The Super Administrator should be able to create and send the accommodation request. - This functional requirement should be pushed and updated on GitHub - All fields are validated before being stored
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 154 Create Accommodation Request Description

9.3.16.2 View Accommodation Request

Functional Requirement	Explanation
Requirement number:	16.2
Requirement name (use case name):	View Accommodation Request
Requirement short description:	The system should allow the Super Administrator to search and view pending requests sent to accommodations.
Requirement detailed description and constraints:	Should the Super Administrator wish to see accommodation requests, the system should allow the user to search and view all the catering requests. Constraints: Only the Super Administrator should be able to view accommodation requests.
Business rules applicable to this requirement	- The Super Administrator should be able to view accommodation requests. - This functional requirement should be pushed and updated on GitHub - All fields are validated before being stored - All sensitive data is password protected
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 155 View Accommodation Request Description

9.3.16.3 Update Accommodation Request

Functional Requirement	Explanation
Requirement number:	16.3
Requirement name (use case name):	Update Accommodation Request
Requirement short description:	The system should allow the Super Administrator to make any changes to existing accommodation requests.
Requirement detailed description and constraints:	The system should allow the Super Administrator to make any changes to existing accommodation requests. Constraints: Only the Super Administrator should be able to make an update to accommodation requests.
Business rules applicable to this requirement	- The Super Administrator should be able to view accommodation requests. - There should be an existing accommodation request to update it. - This functional requirement should be pushed and updated on GitHub - All fields are validated before being stored - All sensitive data is password protected
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 156 Update Accommodation Request Description

9.3.16.4 Deactivate Accommodation Request

Functional Requirement	Explanation
Requirement number:	16.4
Requirement name (use case name):	Deactivate Accommodation Request
Requirement short description:	The system should allow unused accommodations to be removed.
Requirement detailed description and constraints:	The Super Administrator should be able to remove any existing accommodations if they no longer wish to have them on the system. Constraints: Only the Super Administrator should be able to make an update to accommodation requests.
Business rules applicable to this requirement	- The Super Administrator should be able to remove any account. - There should be an existing accommodation to remove. - This functional requirement should be pushed and updated on GitHub - All fields are validated before being stored - All sensitive data is password protected
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 157 Deactivate Accommodation Request Description

9.3.16.5 Accept Accommodation Offer

Functional Requirement	Explanation
Requirement number:	16.5
Requirement name (use case name):	Accept Accommodation Offer
Requirement short description:	The system should allow accommodation requests to be accepted.
Requirement detailed description and constraints:	The Super Administrator should be able to accept the accommodation request they wish to use. Constraints: Only the Super Administrator can use this function.
Business rules applicable to this requirement	The Super Administrator should be able to accept any requests they receive from accommodations.
Revision date and Revision number:	2026-02-27 Version 1.0
Criticality/Priority:	High

Table 158 Accept Accommodation Offer Description

9.3.17 Report Subsystem

9.3.17.1 Generate Custom Report

Functional Requirement	Explanation
Requirement number:	17.1
Requirement name (use case name):	Generate Custom Report
Requirement short description:	The system allows a user with appropriate permissions to generate a custom report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to generate a custom report. The user can select fields, and the system will generate a report using those fields. Constraints: Only users with appropriate permissions can generate custom reports.
Business rules applicable to this requirement	- Only users with appropriate permissions can generate custom reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 159 Generate Custom Report Description

9.3.17.2 View Custom Report

Functional Requirement	Explanation
Requirement number:	17.2
Requirement name (use case name):	View Custom Report
Requirement short description:	The system allows a user with appropriate permissions to view a custom report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to view a custom report. The user can select and view a custom report that has been created. Constraints: • Only users with appropriate permissions can view custom reports. • Report must already exist.
Business rules applicable to this requirement	• Only users with appropriate permissions can view custom reports. • Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 160 View Custom Report Description

9.3.17.3 Update Custom Report

Functional Requirement	Explanation
Requirement number:	17.3
Requirement name (use case name):	Update Custom Report
Requirement short description:	The system allows a user with appropriate permissions to update a custom report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to update a custom report. The system will display the report's current fields and allow the user to change them. Constraints: Only users with appropriate permissions can update custom reports.
Business rules applicable to this requirement	- Only users with appropriate permissions can update custom reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 161 Update Custom Report Description

9.3.17.4 Remove Custom Report

Functional Requirement	Explanation
Requirement number:	17.4
Requirement name (use case name):	Remove Custom Report
Requirement short description:	The system allows a user with appropriate permissions to remove a custom report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to delete a custom report. The user will get a confirmation prompt before the report is removed from the system. Constraints: Only users with appropriate permissions can remove custom reports.
Business rules applicable to this requirement	- Only users with appropriate permissions can remove custom reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 162 Remove Custom Report Description

9.3.17.5 Generate Bike Impact Report

Functional Requirement	Explanation
Requirement number:	17.5
Requirement name (use case name):	Generate Bike Impact Report
Requirement short description:	The system allows a user with appropriate permissions to generate a bike impact report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to generate a bike impact report. This report will allow admins, project managers and stakeholders to see the impact of the bike drops on communities. Constraints: Only users with appropriate permissions can generate bike impact reports.
Business rules applicable to this requirement	- Only users with appropriate permissions can generate bike impact reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 163 Generate Bike Impact Report Description

9.3.17.6 View Bike Impact Report

Functional Requirement	Explanation
Requirement number:	17.6
Requirement name (use case name):	View Bike Impact Report
Requirement short description:	The system allows a user with appropriate permissions to view a bike impact report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to view a bike impact report. The user can select and view a bike impact report that has been created. Constraints: Only users with appropriate permissions can view bike impact reports. Report must already exist.
Business rules applicable to this requirement	- Only users with appropriate permissions can view bike impact reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 164 View Bike Impact Report Description

9.3.17.7 Generate Budget Report

Functional Requirement	Explanation
Requirement number:	17.7
Requirement name (use case name):	Generate Budget Report
Requirement short description:	The system allows a user with appropriate permissions to generate a budget report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to generate a budget report. This report will allow admins and project managers to monitor spending, improve financial planning and support decision making. Constraints: Only users with appropriate permissions can generate budget reports.
Business rules applicable to this requirement	- Only users with appropriate permissions can generate budget reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 165 Generate Budget Report Description

9.3.17.8 View Budget Report

Functional Requirement	Explanation
Requirement number:	17.8
Requirement name (use case name):	View Budget Report
Requirement short description:	The system allows a user with appropriate permissions to view a budget report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to view a budget report. The user can select and view a budget report that has been created. Constraints: • Only users with appropriate permissions can view budget reports. • Report must already exist.
Business rules applicable to this requirement	• Only users with appropriate permissions can view budget reports. • Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 166 View Budget Report Description

9.3.17.9 Generate Rhino Report

Functional Requirement	Explanation
Requirement number:	17.9
Requirement name (use case name):	Generate Rhino Report
Requirement short description:	The system allows a user with appropriate permissions to generate a rhino report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to generate a rhino report. This report will allow admins and project managers to monitor rhino information and track conservation activities. Constraints: Only users with appropriate permissions can generate rhino reports.
Business rules applicable to this requirement	- Only users with appropriate permissions can generate rhino reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 167 Generate Rhino Report Description

9.3.17.10 View Rhino Report

Functional Requirement	Explanation
Requirement number:	17.10
Requirement name (use case name):	View Rhino Report
Requirement short description:	The system allows a user with appropriate permissions to view a rhino report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to view a rhino report. The user can select and view a rhino report that has been created. Constraints: Only users with appropriate permissions can view rhino reports. Report must already exist.
Business rules applicable to this requirement	- Only users with appropriate permissions can view rhino reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 168 View Rhino Report Description

9.3.17.11 Generate Elephant Report

Functional Requirement	Explanation
Requirement number:	17.11
Requirement name (use case name):	Generate Elephant Report
Requirement short description:	The system allows a user with appropriate permissions to generate an elephant report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to generate an elephant report. This report will allow admins and project managers to monitor elephant information and track conservation activities. Constraints: Only users with appropriate permissions can generate elephant reports.
Business rules applicable to this requirement	- Only users with appropriate permissions can generate elephant reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 169 Generate Elephant Report Description

9.3.17.12 View Elephant Report

Functional Requirement	Explanation
Requirement number:	17.12
Requirement name (use case name):	View Elephant Report
Requirement short description:	The system allows a user with appropriate permissions to view an elephant report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to view an elephant report. The user can select and view an elephant report that has been created. Constraints: • Only users with appropriate permissions can view elephant reports. • Report must already exist.
Business rules applicable to this requirement	• Only users with appropriate permissions can view elephant reports. • Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 170 View Elephant Report Description

9.3.17.13 Generate K9 Report

Functional Requirement	Explanation
Requirement number:	17.13
Requirement name (use case name):	Generate K9 Report
Requirement short description:	The system allows a user with appropriate permissions to generate a K9 report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to generate a K9 report. This report will allow admins and project managers to monitor K9 units and K9 activities. Constraints: Only users with appropriate permissions can generate K9 reports.
Business rules applicable to this requirement	- Only users with appropriate permissions can generate K9 reports. - Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 171 Generate K9 Report Description

9.3.17.14 View K9 Report

Functional Requirement	Explanation
Requirement number:	17.14
Requirement name (use case name):	View K9 Report
Requirement short description:	The system allows a user with appropriate permissions to view a K9 report.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to view a K9 report. The user can select and view a K9 report that has been created. Constraints: • Only users with appropriate permissions can view K9 reports. • Report must already exist.
Business rules applicable to this requirement	• Only users with appropriate permissions can view K9 reports. • Users must be logged in.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 172 View K9 Report Description

9.3.17.15 Export Report

Functional Requirement	Explanation
Requirement number:	17.15
Requirement name (use case name):	Export Report
Requirement short description:	The system allows a user with appropriate permissions to export generated reports.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions to export generated reports as a PDF. Constraints: • Only users with appropriate permissions can export reports. • Report must already exist.
Business rules applicable to this requirement	• Only users with appropriate permissions can export reports. • Users must be logged in. • Reports can only be downloaded as a PDF.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 173 Export Report Description

9.3.18 Vendor Management Subsystem

9.3.18.1 Create Vendor

Functional Requirement	Explanation
Requirement number:	18.1
Requirement name (use case name):	Create Vendor
Requirement short description:	A user must be able to add a vendor to the system.
Requirement detailed description and constraints:	A user must be able to add a vendor to the system by adding information including vendor name, location, vendor type, payment policy and credit facility information if applicable. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Vendor management capabilities. • Use of Preferred vendors.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 174 Create Vendor Description

9.3.18.1 Edit Vendor

Functional Requirement	Explanation
Requirement number:	18.2
Requirement name (use case name):	Edit Vendor
Requirement short description:	A user must be able to edit vendor information
Requirement detailed description and constraints:	A user must be able to edit a vendor on the system by changing information including vendor name, location, vendor type, payment policy and credit facility information. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • The vendor must already exist on the system.
Business rules applicable to this requirement	• Vendor management capabilities. • Use of Preferred vendors.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 175 Edit Vendor Description

9.3.18.3 Deactivate Vendor

Functional Requirement	Explanation
Requirement number:	18.3
Requirement name (use case name):	Deactivate Vendor
Requirement short description:	A user must be able to deactivate any given vendor.
Requirement detailed description and constraints:	A user must be able to deactivate any given vendor in the case that the vendor is no longer in use, or the vendor no longer exists. Data regarding previous purchases from the vendor will be kept for accurate record keeping, but the vendor will no longer appear on the list of available vendors. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • The vendor must already exist on the system.
Business rules applicable to this requirement	• Vendor management capabilities. • Use of Preferred vendors. • Accurate record keeping of historic data.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 176 Deactivate Vendor Description

9.3.18.4 View Vendor

Functional Requirement	Explanation
Requirement number:	18.4
Requirement name (use case name):	View Vendor
Requirement short description:	A user must be able to search for and view any given vendor.
Requirement detailed description and constraints:	A user must be able to search for and view any given vendor. The system will then display all relevant information regarding the vendor, including recent purchase history. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Vendor management capabilities. • Use of Preferred vendors.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 177 View Vendor Description

9.3.18.5 Create Vendor Type

Functional Requirement	Explanation
Requirement number:	18.5
Requirement name (use case name):	Create Vendor Type
Requirement short description:	A user with the appropriate permissions must be able to create a type that vendors can be categorised under.
Requirement detailed description and constraints:	A user with the appropriate permissions must be able to create a type that vendors can be categorised under. These types will be used when updating and creating vendors. It also ensures that vendors can be easily filtered. This includes entering information including a type of description and procurement rules. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Vendor management capabilities. • Use of Preferred vendors. • Role based access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 178 Create Vendor Type Description

9.3.18.6 Update Vendor Type

Functional Requirement	Explanation
Requirement number:	18.6
Requirement name (use case name):	Update Vendor Type
Requirement short description:	A user with the appropriate permissions must be able to update a vendor type.
Requirement detailed description and constraints:	A user with the appropriate permissions must be able to update a vendor type. This includes changes to the type name, description and procurement rules. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Vendor type must already exist on the system.
Business rules applicable to this requirement	• Vendor management capabilities. • Use of Preferred vendors. • Role based access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 179 Update Vendor Type Description

9.3.18.7 View Vendor Type

Functional Requirement	Explanation
Requirement number:	18.7
Requirement name (use case name):	View Vendor Type
Requirement short description:	A user must be able to search for and view a vendor type.
Requirement detailed description and constraints:	A user must be able to search for a vendor type and then view all available information regarding the vendor type. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Vendor management capabilities. • Use of Preferred vendors.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 180 View Vendor Type Description

9.3.18.8 Deactivate Vendor Type

Functional Requirement	Explanation
Requirement number:	18.8
Requirement name (use case name):	Deactivate Vendor Type
Requirement short description:	A user must be able to deactivate a vendor type.
Requirement detailed description and constraints:	A user with the appropriate permissions must be able to deactivate a vendor type if the type is no longer needed by the organization due to a change in policy or project scope. Data regarding previous use of the vendor type will be kept for accurate record keeping, but the type will no longer appear when selecting a vendor type. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Vendor type must already exist on the system.
Business rules applicable to this requirement	• Vendor management capabilities. • Use of Preferred vendors. • Accurate record keeping of historical data. • Role based access.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	High

Table 181 Deactivate Vendor Type Description

9.3.19 Machine Learning Subsystem

9.3.19.1 Create Project Risk Prediction

Functional Requirement	Explanation
Requirement number:	19.1
Requirement name (use case name):	Create Project Risk Prediction
Requirement short description:	The system should be able to use machine learning to highlight project risks.
Requirement detailed description and constraints:	The system should be able to use machine learning to highlight project risks relating to completion and resources allocation based on historic data in the system. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • An appropriate amount of data about previous events should be available for accurate predictions.
Business rules applicable to this requirement	• Intelligent Business Insights.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	Medium

Table 182 Create Project Risk Prediction Description

9.3.19.2 View Project Risk Prediction

Functional Requirement	Explanation
Requirement number:	19.2
Requirement name (use case name):	View Project Risk Prediction
Requirement short description:	A user with the appropriate role should be able to view project risk predictions.
Requirement detailed description and constraints:	A user with the appropriate role should be able to view project risk predictions relating to completion and resource allocation. This can be found in the ML subsystem, as well as integrated into steps such as inventory allocation, or selecting a project type. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Intelligent Business Insights.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	Medium

Table 183 View Project Risk Prediction Description

9.3.19.3 Create Team Prediction

Functional Requirement	Explanation
Requirement number:	19.3
Requirement name (use case name):	Create Team Prediction
Requirement short description:	The system should be able to use machine learning to highlight project risks.
Requirement detailed description and constraints:	The system should be able to use machine learning to suggest a team pairing based on complimenting skills and project type, as well as historic data such as participation, and success of projects they were assigned to in the past. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • An appropriate amount of data about previous events should be available for accurate predictions.
Business rules applicable to this requirement	• Intelligent Business Insights.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	Medium

Table 184 Create Team Prediction Description

9.3.19.4 View Team Prediction

Functional Requirement	Explanation
Requirement number:	19.4
Requirement name (use case name):	View Team Prediction
Requirement short description:	A user with the appropriate role should be able to view team predictions.
Requirement detailed description and constraints:	A user with the appropriate role should be able to view team predictions. This will be integrated into volunteer assignment process. The user can the either accept the prediction of the best team fit or decide to pick the team themselves. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Intelligent Business Insights.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	Medium

Table 185 View Team Prediction Description

9.3.19.5 Create Budget Prediction

Functional Requirement	Explanation
Requirement number:	19.5
Requirement name (use case name):	Create Budget Prediction
Requirement short description:	The system should be able to use machine learning to assess a proposed project budget.
Requirement detailed description and constraints:	The system should be able to use machine learning to assess a proposed project budget based on number of participants, project type and historic budgets. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • An appropriate amount of data about previous events should be available for accurate predictions.
Business rules applicable to this requirement	• Intelligent Business Insights.
Revision date and	2026-03-04
Revision number:	Version 2.0
Criticality/Priority:	Medium

Table 186 Create Budget Prediction Description

9.3.19.6 View Budget Prediction

Functional Requirement	Explanation
Requirement number:	19.6
Requirement name (use case name):	View Budget Prediction
Requirement short description:	A user with the appropriate role should be able to view budget predictions.
Requirement detailed description and constraints:	A user with the appropriate role should be able to view budget predictions when adding a budget to a project. The system will show a predicted budget and how it relates to the provided budget (if it is too low or high). Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature.
Business rules applicable to this requirement	• Intelligent Business Insights.
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	Medium

Table 187 View Budget Prediction Description

9.3.20 System Subsystem

9.3.20.1 Backup System

Functional Requirement	Explanation
Requirement number:	20.1
Requirement name (use case name):	Backup System
Requirement short description:	The system must allow a user with appropriate permissions to back up the system.
Requirement detailed description and constraints:	The system will allow users with appropriate permissions make a backup of the system data to ensure that information can be recovered in case of a system failure or data loss. The system backup can be done manually or automatically at scheduled intervals. Constraints: Only users with appropriate permissions can perform system backups.
Business rules applicable to this requirement	Only users with appropriate permissions can perform system backups.
Revision date and Revision number:	2026-03-05 Version 2.0
Criticality/Priority:	High

Table 188 Backup System Description

9.3.20.2 Restore System

Functional Requirement	Explanation
Requirement number:	20.2
Requirement name (use case name):	Restore System
Requirement short description:	The user should be able to restore data on the system.
Requirement detailed description and constraints:	The user should be able to restore data on the system to a previously backed up version. All users will be logged out by the system before the operation takes place. Constraints: • Time constraint: the use case must be completed before the Project Day in October 2026. • User skill constraint: the use case must be easy to understand and use, as some users will have limited technology abilities. • The user requires an Internet connection to access this feature. • Only a Super Administrator can access this feature.
Business rules applicable to this requirement	• Backups of Data should be kept
Revision date and Revision number:	2026-03-04 Version 2.0
Criticality/Priority:	Medium

Table 189 Restore System Description

9.4 Non-Functional Requirements List (PIECES)

1. **Performance**
 - 1.1. Response Time
 - 1.2. Throughput (Multiple Projects and Users)
2. **Information**
 - 2.1. Data Accuracy
 - 2.2. Data Completeness
3. **Economic**
 - 3.1. Resource Optimisation
4. **Control**
 - 4.1. Role-based access control
5. **Efficiency**
 - 5.1. Process efficiency
 - 5.2. Usability (User-Friendly, Minimal Clicks)
6. **Service**
 - 6.1. Reliability
 - 6.2. Mobile phone access

9.4.1 Performance

9.4.1.1 Response Time

Non-Functional Requirement	Explanation
Requirement number:	1.1
Requirement name:	Response Time
Requirement short description:	The system should be able to respond to user requests efficiently.
Non-functional requirement detailed description and constraints:	The system must quickly respond to user requests to ensure efficient operation. This will allow users to interact with the system efficiently without unnecessary delays. Constraints: A slow internet connection can affect system response time.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 190 Response Time Description

9.4.1.2 Throughput

Non-Functional Requirement	Explanation
Requirement number:	1.2
Requirement name:	Throughput
Requirement short description:	The system should be able to manage multiple projects and users at one time.
Non-functional requirement detailed description and constraints:	The system must process multiple requests from different users simultaneously as well as manage multiple projects at one time. Constraints: The database must support concurrent access and be optimised to efficiently process multiple simultaneous requests.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 191 Throughout Description

9.4.2 Information

9.4.2.1 Data Accuracy

Non-Functional Requirement	Explanation
Requirement number:	2.1
Requirement name:	Data Accuracy
Requirement short description:	The system should ensure that all data stored on the system is accurate and reliable.
Non-functional requirement detailed description and constraints:	The system must validate all data entered by the user to ensure that only correct and valid information is stored. Also, any data processing or retrieval done by the system must be free from errors. Constraints: • The system must validate all user inputs. • Invalid or incorrectly formatted data may not be stored in the system.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 192 Data Accuracy Description

9.4.2.2 Data Completeness

Non-Functional Requirement	Explanation
Requirement number:	2.2
Requirement name:	Data Completeness
Requirement short description:	The system should ensure that all required data fields are completed before being stored on the system.
Non-functional requirement detailed description and constraints:	The system must ensure that all mandatory data is entered by the user and prompting the user to complete any missing required fields. This will ensure that data is complete and usable for reporting, analysis and operational purposes. Constraints: All mandatory fields must be completed before a record can be saved.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 193 Data Completeness Description

9.4.3 Economics

9.4.3.1 Resource Optimisation

Non-Functional Requirement	Explanation
Requirement number:	3.1
Requirement name:	Resource Optimisation
Requirement short description:	The system should use system resources efficiently.
Non-functional requirement detailed description and constraints:	The system must use computing resources efficiently to minimise unnecessary processing power ensure stable performance on devices with limited resources, including mobile devices. Constraints: • None.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 194 Resource Optimisation Description

9.4.4 Control

9.4.4.1 Role-based Access Control

Non-Functional Requirement	Explanation
Requirement number:	4.1
Requirement name:	Role-based Access Control
Requirement short description:	The system should restrict access to features based on user roles.
Non-functional requirement detailed description and constraints:	The system must implement role-based access control, so users only have access to information and functionality assigned to their role, thereby protecting sensitive data. Constraints: • None.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 195 Role-based Access Control Description

9.4.5 Efficiency

9.4.5.1 Process Efficiency

Non-Functional Requirement	Explanation
Requirement number:	5.1
Requirement name:	Process Efficiency
Requirement short description:	The system should streamline processes and improve productivity.
Non-functional requirement detailed description and constraints:	The system must improve operational efficiency as well as allow users to complete tasks quickly. Constraints: Processes must be designed to minimise unnecessary steps.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 196 Process Efficiency Description

9.4.5.2 Usability (User-Friendly, Minimal Clicks)

Non-Functional Requirement	Explanation
Requirement number:	5.2
Requirement name:	Usability (User-Friendly, Minimal Clicks)
Requirement short description:	The system should minimise the number of steps needed to complete tasks.
Non-functional requirement detailed description and constraints:	The system must be user-friendly and intuitive to use and should be designed to minimise the number of clicks is required to perform certain tasks. Constraints: Interface design should be designed for ease of use.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 197 Usability Description

9.4.6 Services

9.4.6.1 Reliability

Non-Functional Requirement	Explanation
Requirement number:	6.1
Requirement name:	Reliability
Requirement short description:	The system should remain reliable to users and have minimal downtime.
Non-functional requirement detailed description and constraints:	The system must operate constantly without unexpected failures and should maintain stable performance. It should also protect sensitive information from unauthorised users reliably. Constraints: System downtime must be planned out of business hours and be communicated to users.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 198 Reliability Description

9.4.6.2 Mobile Phone Access

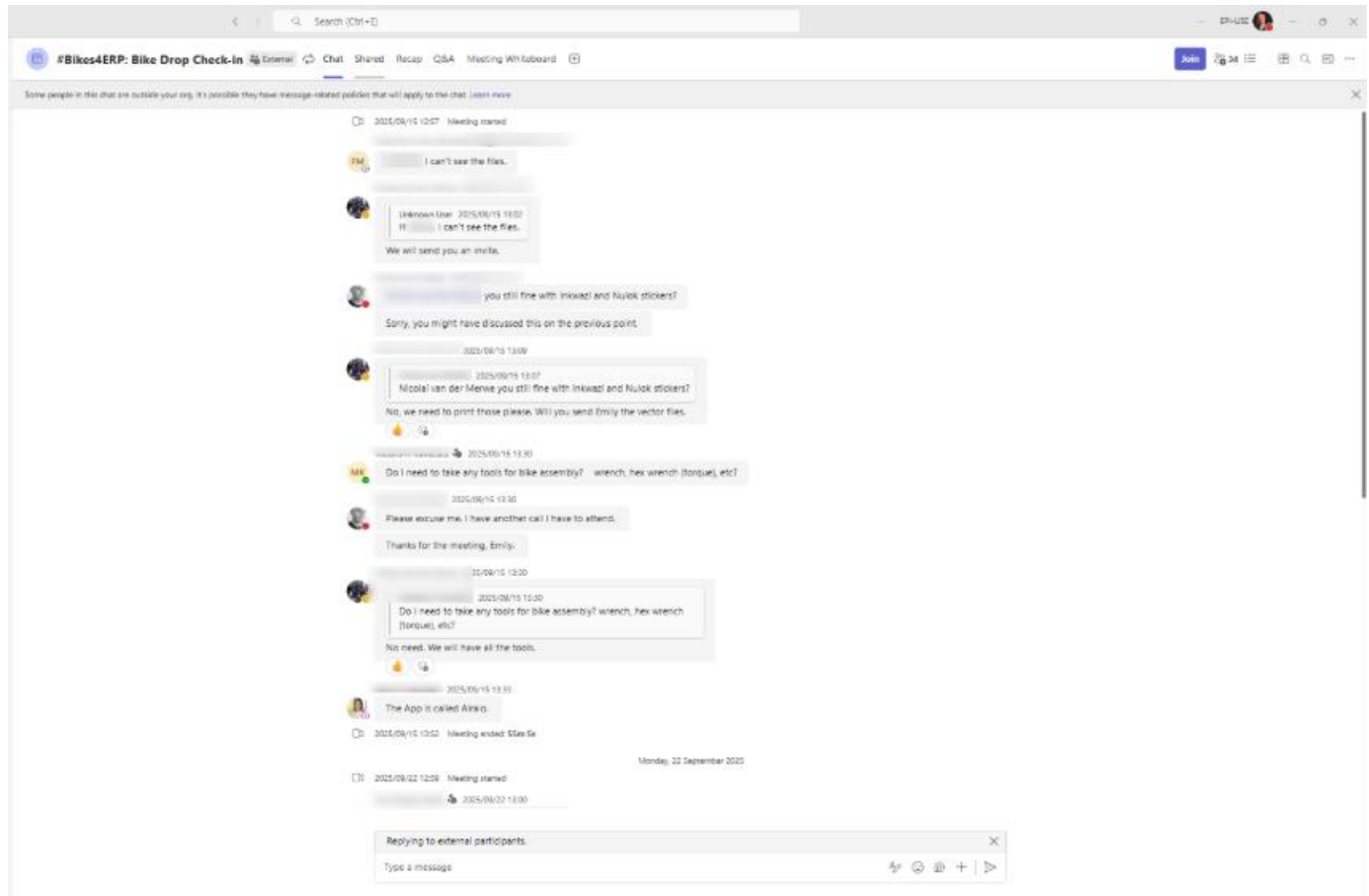
Non-Functional Requirement	Explanation
Requirement number:	6.2
Requirement name:	Mobile Phone Access
Requirement short description:	The system should support access from mobile devices.
Non-functional requirement detailed description and constraints:	The system must be accessible through mobile phones, and the interface should adjust to a smaller screen to ensure usability. Constraints: • None.
Revision date and Revision number:	2026-03-07 Version 1.0
Criticality/Priority:	High

Table 199 Mobile Phone Access Description

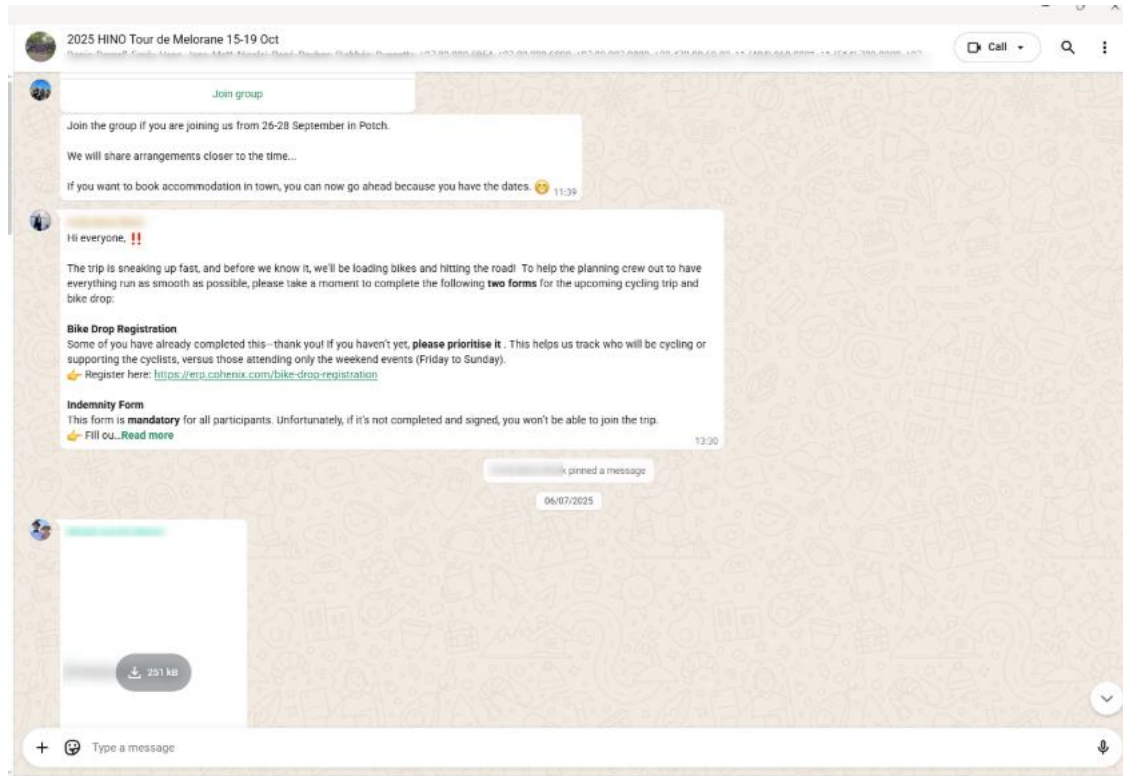
9.5 Conclusion

This section of the document listed and described the functional and non-functional requirements (PIECES framework) for our proposed ERP system.

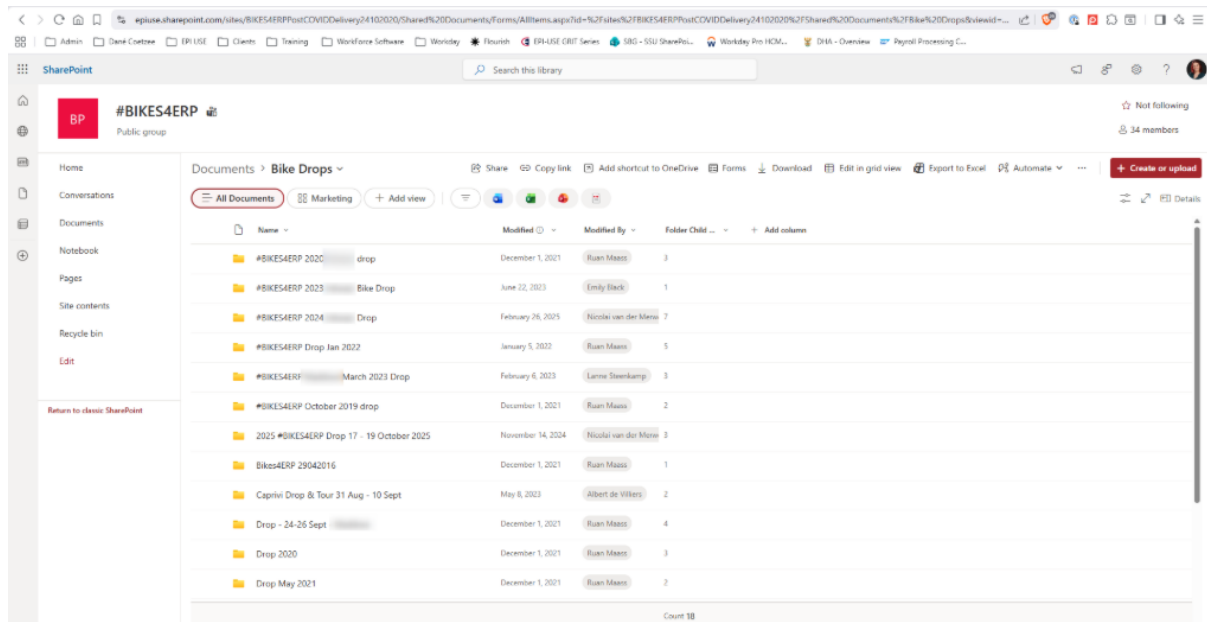
10. Appendix A: Client Documentation



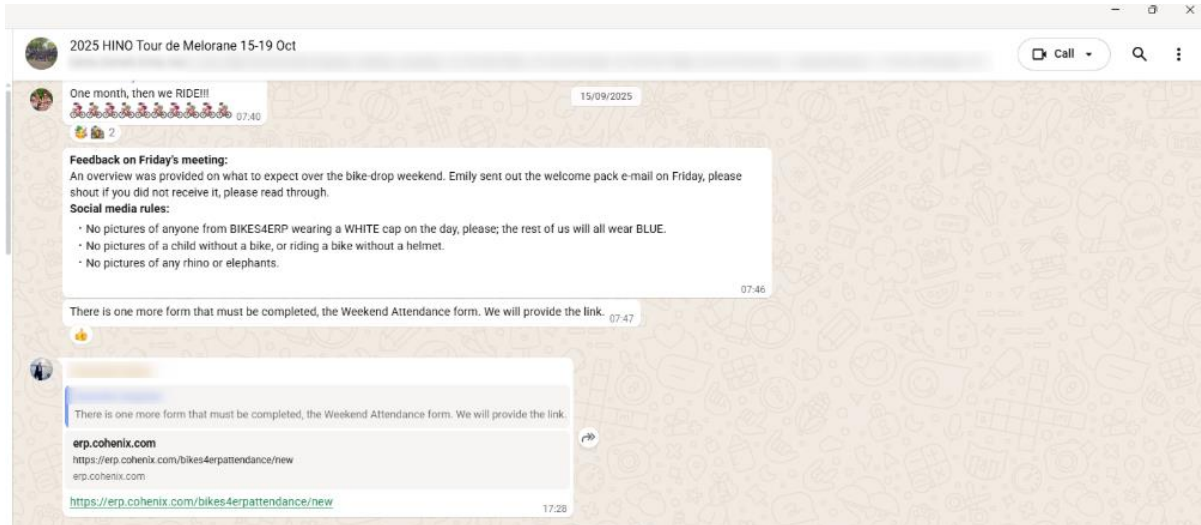
A 1 Screenshot of Bike Check-In



A 2 Screenshot of Bike Drop Registration Link



A 3 Image Albums Shared



A 4 Screenshot of Meeting Minutes

Important Administration

To make the upcoming bike drop run smoothly, please complete the following important documents:

Bike Drop Form: Used to collect the personal details we need for the event

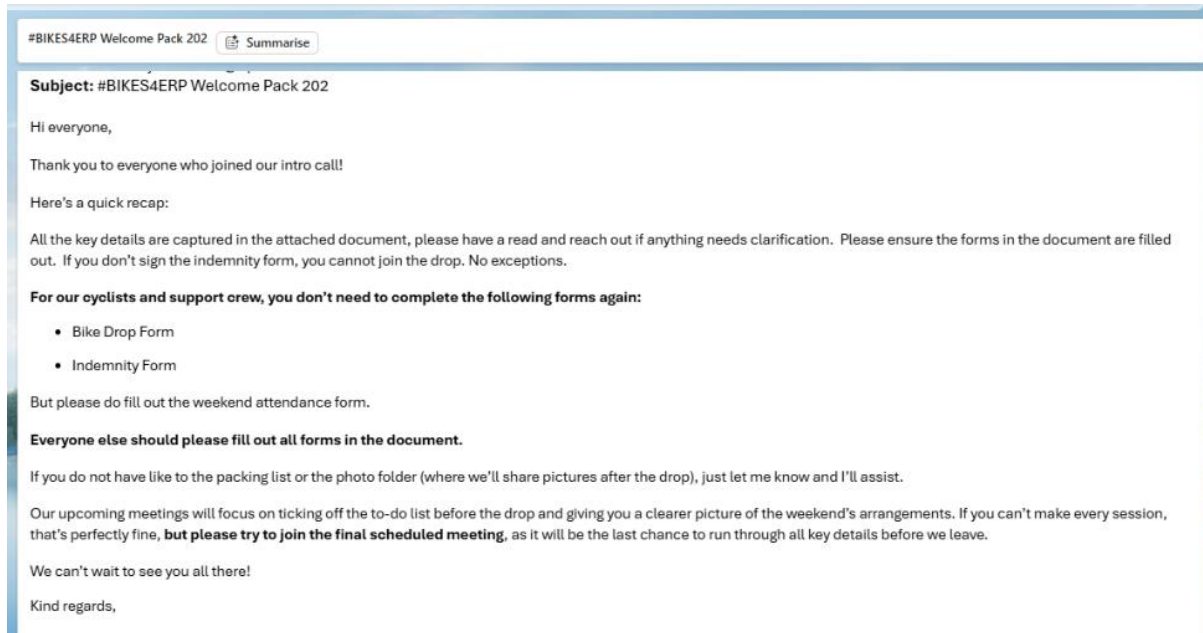
Indemnity Form: Mandatory for all participants; without this, you cannot join the bike drop.

Weekend Attendance Form: Helps us coordinate logistics and plan for the weekend.

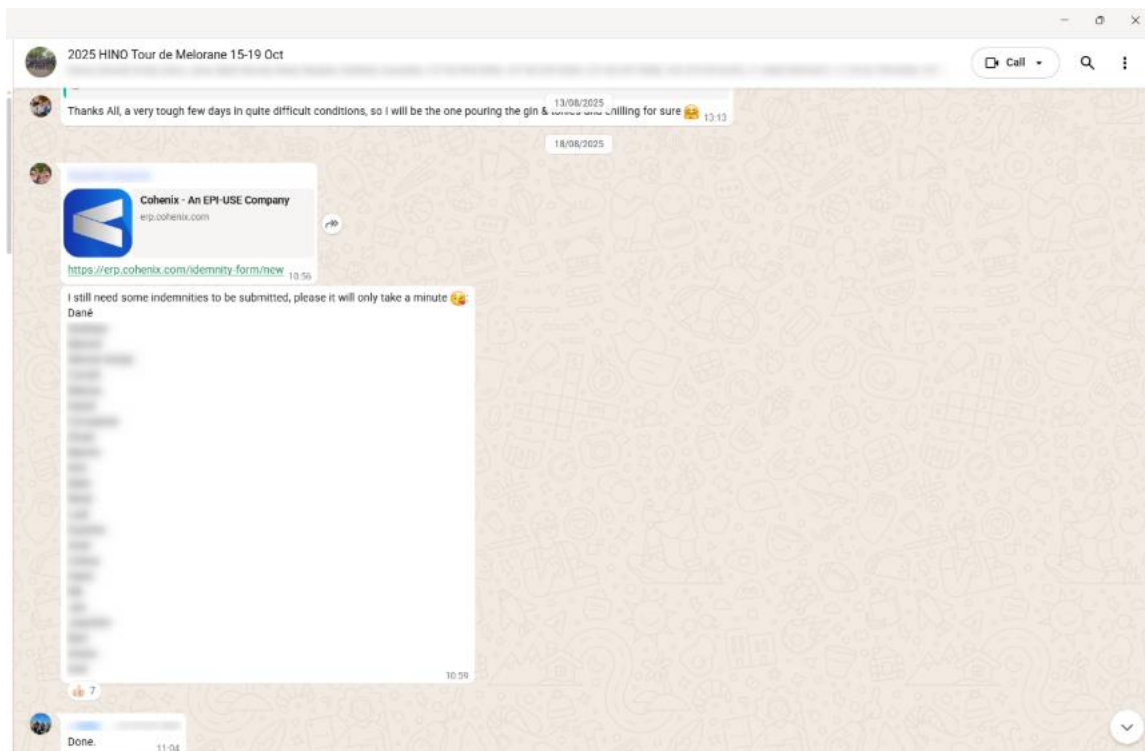
Packing List: This is a guide of what you'll need for the weekend, covering the essentials to make the bike drop comfortable and safe. Everyone's needs are different, so please adapt the list to include your own personal items as well.

Post Bike Drop Content Sharing: Please add all pictures and videos you are okay with sharing on our social media here.

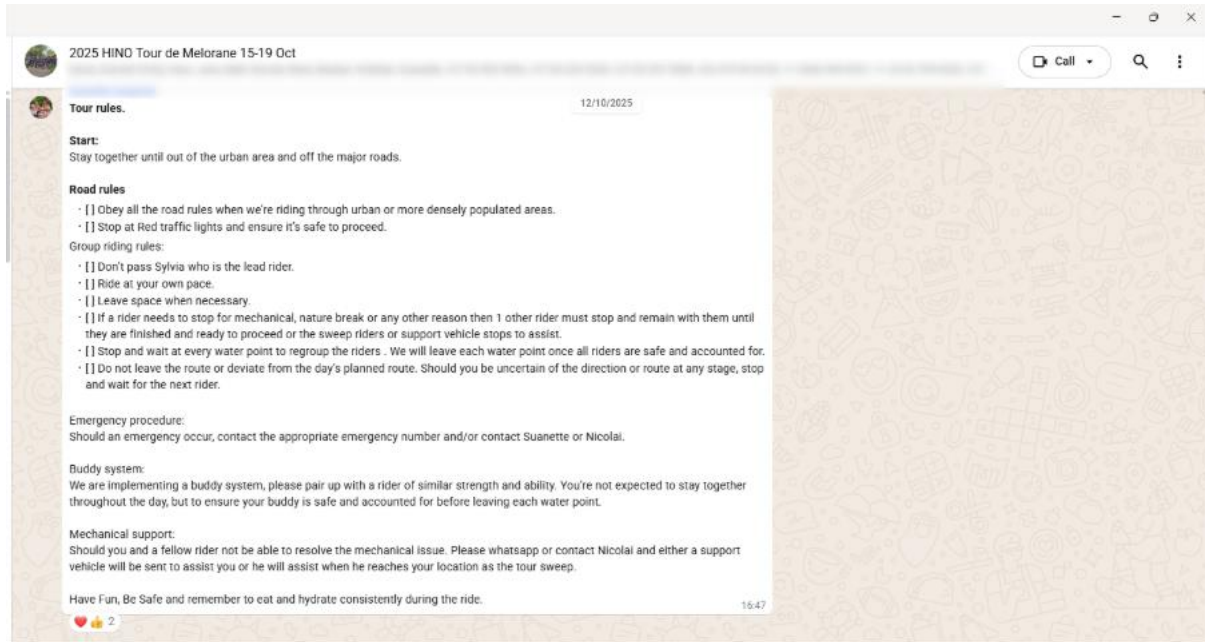
A 5 Important Information Shared



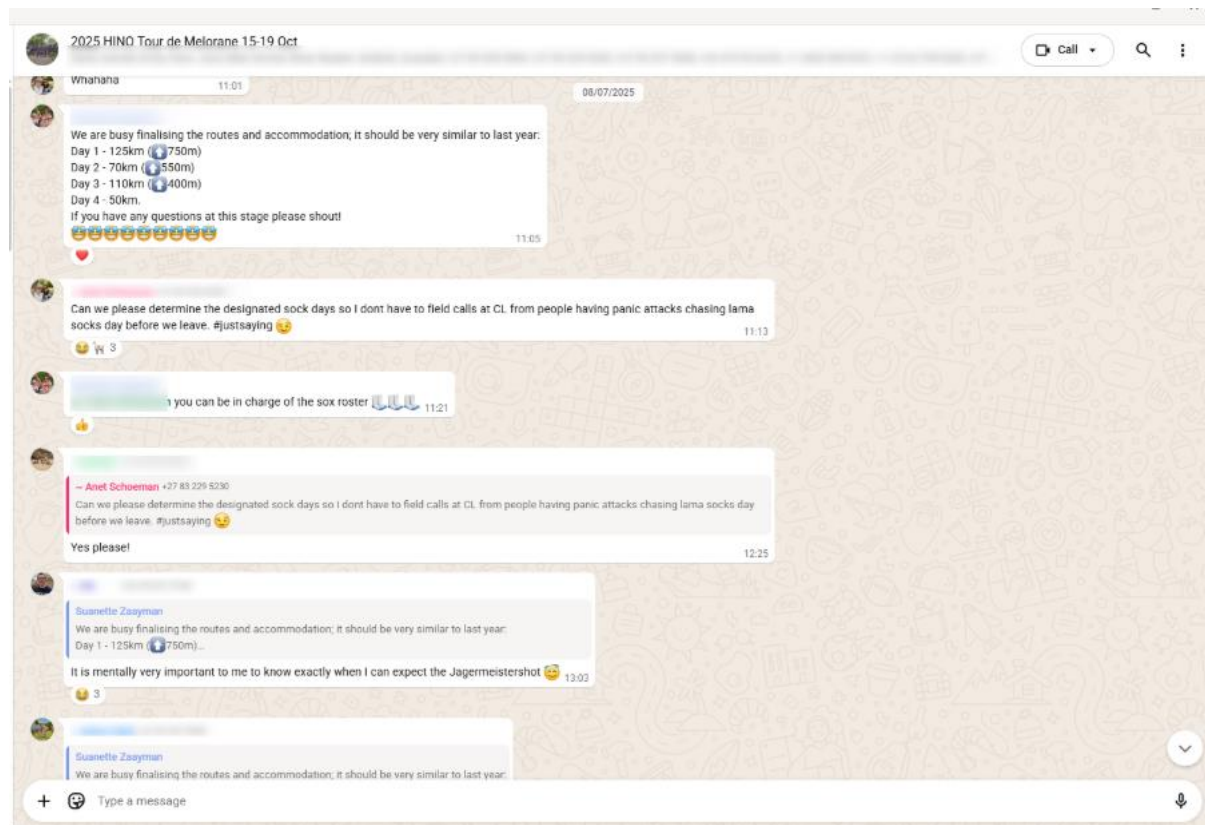
A 6 Screenshot of Important Information Communicated



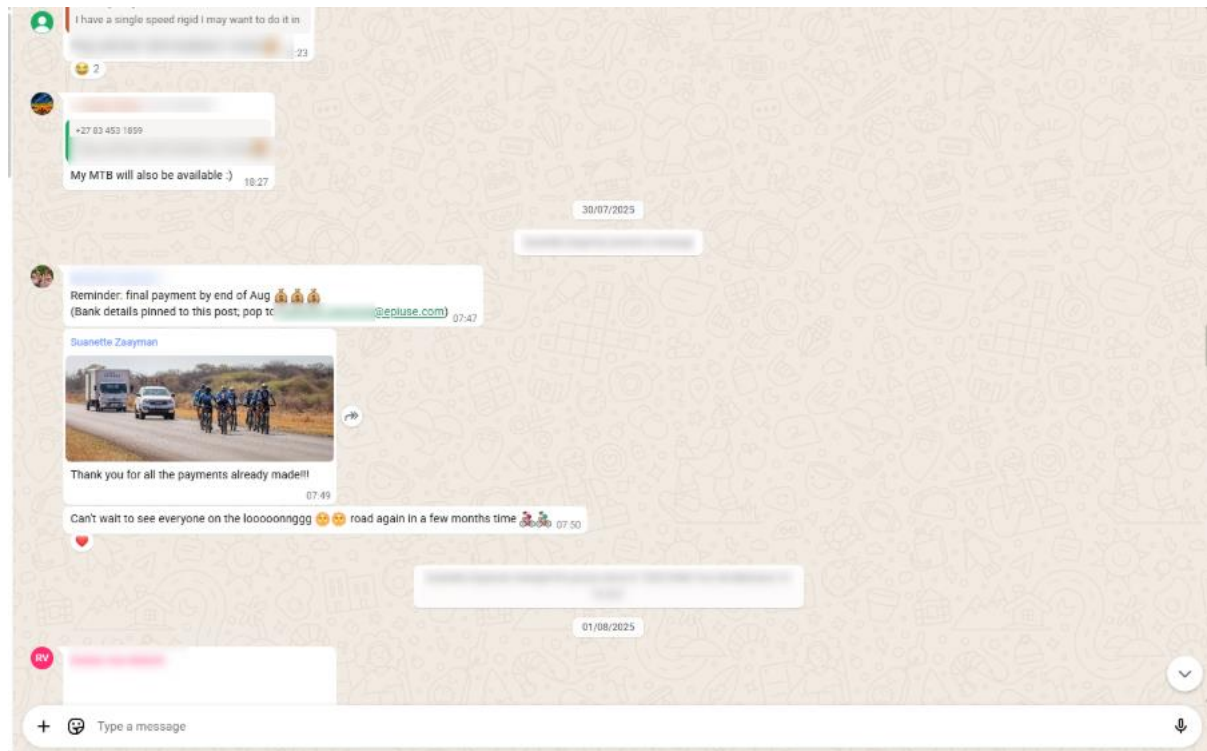
A 7 Screenshot of How Reminders Are Shared



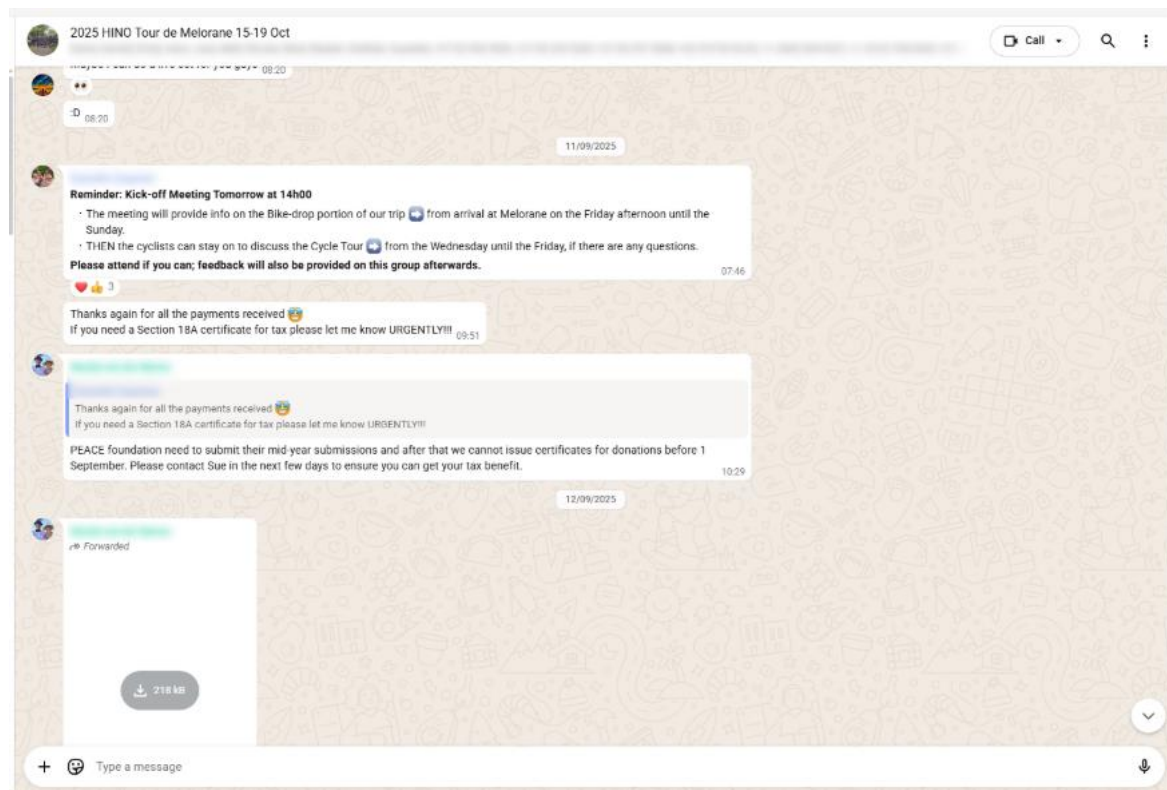
A 8 Screenshot of Rules Shared Amongst WhatsApp Group



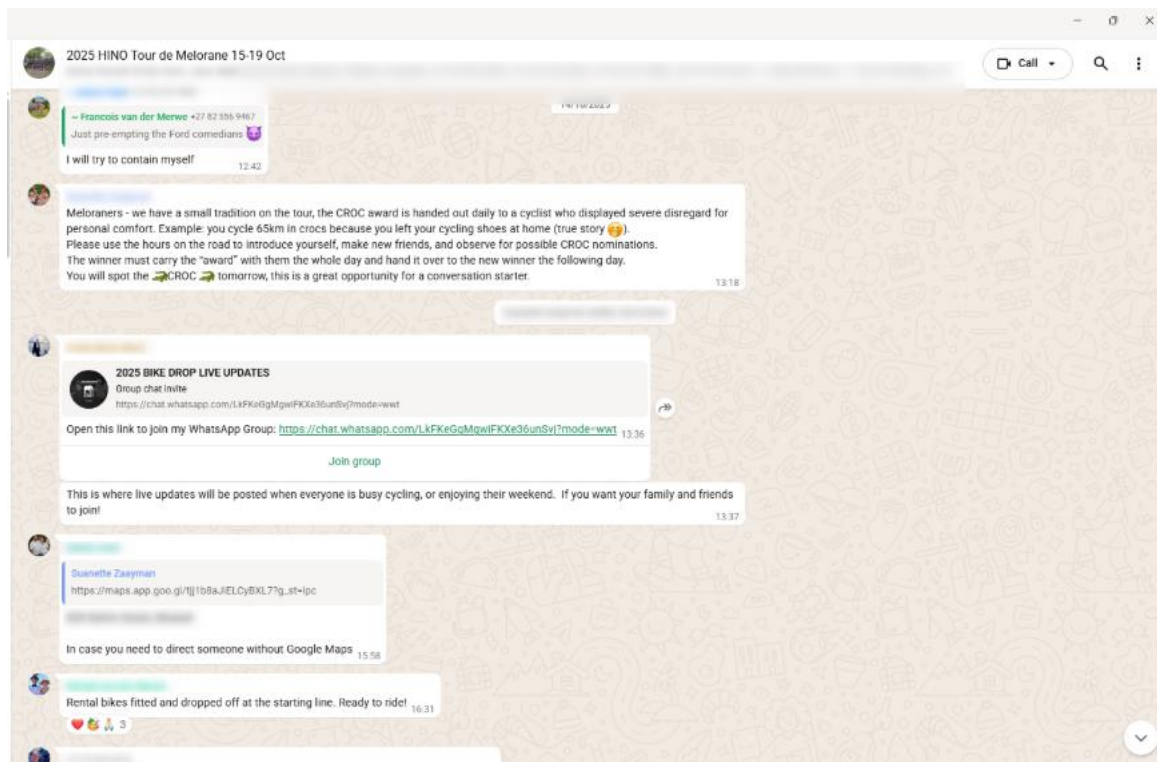
A 9 Screenshot showing Bike Routes and Accommodation



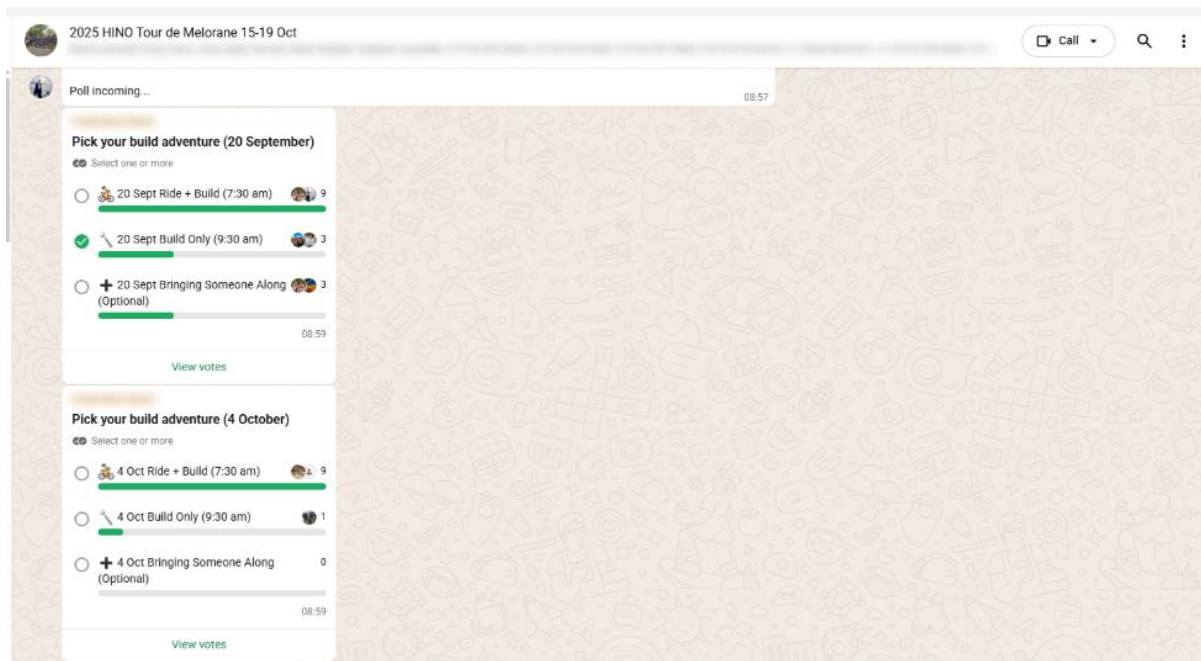
A 11 Screenshot showing How to Upload Proof of Payment



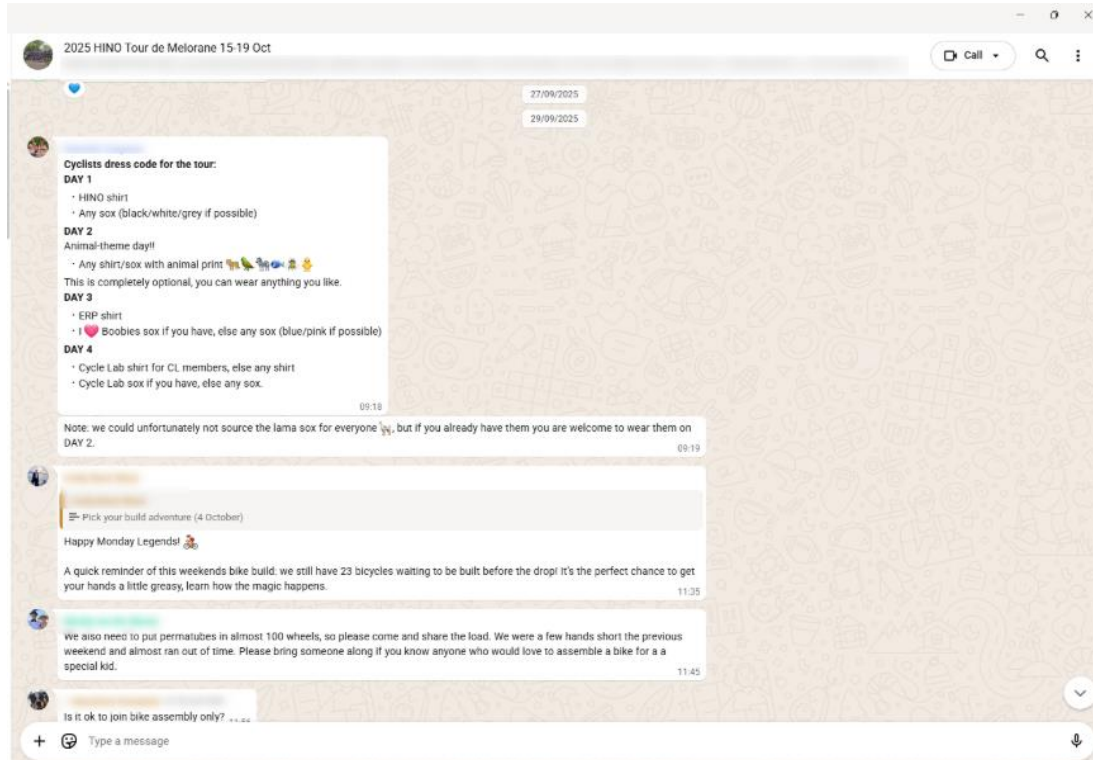
A 10 Screenshot sharing Call Times



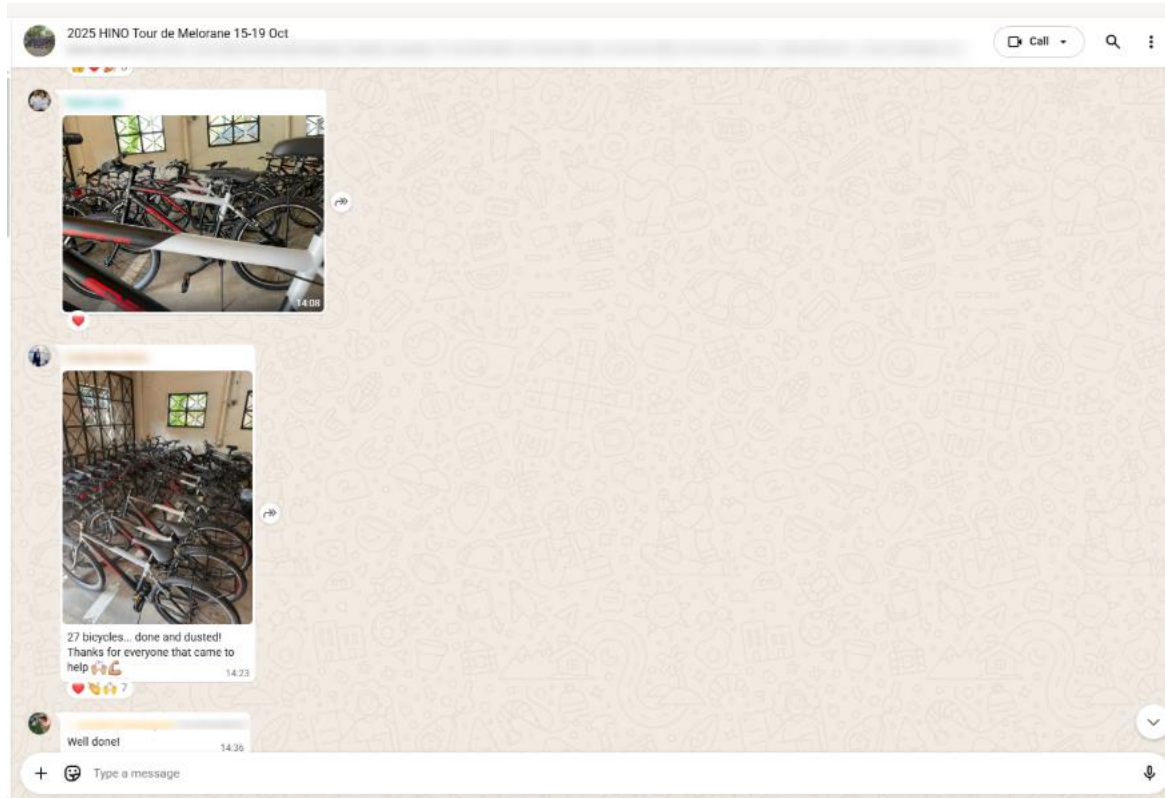
A 12 Screenshot showing Where to Receive Live Updates



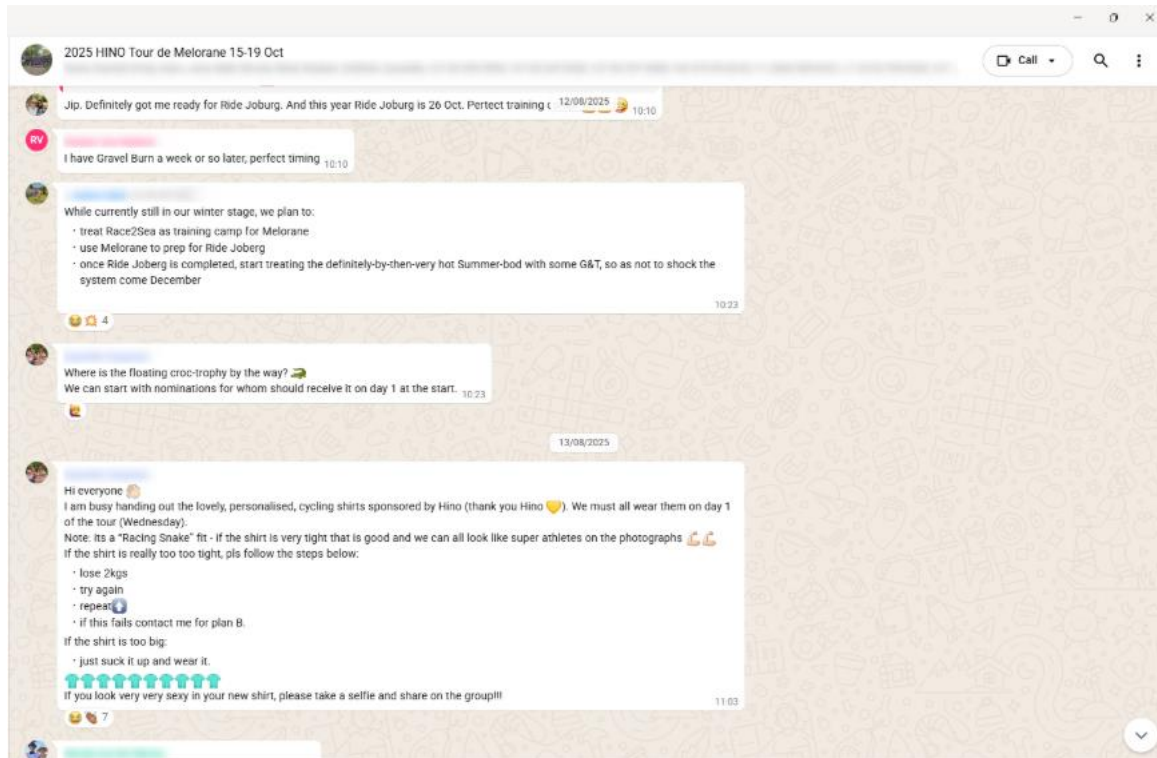
A 13 Screenshot sharing WhatsApp Polls on Groups



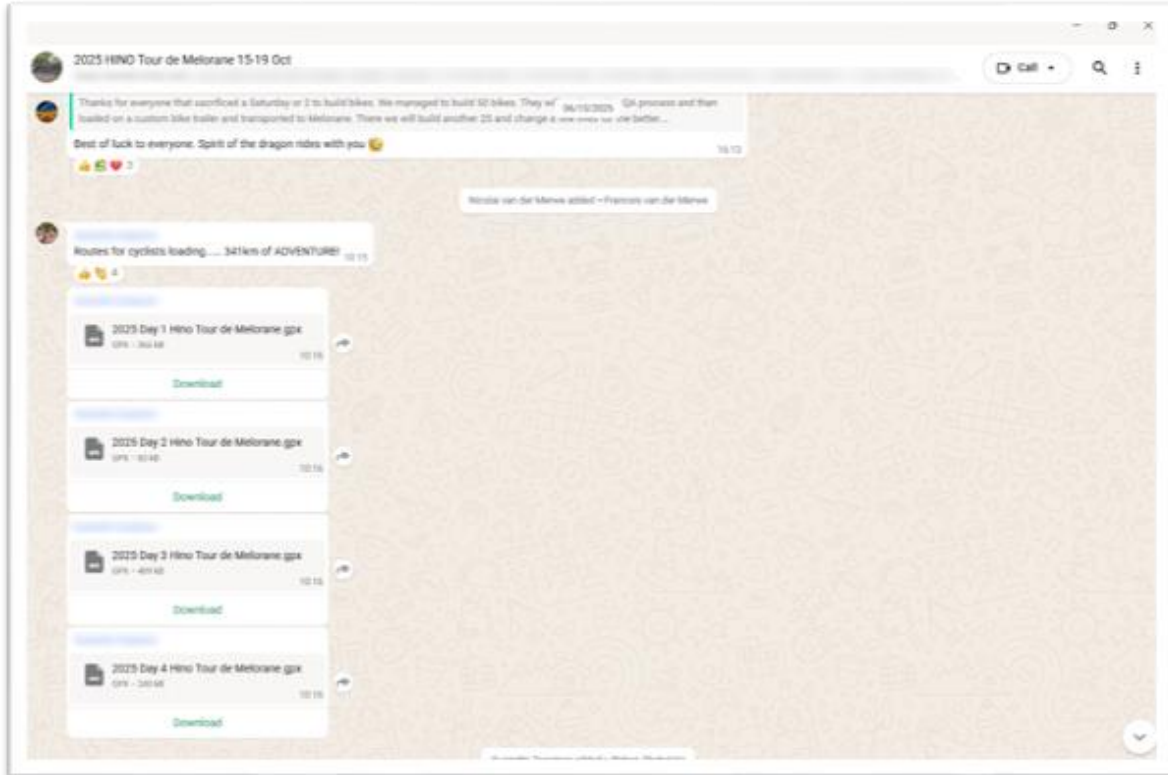
A 14 Screenshot showing Dress Code for the Tour



A 15 Screenshot showing Images Shared Amongst Groups



A 16 Screenshot showing Important Information Pertaining Merchandise



A 17 Screenshot showing Location Pins

#	A	B	C	D	E	F	G	H	I	J	K
1	#BIKES4ERP Bike Tour 15 - 19 October 2025										
2											
3		email address	Mobile phone nr.	RSVP	Payment Arrangement / Notes	Paid	M/F	ERP Cycling Shirt Cut & Size	HINO Cycling Shirt Size & Gender	Normal T-Shirt Size	Transport to Drop
4	Cycle to Madikwe										
5	Nicolai van der Merwe	nicolai@epiuse.com	0618541798				M	Standard L Mens	L - Male	L	0
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
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25											
26											
27											
28											
29											
30											
31											
32											
33	Inkwazi										
34	SAP										
35											
36											
37											
38											
39											
40											
41											
42	EU & US										

A 18 Spreadsheet for Merchandise

#	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#BIKES4ERP Bike Tour 15 -												
2													
3		Transport Back to PT	Cycling	Sleep N1	Sleep N2	Sleep Malen	Tent Share	How to Drop? Food a Car	How to Drop? Food a Car	Indemnity received	Medical info received	BIKE DROP Payment Received?	Notes - need anything? Tent, Stretcher/Matress / sleeping bags / cutlery/ camping chairs etc.
4	Cycle to Madikwe												
5	Nicolai van der Merwe	0	1	1	1	1		B	O	Yes			
6													
7													
8													
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30													
31													
32													
33	Inkwazi												
34	SAP												
35													
36													
37													
38													
39													
40													
41													
42	EU & US												

A 19 Spreadsheet of Important Data Received Pertaining Bike Drop

Caps & Shirts Stock Summary	# Caps left after previous drop	total # of Caps required for this drop				#Caps required to order
Shirt Sizes	# shirts left after previous drop	total # of shirts required for this drop				#shirts required to order
S						
M						
L						
XL						
2XL						
3XL						
4XL						
Hats 4 sale @R250		0				

A 20 Spreadsheet used for Cap and Shirt Sizes

	A	B	C	D
		Shirt Size	Need new shirt?	Need Cap?
1				
2	Nicolai van der Merwe	Standard: L Mens	No	No
3	Darnell van Wyk	Standard: XL Mens	No	No
4	Dante van der Merwe	Standard: XL Mens	No	No
5	Luan Slabbert	Standard: M Mens	Yes	Yes
6	Andalene Louw	Elite: M Ladies	No	No
7	Suanette Zaayman	Standard: S Ladies	No	No
8	Rilien Nienaber	Elite: M Ladies	No	No
9	Seugnet Vd Berg	Standard: L Ladies	Yes	Yes
10	Suzette Vd Merwe	Standard: L Ladies	Yes	Yes
11	Anet Schoeman	Elite: S Ladies	Yes	Yes
12	Sylvia du Raan	Standard: M Mens	Yes	Yes
13	Iuane Viljoen	S	No	No
14	Andries Coetzee	(Largest T-shirt size please)	No	No
15	Ludi van Zyl	Standard: 4XL Mens	No	No
16	Hanlie Boshoff	Ladies L T-shirt	Yes	Yes
17	Karel Boshoff	Standard: XL Mens	No	No
18	Michelle Arpin	Standard: M Mens	No	No
19	Anthony Hickson	Standard: M Mens	Yes	Yes
20	Marcel Kotze	Standard: 2XL Mens	No	No
21	Werner Kotze	Standard: 2XL Mens	No	No
22	David Venter (Medic)	Large	Yes	Yes
23	Corryanne Miller (David's Fiance)		Yes	Yes
24	Emily Black	M	No	No
25	Willem Spies	XL	Yes	Yes
26	Willem Spies - Guest 1 (Marie Spies)	2XL	Yes	Yes
27	Willem Spies - Guest 2 (Amy Doughnten)	XL	Yes	Yes
28	Willem Spies - Guest 3 (Ken Jodrey)	L	Yes	Yes
29	Willem Spies - Guest 4 (Richard Raul)	XL	Yes	Yes

A 21 Spreadsheet used for Shirt Sizes and Caps needed

	A	B	C	F
1	Action Item	Captain (also Courier to next station)	Team members	Comments
2	Station 1 Remove bike from box, remove cable ties, insert frontwheel; deliver items to applicable stations (e.g. seat to station 2)			2 pairs of scissors, 2 x sidecutters
3	Station 2 Insert handlebar & seat; remove plastic from bike			Allenkey - sizes?
4	Station 3 Frontwheel & pedals			5mm allenkey
5	Station 4 Set brakes			15 spanner, 13 spanner and 5mm allenkey Screwdriver
6	Station 5 Branding			Soapy water (spray bottle) for the stickers and pair of scissors

A 22 Spreadsheet showing Items needed at Each Station

	A	B	C	D	E	F
1		Cyclists & Others - Transport back to Pretoria				
2		Vehicle	No of Seats Available for RETURN to Pta	Driver & Passengers to Melorane	Driver Back to Pta	Comment
3		Ford Everest		Dané		Cycle tour support vehicle.
4		Bakkie				Cycle tour support vehicle; driving back to Potch directly.
5		Ford Wildtrak bakkie				Cycle tour support vehicle.
6		Toyota				Cycle tour support vehicle.
7		Ford bakkie				Nicolai - this car is available if needed.
8		HINO truck				
9		HINO bus				
10						
11						
12						
13						
14		TOTAL Seats Available	0			
15		(minus seats needed)	0			
16			0			
17						
18		Total nr of Seats needed for cyclists return (cross reference on Attendance sheet)				
19		Cyclists				
20		Support & other				
21		TOTAL Seats Needed	0			
22						
23						

A 23 Spreadsheet sharing Transportation Details

	A	B	C	D
	Action Item	October 2024 Drop Responsible	Status	Comments
1				
2	Finances	Nicolai	Finalised	
3	Branding stickers for the bikes	Nicolai	Finalised	
4	Car magnets		Finalised	She does have all of them. She will take them with on the cycle tour.
5	Danger tape	Nicolai	Finalised	
6	Trailers			
7	Vehicles		Finalised	
8	Drivers for the vehicles		Finalised	
9	Team appearance (Shirts and hats)		Finalised	Ordered and arranged payment
10	Accommodation		Finalised	Own drinks if you want more than what ERP provides.
11	Groundsheet			
12	Gazebos and Sharkfin banners, hammer & tent pegs		Finalised	The truck will be available to load everything on the Tuesday afternoon (2pm).
13	Meals			
14	Coolers for the food			
15	Camping fridges for keeping food cold on-route			
16	Dry Ice			
17	Water Cans		Finalised	
18	Braai			
19	Equipment - Drones		Finalised	
20	Equipment - Camera and Gimble, Video		Finalised	
21	Facebook Live			
22	Whatsapp Live			
23	Equipment - 2 way Radios			
24	Equipment - Music Speakers		Finalised	
25	Bikes handover ceremony		Finalised	Everyone is involved.
26	Disinfecting the bikes after Q&A			
27	Sanitizer			
28	Contracts for the Children to sign before handover of the bikes		Finalised	

A 24 Spreadsheet showing Action Items and Responsibilities

	A	B	C	D	E	F	G	H
1	* Please note, this is a guideline on what to pack, subject to change for each individual. Please do not pack more than what is needed as we have limited space.		Rules Social Media Rules Please post as much as you like on Any platform Use #BIKES4ERP, #ERPReduX and #SAP in your posts. Take nothing but photos (don't damage nature: take plants/ animals) Leave nothing but footprints Please do not share any animal footage such as Donkey Cars, Caged, or not in their natural habitat Please do not share any footage of rhino or elephants with a location Please do not capture media of children without a helmet when cycling Respect Nature Leave no trace: pack out everything you bring in. Follow fire regulations and use designated fire pits or stoves. Respect wildlife and keep your distance.					
2		Items						
3	Sleep and sit:							
4		Camp Chair						
5		Matras/stretchers (Optional, if you have please bring along) and indicate on the Accommodation Tab						
6		Sleeping bag/blanket						
7		Pillow						
8		Sheet for bed (optional)						
9		Electric pump (Optional, if you have a air matras)						
10		Tent (Optional, if you have please bring along, and indicate on the Accommodation Tab)						
11		Flashlight/Headlamp						
12								
13	Eat and drink:		Rules Cleanliness is Key					
14		Plate						
15		Bowl						
16		Knife, Fork, Spoon, Teaspoon spoon						
17		Cup/Glass						
18		Water bottle						
19		Snacks/Lunch for Friday on the road						
20		Snacks for Sunday on the road (back to Pretoria)						
21								
22	Health/Beauty/Toiletries:							
23		Sunscreen						
24		Non-scented wet wipes (to wipe down when you feel dirty)/body wipes						
25		Toothbrush and toothpaste						
26		Face cream						
27		Body wash						

A 25 Screenshot sharing Important Items to be Packed and Rules

A	
1	Previous Cycle Tours - Notes
2	2022
3	
4	
5	13 Riders
6	3 Support crew with 3 bakkies and 1 open trailer
7	Accommodation was at Bush and Buck and Keanah Ranch.
8	Route:
9	Lessons learned
10	Water was about 10 liter per person per day
11	Ice - 1 x R25 bag per person per day
12	Bush and buck - camping was good, distance between 3 bed house and camping was too far
13	Keanah Ranch was good - Only 1 bathroom was not enough - need more shade for tents - swimming pool far away
14	1st day route out of Pretoria - change a bit to get out of heavy traffic
15	3rd day - hard 2nd half - people like it, but look at options a bit more north for better scenery on the route
16	Manage expectations so the strength of the group is almost the same - Must be able to ride 100km @ 19km average (riding speed, stops excluded)
17	2 Cars will be good, but then 1 bus to bring back riders and bike trailer to bring back bikes
18	3 cars with 1 trailer, not enough
19	Both cars with trailers, one with a lid for shade
20	All bikes = tubeless
21	Bring NEW tubeless valves, rim tape and at least 4 - 6 spare tyres
22	Water and Cokes in larger containers
23	We had lots of plastic usage - bad
24	
25	2023
26	19 Riders
27	3 Support crew with 3 bakkies and 1 open trailer

A 26 Spreadsheet showing Previous Tour Notes

11. Appendix B: Other Systems Investigated

This Appendix document serves to review existing systems that could be used to solve the business problems of our client, EPI-USE. While no system matching our proposal one-to-one exists at the time of writing this, there are existing systems that serve very similar roles.

The first of these is **LogAlto**, created by DEVALTO Technologies of Quebec City, Canada. The system is geared towards NGOs and offers project and activity tracking, budgeting, volunteer management, customizable analytics dashboards, and the ability to aggregate data from different projects for better insight. While a lot of the required functionality is built into the system out-of-the-box, some customizations would need to be made if EPI-USE wants to use the system for their Corporate Responsibility Initiative. Unfortunately, this would require a LogAlto Plus subscription, which would cost EPI-USE \$30 000 per year for over 50 users (Approximately R480 000).

In contrast to the high cost of LogAlto, another option would be the open-source system:

OpenProject. The Community version of the system can be self-hosted for free without a licensing fee and EPI-USE already has the necessary infrastructure to host such a system. It is widely used by NGOs, including GREENPEACE, Tek4Kids, Linux Professional Institute and more because of the Data privacy of self-hosting and low cost. While low-cost, the system doesn't support as many features as the alternatives, and not all the features required by EPI-USE's ERP initiative. It offers basic tracking tools like Gant Charts; and resource- and budget management.

Breeze is a project management SaaS (Software as a Service) system that offers quite a few of the features required by EPI-USE, including task management, volunteer coordination, vendor management and Event Planning. The system can also integrate with popular chat, online storage and accounting software for easy integration into EPI-USE's workflow. It is used by non-profit organizations like Mozilla (creators of the Firefox browser) and a range of Corporations. The system, however, does not support any further customization, which will be needed to meet all the requirements set out in the project proposal. Pricing is based on a subscription model, priced per user. For a team of 50 EPI-USE will pay \$450 or R7 240 per month.

Other systems not directly targeted towards NGOs or non-profits also exist to provide some of the functionality EPI-USE requires, including **Basecamp**, **Monday**, and **Trello**. None of the however offer all the required functions in one system.

From this review, although alternatives to our planned system exist, none of them meet all the requirements we have set out to meet in our project nor meet all the requirements set out by our client, EPI-USE.

12. Appendix C: Complexity

Description Of Functionality	Score
For online applications: Responsive web design (using HTML and CSS to automatically resize, hide, shrink, or enlarge, a website, to make it look good on all devices.)	3
Appropriate use of tabs/links	3
Appropriate use of grids/tables	3
Use and update at least two graphs in an appropriate business context. For example, a dashboard indicating the status of goods sold, services rendered, staff allocation to work etc. These graphs are NOT the graphs for a report and do not have to be printed in a PDF as per section 3.	4
The storage and display of graphical information, like photos, is for a good business reason. For example, a profile picture or a product image.	3
Working e-mail automatically generated from the database in an appropriate business context	2
At least one use of a tree to display data from the database. This needs to be set up in the database. For example: Province, City, Suburb OR Product category, product type, and product.	3
Able to dynamically modify a data tree structure and in doing so adjusting the data in the database. As per line 19, however, from the front end you need to be able to modify it by adding/updating/deleting the records.	4
At least one use of a calendar view of data (not a date/time picker; not a plug-in such as Google calendar)	3
Uploading a file into the system for appropriate business reasons. Can be PDF or an additional image.	3
The use of audio/video in an appropriate business context. This can be a YouTube video or a help video.	3
At least one use of an administrator in a configurable timer in an appropriate business context. For example, OTP session timer or logout session timer - these timers need to be adjustable from the front end.	3
At least 30 tables used (4 member groups), or 40 tables used (5 member groups)	6
Full referential integrity on all table relationships	6
At least 3 simple list reports in a reporting tool (no control breaks, no graphs, single table) displayed on screen and generated as PDF with logo, date generated, person generated. Reports should be useful to allow organisation to make decisions.	3
At least 2 transactional reports with 2 or more control breaks (with heading and calculated values/totals, multiple tables) displayed on screen and generated as PDF with logo, date generated, person generated. Reports should be useful to allow organisation to make decisions. (have sub totals and full totals)	6
At least 1 report with adjustable criteria displayed on screen and generated as PDF with logo, date generated, person generated. Reports should be useful to allow organisation to make decisions.	3
At least 1 management report using a graph displayed on screen and generated as PDF with logo, date generated, person generated. Reports should be useful to allow organisation to make decisions.	3
All data that can change in future should not be hard coded but maintained in a sub-module of the system (e.g. Lookup tables)	6

Description Of Functionality	Score
Some business rules are not hard coded but maintained in a sub-module of the system and should work when implemented in the system. For example, discount, VAT, response time etc. These need to be in a table that can be updated. It should be applied in the code.	6
All system-generated errors are trapped, and consistent, user-friendly error messages are displayed	6
Appropriate data validation on all input fields. This includes dates (example: cannot be born in the future), numbers (no negative quantities or prices).	6
At least one menu item or other control that opens a complete help document (HTML, PDF, Help-file)	3
Extensive context-sensitive help. E.g. calling Help on a specific screen/function will automatically open the specific help for that screen/function.	6
Search facility on Help	3
Extensive use of hints for example place holders or tool tips.	3
Logon screen with user ID and password and fixed user profiles	3
Applying two factor authentication with applicable business reasons via an OTP not via a link.	3
Encrypted passwords in database	1
Flexible user profiles (i.e. you can dynamically add user profiles that will enable/disable access to certain parts of the system). For example, you can add a new role with new permissions for the role, or you can adjust permissions for an existing role. It does not refer to profiles for example a client vs and employee role.	6
An audit trail of all transactions in the system showing at least date, time, user, transaction type, critical data (such as amount and quantity of transaction). Who did what when on the system. Link the table to the user's table to capture ALL transactions.	6
Able to search the audit trail on any of the following: date, user, transaction type	3
For an online application: Deployment of application to a publicly accessible web server such as Azure.	3
For a mobile application: Deployment to an App Market place (such as the PlayStore or the AppStore)	6
Deployment of the database to a remote database server	3
Able to open Word or Excel and automatically place data in it based on the parameters provided (with a good business reason). For example, importing products and prices into the system.	6
XML or JSON: At least 1 XML or JSON file for Importing or Exporting of data (with good business reason). For example, JSON can be used to interact with another system.	3
Simple Link to an external INPUT device using plug-and-play technology, such as a swipe card reader, bar code reader, etc. or a native component such as a QR reader, a GPS component, etc.	3
Loose Link to an external INPUT device using specific device software. Data or images must seamlessly be stored in the database, but device specific software is visible to the user. (This could include a digital camera, scanner, voice recording device, thumb print reader, etc.)	6
Tight Link to an external INPUT device using specific device software. Data or images must seamlessly be stored in the database, but device specific software is not visible to the user. (This could include a digital camera, scanner, voice recording device, thumb print reader, etc.)	9

Description Of Functionality	Score
Integrate an existing web service into your application (with good business reasons. For example, google API or weather forecast (with a good business reason)	3
Appropriate business use of static views on an alternative platform such as mobile application with a good business reason. For example, an about us page on your mobile app.	3
The use of a data layer to facilitate interaction between your database and your business layer	3
Comprehensive use of stored procedures and/or triggers and/or jobs.	3
Complete automated unit testing for five use cases.	5
Any very advanced innovative addition to the system (e.g. machine learning, AI, block chain, text mining, IOT, etc.) If you implement a chatbot, it needs to have advance functionalities that you have developed and trained yourself.	5
Total	174

Table 200 Detailed Complexity Table

13. Sign-off by Client

Sign-Off Confirmation:

I, the undersigned, have reviewed the contents of this document and approved it as complete and accurate. I acknowledge that the information provided meets the requirements agreed upon with team 35, Canvas.

Client Name: Dané Coetzee

Signature: 

Date: 08 March 2026

14. Sign-off by Team

Team member:

Name: Alexander Steven

Date: 6th March 2026

Signature:



Team member:

Name: Amahle Khoza

Date: 6th of March 2026

Signature:



Team member:

Name: Stephan Bredenhann

Date: 7th of March 2026

Signature:



Team member:

Name: Christopher Bailey

Date: 7th March 2026

Signature: 

Team member:

Name: Nicholas Bailey

Date: 7th of March 2026

Signature: 