BUSINESS REQUIREMENT DOCUMENT

Sexual reproductive health research proposal platform

**VERSION 0.1**

October 2021

**Document governance**

Version Control

This details the changes between versions:

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author (s) | Revision |
| 02 | 27/10/2021 |  |  |
| 0.1 | 10/09/2021 |  |  |

RACI matrix

***Definitions:***

***Responsible:*** *The one who performs the work.*

***Accountable:*** *The one that has the final authority and accountability to a given task*

***Consulted:*** *The people who provide information for the solution design and with whom there is two-way communication. This is usually several people, often subject matter experts.*

***Informed:*** *The people who are kept informed about progress and with whom there is one-way communication. These are people that are affected by the outcome of the tasks so need to be kept up-to-date****.***

The details on who is responsible, accountable, to be consulted and informed:

|  |  |  |
| --- | --- | --- |
| RACI | Name | Title |
| Responsible | Sandra Orogodo | Business analyst |
| Accountable | Hamsadvani Kuganantham  Anne Thorson | Technical officer  Technical officer |
| Consult | Hamsadvani Kuganantham  Anne Thorson | Technical officer  Technical officer |
| Inform | Hamsadvani Kuganantham  Anne Thorson | Technical officer  Technical officer |

Reviewers

This document has been reviewed and approved by:

|  |  |  |
| --- | --- | --- |
| Name | Title | Approval date |
| Hamsadvani Kuganantham  Anne Thorson | Technical officer  Technical officer |  |

Reference resources

References may be made in this document to other documents, as listed below:

|  |  |  |  |
| --- | --- | --- | --- |
| Title | | Description | Access |
| Form I HRP Research Proposal: Project summary information | Proposal document | | Not applicable |
| HRP App Form II Research Project Budget | Proposal budget document | | Not applicable |
| HRP App Form III Research Project Gantt | Proposal Gantt Chart document | | Not applicable |

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1. **bACKGROUND**

The department of sexual reproductive health receive research proposal from responsible officers. Currently all research proposal undergoes a manual review process mainly overseen by the RP2 secretariat.

The department currently administer between 40 to 70 research proposals annually. The studies contain details regarding basic sciences, clinical, epidemiological, social sciences, operations, implementation, and health systems research, the location in which the study is to take place, estimate budget and deliverable timeline. All proposal is reviewed for scientific appropriateness before it can be submitted to the ethics review committee.

The current business process is labour intensive and manual and the department of sexual reproductive health is seeking a technical solution that will enable them to automate the enable enhanced transparency, reportable and accessibility to a single research proposal platform for all participating parties.

* 1. APPROACH

The business has liaised with IMT through a series of business workshops to identify the business requirements for the proposed research proposal platform.

* 1. In Scope

The following items are considered in scope:

* Research proposal platform
* User admin and management
* Workflows
* Dashboard and reporting
  1. Out of Scope

The following are identified as out of scope:

* The data/ document details require to be captured remains the responsibility of the HRP department to provide to development team

1. **INTERDEPENDENCIES**
   1. Dependancies

The following applications are considered dependencies to ensure the delivery of a fully functional:

Not applicable

* 1. Assumptions

The following key assumptions may affect the completeness of the requirements:

Not applicable

* 1. Constraints

The following constraints that may affect the project’s requirements and requirements gathering and documentation activities:

* Legal constraints: not applicable
* Regulatory requirements: not applicable
* Contractual requirements: not applicable
* Policy issues: not applicable
* Infrastructure guidelines: not applicable
  1. Requirements Risk

The identified key risks that may affect the completeness of the requirements documentation:

The RLC/ RP2 team are liaising with the cyber security to assessment of the risk of development of the business requirement to the WHO business.

* 1. aBBREVIATIONS

|  |  |  |
| --- | --- | --- |
| **#** | **Abbreviation** | **Description** |
| 1 | RP2 | Research protocol review panel |

1. **Requirements**

This section identifies the key users of the solution and identifies the key use cases that they will have for use of the solution.

* 1. High level business requirements

The below table details the high-level business requirements of delivery.

|  |  |  |
| --- | --- | --- |
| **Requirement ID** | **Requirement name** | **Description** |
| RQ001 | Research Proposal workflow and user interface | The research proposal process for submission to post acceptance and user interface designs. |
| RQ002 | Proposal Documentations | The system documentations required to be produced or submitted within the research proposal workflow. |
| RQ003 | Data management reporting | Data management reporting for within the workflow process. |

**rq0001 – Research proposal workflow and interface**

|  |  |  |
| --- | --- | --- |
| **Requirement ID** | **Requirement name** | **Description** |
| RQ001 | Research Proposal workflow and user interface | The research proposal process from submission to post-acceptance and user interface designs. |

**Background**

Responsible officers are required to submit research proposals the business via the research proposal platform. The platform is expected to enable all participants to access the platform via to carry out their tasks and responsibilities. As such the business require workflows and user interfaces to enable a successful process to submit a research proposal from submission to post acceptance.

**Process overview**

*See high level process flow*

**Requirement overview**

|  |  |
| --- | --- |
| **Requirement ID** | RQ001 |
| **Requirement** | Research Proposal workflow and user interface |
| **User requirement** | As a user I want to submit a research proposal so that it can be reviewed by the reviewers with an outcome of post acceptance. |
| **Database** | Required |
| **Datasets types** | TBD |
| **Technical requirement** | N/A |
| **User interface** | Required |
| **Prerequisite** | The following users must have access to the platform (please refer to user roles for access rights)   1. Responsible officer 2. RP2 Secretariat 3. Research manager 4. RP2 Chair/s 5. Reviewer |

Research proposal workflow and interfaceDetailed requirements

Below is a list of the detailed requirements for

|  |  |  |  |
| --- | --- | --- | --- |
| **RQ001** | **Priority** | **Requirement** | **Description** |
| RQ001.1 | **1** | Request proposal | As a responsible officer  I want to be able to login into request proposal platform  So that I can create the relevant documents required to submit a request proposal. |
| RQ001.2 | **1** | Submit proposal | As a responsible officer  I want to be able to Submit a proposal document which could consist of the following:  In case of,  New proposal: Please submit   1. Form I: Study proposal  * CV of PI and co-PI * Survey questionnaires * Case report forms  1. Form II: Budget sheet 2. Form III: Gannt chart   Amendments: Please submit   1. Revised protocol 2. Revised budget 3. Additional documents if required   Continuing reviews: Please submit   1. Revised protocol 2. Revised budget 3. Interim progress report   Conditional approval resubmission: Please submit   1. Revised protocol 2. Supporting documents as needed |
| RQ001.3 | **1** | Attach additional documentation | As a responsible officer  I want to be Submit additional documents in order to support my study proposal |
| RQ001.5 | **1** | Submit proposal | As a responsible officer  I want to be Submit a complete proposal  So that it can be reviewed for acceptance |
| RQ001.6 | **1** | System validation | As a responsible officer  I should be presented with an error message as I submit my proposal if I have not provided the necessary details  So that I can update the details for successful submission. |
| RQ001.7 | **1** | RP2 secretariat notified of submission | As RP2 secretariat  I should be notified when a responsible officer submits a proposal  So, I know a proposal is awaiting an action |
| RQ001.7.1 | **1** | RP2 Chair  notified of submission | As RP2 Chair  I should be notified when a responsible officer submits a proposal  So, I know a proposal has been submitted |
| RQ001.8 | **1** | RP2 secretariat review | As RP2 secretariat  I should be able to notify a responsible officer of rejection of proposal  So, they know they are required to resubmit  As RP2 secretariat  I should be able to notify a responsible officer of a revision of proposal  So, they know they are required to resubmit  As RP2 secretariat  I should be able to notify a responsible officer of a initial review acceptance of proposal  So, they know they are aware a proposal has been initially reviewed  As RP2 secretariat  I should have the option to notify a RP2 chair of a initial review acceptance of proposal  So, they know they are aware an initial proposal has been initially reviewed |
| RQ001.9 | **1** | Responsible officer notification pre-approval | As a responsible officer  I should be able to notified of rejection of proposal  So, that I am aware I need to resubmit  As a responsible officer  I should be able to notified of revision of proposal  So, that I am aware I need to resubmit  As a responsible officer  I should be able to notified of initial review acceptance of proposal  So, that I am aware it has passed initial review |
| ~~RQ001.10~~ | **~~1~~** | ~~RP2 Chair officer notification~~ | ~~As RP2 Chair~~  ~~I should be notified when a review as been initially accepted by the RP2 secretariat.~~ |
| RQ001.10 | **1** | Identify Reviewers and select reviewers from list | As RP2 secretariat  I should be able to select from a list of reviewers based on their expertise  And select the reviewers I wish to review a proposal  Note: system must hold reviewers list by expertise’s type, with the flexibility to add/ remove a reviewer. |
| RQ001.11 | **1** | Provide access to reviewers | As RP2 secretariat  I should be able to grant access to reviewers who are required to review a proposal request.  So that are notified they are required to review a proposal |
| RQ001.12 | **1** | Reviewers access | As a reviewer  I should receive a notification requesting me to access the request proposal  So that I can review a request proposal |
| RQ001.13 | **1** | Reviewers’ outcome | As a reviewer  I should able to notify RP2 secretariat when a proposal requires more information.  So that the RP2 secretariat can inform the responsible officer to re-submit information required.  As a reviewer  I should able to notify RP2 secretariat when a proposal Has been accepted .  So that the RP2 secretariat can inform the responsible officer of a submission acceptance . |
| RQ001.14 | **1** | Responsible officer re-submission | As a responsible officer  I should be informed when I am required to re-submit a request proposal.  So that I am aware I am required to-submit  RO should be able to respond to comments raised by reviewer in the different sections of the proposal. |
| RQ001.15 | **1** | Responsible officer re-submission | As a responsible officer  I should be informed when a request proposal has been accepted.  So that I am aware the request has been accepted |
| RQ001.16 | **1** | Responsible officer print | As a responsible officer  I should be able to print an accepted request document.  So that I have a copy of the request proposal |
| RQ001.17 | **1** | System requirement | Ability to archive all approved documents from request proposal system into internal WHO e-archive document system (the WHO e-archive system is built within Oracle) |

**rq0002 – pROPOSAL DOCUMENTATIONS**

|  |  |  |
| --- | --- | --- |
| **Requirement ID** | **Requirement name** | **Description** |
| RQ002 | Proposal documentations | The system documentations required to be produced or submitted within the research proposal document. |

**Background**

As part of the research proposal the business require responsible officers to submit a set of documents as a requirement of the research proposal. This section details the document required to be submitted and the details required.

**Process overview**

Not applicable

**Requirement overview**

|  |  |
| --- | --- |
| **Requirement ID** | RQ002 |
| **Requirement** | Proposal documentations |
| **User requirement** | As a responsible officer I should be able to submit a research proposal which contains the following documents:   1. Proposal 2. Additional documents   In order for the proposal to be reviewed by the RP2 team. |
| **Database** | Required |
| **Datasets types** | TBD |
| **Technical requirement** | N/A |
| **User interface** | Required |
| **Prerequisite** | RP2 users require access to proposal platform |

pROPOSAL DOCUMENTATIONSDetailed requirements

Below is a list of the detailed requirements for

|  |  |  |  |
| --- | --- | --- | --- |
| **RQ002** | **Priority** | **Requirement** | **Description** |
| RQ002.1 | **1** | proposal create and submit | As a responsible officer  I want to be able to create and submit a proposal document  So that it can be reviewed by the RP2 team |
| RQ002.2 | **1** | Study proposal edit | As a responsible officer  I want to be able to edit a proposal document upon re-submission  So that it can be reviewed by the RP2 team |
| RQ002.3 | **1** | Additional documents | As a responsible officer  I want to be able submit additional documents  So that it can be reviewed by the RP2 team |

* 1. users

The following users are expected to interact with the research proposal platform in the following capacity:

|  |  |  |
| --- | --- | --- |
| Role Name | Application | Role description |
| RP2 Admin | Research Proposal platform | * System admin for Research Proposal platform |
| Responsible officer (RO) | Research Proposal platform | * Create research proposal document * Submit research proposal documents for review * Update pre- approved research proposal document * Export (download) research proposal documents, revise and upload for second round of review |
| RP2 Secretariat | Research Proposal platform | * View and pre-review, add comments, revise if needed to all submitted proposal document * Accept and reject proposal documents * Update pre-approved research proposal document * Assign reviewers to proposal document based on key words for area of expertise * Export (download) research proposal documents |
| RP2 Chair and co-Chair | Research Proposal platform | * View, edit and comment on all sections of the submitted proposal document * Accept and reject proposal documents * Update pre-approved research proposal document * Assign ‘amend’, ‘clarify’ and ‘conditionally approve’ as recommendations |
| Research Manager | Research Proposal platform | * View, edit, revise, add comments to all submitted proposal documents |
| Reviewers | Research Proposal platform | * View of all submitted proposal document * Mark submitted proposal documents and reviewed * Add commentary proposal documents * Export (download) research proposal documents |

**rq0003 – Research proposal workflow and interface**

|  |  |  |
| --- | --- | --- |
| **Requirement ID** | **Requirement name** | **Description** |
| RQ003 | Management reporting | Management reporting for within the workflow process. |

**Background**

As part of the research proposal the business require the ability to capture management reporting for the end-to-end process.

**Process overview**

Not applicable

**Requirement overview**

|  |  |
| --- | --- |
| **Requirement ID** | RQ003 |
| **Requirement** | Management reporting |
| **User requirement** | Management reporting for within the workflow process. The business require the ability to capture management reporting elements of the process |
| **Database** | Required |
| **Datasets types** | TBD |
| **Technical requirement** | N/A |
| **User interface** | Required |
| **Prerequisite** | Not applicable |

pROPOSAL DOCUMENTATIONSDetailed requirements

Below is a list of the detailed requirements for

|  |  |  |  |
| --- | --- | --- | --- |
| **RQ003** | **Priority** | **Requirement** | **Description** |
| RQ003.1 | **1** | Report 1 | Information about proposal (number of proposals reviewed per month and year, approval times, reviewers involved) |
| RQ003.2 | **1** | Report 2 | Classification of proposals by HRP/units (themes) |
| RQ003.3 | **1** | Report 3 | Time taken for each phase of review |
| RQ003.4 | **1** | Report 4 | Other special analyses as required |

* 1. Technical overview

Not applicable

* 1. System requirements

Not applicable

* 1. Deliverables phases

The following requirements are expected to be delivered in the following phases. The following dates are indicative phases.

|  |  |
| --- | --- |
| **Phase** | **Dates** |
| 1 | Request proposal platform |

* 1. Site map

Not aplicable

## APPENDIX 1.0 -

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