# IFSF Summary Business Requirement Specification

| **Project No** | 4201 |
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| **Title** | Implementing results UCD review on IFSF website |
| **Focus area** | Website/Gitlab UX |
| Author | Kees Mouws |
| Date | 18 September 2024 |
| Version | V1 |
| Status | V1 draft |
| Background | The designs of the IFSF website is quite old and not fully in line anymore with the present user requirements. Also openretailing gitlab is now also used , mainly for collaborating on work in progress. Documentation is sometimes split over both sources or is available on both sources. |
| Current Situation | A user centered design investigation has been performed by Matyas Meichl from ExxonMobil on the usage of the IFSF website and openretailing gitlab. Also further analysis has been done on the best way to update the IFSF website. An agile approach has been chosen to update the IFSF website. Initial design on the navigation structure has been put together. . |
| Proposed project scope (state any requirements clarification work that is needed) | The scope of this BRS is the following:   1. Detailed design of webpages for new IFSF website in an agile approach with implementing this on a development server first. 2. Implement replacement of one drive plug in in agile approach for loading documents/files easily via manual process. First on the development server. 3. Implement final development IFSF website and one drive plug in replacement in production. 4. Discuss and implement help page on Gitlab. |
| Deliverables from this piece of work | * New IFSF website and migrating documents/files * Help page added to Gitlab to assist users to find their way on the Gitlab structures. |
| Work to deliver the above requires liaison with: | Conexxus, CJAM, Carl Jones, Ian S Brown, Kees Mouws, OrionTEch and Haia Consultancy |
| At the end of this phase of work will it be necessary to have a support service in place? | Yes, same as now by CJAM for IFSF website and Wcapra (Conexxus) for Gitlab. |
| Issues & Constraints | None |
| Other points and technical topics |  |
| Additional Notes for Suppliers |  |
| Target Start Date | October 2024 |

***BRS Page 2 – Circulation by approval of Executive Committee***

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| Assigned Priority |  |
| Project Dependencies/ Relationship with other projects | Depending CJAM and Conexxus WCapra work load plannig and priorities. |
| Estimated man-days | The effort is estimated as following:   * 11 days effort from CJAM * 2 days support from IFSF project and project manager * 5 hours Wcapra |
| Requested Budget, incl. T&E, excl. VAT  (basis of estimate) | Estimated budget  CJAM: £4500 (approx 11 days )  IFSF project and program : £1600 (approx.2 days)  Managers  Wcapra (Conexxus): £900 (approx 5 hours)  Total budget required: £7000 |
| Probable Duration | 3 months |
| Potential Suppliers & Selection Process | Main executors to be aligned with are Conexxus , CJAM web team and IFSF staff. |
| Support – if ‘yes’ to the question above ….. | Yes, same as now by CJAM for IFSF website and Wcapra (Conexxus) for Gitlab. |
| Project to be managed by: | Kees Mouws, IFSF project manager |
| Scope approved by Exec. Committee (date) | Discussion in Exec meeting 20 September |
| Full project approved by Exec. Cttee. (date) |  |