

Requirements Document

Project: OCD Ireland Website Redesign

Organisation: OCD Ireland

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Version: 0.1

Document Versions

Version Number	Date Published	Author	Summary of Changes
0.1		Brendan T	First version

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Stakeholders

Name	Functional Role	Requirements Role	Version & Date Approved
[Stakeholder's name]	[Role of stakeholder within organisation or project]	[One of following: Author, Approver, Reviewer]	[Version number and date stakeholder provided approval. "N/A" if stakeholder is not an approver]

Project Overview

OCD Ireland has been a national organisation for the past 20+ years and its main goal is to provide support groups and information relating to OCD, Trichotillomania, and body dysmorphic disorder. The OCD support group is run every two weeks, Trichotillomania group every month, and body dysmorphic group every month. Their current website is very basic and has not had much attention over the last few years and is just about hanging together, so a redesign is very much needed.

Ideally the website needs to be completely revamped and given a new look and feel, and have some new features added. The type of features required include a calendar of events showing what day each support group is run and an online booking facility. Ideally, they want to allow a member to get information on support groups, see when they're on and then make a booking. The website would then automatically send them a Zoom link by email.

This section contains the following components:

- Brief description of the project
- Why it's being executed
- Goals for the project
- Success criteria

Assumptions and Unknowns

ID	Description	Assigned To	Status with Due Date
[Unique identifier for the assumption or unknown]	[Description of the item]	[Name of the person to whom the item is assigned]	[Status of the item with the date it is targeted to be resolved]

Business Requirements

Req ID	Requirement	Rationale	Source	Priority
[Unique ID for the requirement]	[Description of the requirement itself]	[Reason why the requirement is necessary or desired]	[Name and role of the person providing the requirement]	
BR001	Minimise the amount of maintenance and have less of a need for a diverse range of skill sets to maintain the website. To get to the point where non-technical users can add content and maintain the website.	Simpler development approach means Website is easier to maintain.	IOB	
BR002	Distinctive look and feel and being able to update the design of the UI and plugin new features that become available e.g Online Meetings has become an option since Covid pandemic.	Websites will evolve as new features are added to WordPress or other suitable Web Apps become available.	IOB	
BR003a	HR admin staff should be able to create support groups, assign volunteer facilitators and see which groups they are signed up to.	Better management of facilitators will mean all support groups are covered.	IOB	
BR003b	We need to have an easy way to associate facilitators with support groups and be able to show the groups and facilitators over a specific period. We should also ensure that there is an even workload/distribution for each facilitator and support group.	Ensure all support groups are covered by a facilitator and they are happy with their assigned work.	IOB	High
BR004	Support group participants and facilitators should be able to sign-up online for one of the 4 types of	Convenient for both parties and less admin work	IOB	High

	support groups i.e OCD, Trich, BDD or Family	required by HR admin staff.		
BR005	Allow HR Admin edit calendar templates and schedule events/support groups for the following 2 months ahead. They should also check that the updated schedule is visible on the website.	Support group schedule needs to be always available to participants on the website	IOB	

Matrix - OCD Irl Sign-Up Requirements Versus Features from Selected WP Plugins

Usage: I suggest that as the plugins are checked for suitability that we use the matrix below to record our findings and in that way we will then be able to choose which one is the most suitable for OCD Ireland.

Ref No.	Requirement Description Note: Functionality below is based on that of Sign-Up Genius Web App as it is a close match to OCD Irl requirements so they can be used to measure the suitability of other WP plugins.	RSVPMaker WP Plugin	Volunteer Sign Up Sheets WP Plugin	Sign-up Sheets WP Plugin	Simply Schedule Appointments WP Plugin
	Provide menu option links from OCD Irl website to a page displaying sign-up forms for participants to fill in to book a spot on a chosen support group.				
	For each support group sign-up sheet, list current and future occurrences for next 4 weeks ahead.				
	Allow a facilitator and participants to sign-up from any device and provide an option to allow them change which support group they are signed-up to.				
	Enable the admin to modify sign up info with an add/edit/move/delete people tool.				
	For each sign-up, send participants an email reminder 1 day in advance and also give them the option to cancel their appointment by clicking on a link.				
	Enable an Admin to send a group email to participants who have signed up for a particular support group.				

	Schedule and customise invites, follow-up emails and text messages.				
	Allow an admin to duplicate past sign ups or transfer information to save time.				
	Produce various reports, inc. Signup List, Volunteers List and Stats				

Requirements Catalogue

Solutions Considered:

- Events Calendar plugin plugin basic version = Events plugin
- Simply Schedule Appointments plugin basic version = SSA plugin
- Amelia = Amelia plugin
- Sign-up Genius Web app = SG Web app

Seq No	JIRA Ref	User Story from Jira	Bus Req Ref.	DFD Ref	Solution Description	Test Result
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1	OCDKF-8	As a website admin, be able to schedule support group meetings on a calendar , so that the website visitor and facilitator knows the support group is going ahead and can make a booking			<p>For Events plugin, create a calendar page for support group using shortcodes and add to OCD Irl website menu.</p> <p>For SSA plugin, set-up Appointment Type via SSA plugin dashboard. Add SSA plugin sign-up block to events page to allow SSA plugin appointment to appear on calendar.</p> <p>For Amelia plugin, A website admin can create an Event (aka support group meeting) on the page below and it will appear on calendar for selection by visitor. https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events To view Calendar demo (as it's only available in paid version) click on this link... https://sports.wpamelia.com/events-calendar/</p> <p>For SG Web app, click on Sign-ups option and select Calendar tab. Link can be added to OCD Irl website menu bar.</p>	Passed
2	OCDKF-59	As a website admin, be able to maintain support group entries on events calendar, so that changes can be made to existing scheduled support group listings			<p>For Events plugin, amend via Events option on WP dashboard.</p> <p>For SSA plugin, amend Appointment Types via SSA plugin dashboard for support group meetings that are linked via events page on Events plugin calendar.</p>	Passed

					<p>For Amelia plugin, A website admin can amend an event on page below and it will appear updated on calendar for selection by visitor: https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events</p> <p>For SG Web app, support groups are set-up as sign-ups and they can be maintained by clicking on Sign-ups option, Created tab, and then click Edit sign-up icon.</p>	
3	OCDKF-9	As a website admin, be able to assign/unassign a group facilitator to support groups, so that the group meeting can go ahead as planned or not			<p>For Events plugin, assign an Organiser to the event and link to the events page - not sure how the Organiser attribute is used within event so maybe custom coding required - see https://theeventscalendar.com/knowledgebase/enue-and-organizer-pages/</p> <p>Note: If using Events Calendar Pro, multiple organisers can be linked to the event.</p> <p>For SSA plugin, set-up a separate Appointment Type for the visitor and facilitator for the same support group with identical dates/times and the appropriate one can be selected by the relevant party.</p> <p>Note: For the facilitator Appointment Type, it would be good if when making a booking a password could be requested to prevent a visitor accidentally booking a facilitator slot.</p>	Passed but minor issue raised - OCDP2-002

					<p>For Amelia plugin, click on Edit for an Event, and then setup an Organizer. Only available in premium version, so it can be seen in demo here: https://sports.wpamelia.com/wp-admin/admin.php?page=wpamelia-events#/events -</p> <p>For SG Web app, set-up the facilitator as an Admin user so they can manage their own sign-ups that they've created.</p>	
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4	OCDKF-7	As a website admin, cancel a scheduled support group and inform signed-up visitors and facilitators, so they know it's not going ahead and can book an alternative support group			<p>For Events plugin as standalone, change visibility of event in the Events section of WP dashboard so that it doesn't appear on calendar or an events page with scheduled events. But as OCD Irl intends to integrate it with the SSA plugin, bookings are held in SSA dashboard Upcoming Appointments.</p> <p>For SSA plugin, Appointment Type can be made unavailable so no more appointments of that type can be booked. Existing bookings would have to be cancelled manually via Upcoming Appointments screen.</p> <p>Note: For SSA Plus, there is a group booking feature which allows an entire group to be cancelled and a notification sent to all signed-up participants.</p> <p>For Amelia plugin, click on Edit for an Event and then click Cancel Event. Notifications can be sent for both the customer and the employee managing the event. Events can be cancelled by an admin via page below (or by Organiser on Employee portal - TBC) https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events -</p> <p>For SG Web app, Edit relevant Sign-up, and click on Slots tab, then click on X to cancel Slot and select option to send notification to all participants.</p>	Passed by cancelling via WP Dashboard Events function but cannot be cancelled via Employee Portal
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5	OCDKF-10	As a website admin, change the scheduled date/time of a support group meeting and inform visitors and facilitators, so that they can decide if they can still attend or not		<p>For Events plugin, change scheduled date in Events option. No facility to send cancellation email to all signed-up participants but as it's integrated with SSA plugin, it can be done using that feature as mentioned below.</p> <p>For SSA plugin, Change date/time of Appointment Type so all future bookings are correct. Select Upcoming Appointments tab and manually reschedule all booked appointments for Appointment Type. Notification email is sent automatically if it is defined for Appointment Type. For a reschedule, a cancellation email is sent for previous appt date/time and booked email is sent for new appt date/time.</p> <p>Note: For SSA Plus, there is a group booking feature which allows an entire group to be rescheduled and a notification sent to all signed-up participants.</p> <p>For Amelia plugin, Click on Event Edit function and change the date and time. Notifications can be sent to both the attendees (aka website visitor) and the organiser (aka Facilitator) managing the event.</p> <p>https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events</p> <p>For SG Web app, edit the Sign-up and change the date/time. An option is displayed to notify all sign-up members by email.</p>	Passed
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6	OCDKF-71	<p>As a website admin, be able to view all visitors and facilitators assigned to all scheduled support groups, so that they know if group can go ahead with sufficient attendees</p> <p>For GDPR - how is data managed once group is over.</p>			<p>For Events plugin, see SSA plugin as it is used to record booking when integrated.</p> <p>For SSA plugin, on Upcoming Appointments screen, view all appointments and filter by Booked appointment status.</p> <p>Note: If SSA Plus installed, the group booking feature enhances the Admin Appointments page to show groups as stacked appointments. The View Appointment Details button will also pull up an overview of the attendees. In the top-right corner, you'll see a three dots button to Export, Cancel and Delete.</p> <p>For Amelia plugin, Click on Attendees for each event to see which support group visitors are signed-up. Organisers for each group can be seen as well on Events listing: https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events</p> <p>For SG Web app, click on the dashboard, click Sign-up, click on the Created tab and then click on the group to show all participants.</p>	Passed - Can't send email to all attendees from attendees screen but custom notifications can be created for services or for appointment status
7	OCDKF-24	As a website visitor, to be able to find out when the next support group meeting is on, so that they can sign-up to attend in advance			For Events plugin, select Support Groups menu option on OCD website front end and calendar will be displayed (once events shortcode has been added to WP menu)	Passed

		Create events in advance for block of time but only release next support group to website visitors. Show a month but only allow next one open for bookings.		<p>For SSA plugin, build an Events plugin page utilising SSA plugin blocks or shortcodes and link to Support Groups menu option on OCD website.</p> <p>For Amelia plugin, visitor would have to check the calendar to see support groups for month ahead. Calendar is only available in premium so here is link to demo calendar: https://sports.wpamelia.com/events-calendar/ There are other event listings available as shortcodes for Amelia plugin e.g https://healthcare.wpamelia.com/events/</p> <p>For SG Web app, an external link to Sign-ups can be added to Support Groups menu option on OCD website.</p>	
8	OCDKF-51	As a website visitor, be able to sign-up to a support group meeting in advance, so that they know which groups they are attending.		<p>For Events plugin, select Support Groups menu option on OCD website front end and calendar will be displayed (after page linked to menu with Events plugin shortcode), then click on event listed on calendar to sign-up to it.</p> <p>For SSA plugin, create support group Appointment Type for both visitor and facilitator - set label to OCD Group Visitor or OCD Group Facilitator to distinguish them.</p> <p>For Amelia plugin, visitor can click on the scheduled support group entry on the calendar. Calendar is only available in premium so here is link to demo calendar:</p>	Passed

				https://sports.wpamelia.com/events-calendar/ There are other event listings available as shortcodes for Amelia plugin e.g https://healthcare.wpamelia.com/events/ Amelia supports both SMS and WhatsApp, so this means a visitor can be kept informed of bookings, cancellations and rescheduling of events (aka support groups) For SG Web app, from dashboard select Tools option, then select Edit People on Sign-ups and click on Sign Someone Up option. Can also create external link to Sign-ups as for OCKDKF-24 above.	
9	OCDKF-12	As a website visitor, be able to cancel and book another support group meeting, so that they free up a slot for another visitor and change to another more suitable day.		For Events plugin, if used as a standalone plugin, it is not clear where bookings are held. But as we are using SSA integration, bookings are held in SSA plugin as described below. For SSA plugin, cancel/reschedule option link provided on confirmation email sent out to visitor. For Amelia plugin, Front-end Customer Panel allows a visitor an easy way to cancel their appointments and events. Only available in premium version, so here is link to demo: https://sports.wpamelia.com/customer-panel/ Alternatively, the customer can check booking confirmation email and click on cancel link - TBC.	Passed

					For SG Web app, choose option Add/Edit/Delete People, click on checkbox and then click on Delete Selected participant.	
10	OCDKF-13	<p>As a website visitor, be able to view their own current sign-ups for all future support groups, so that they can check that they are still able to attend.</p> <p>Can they see if they are due to attend next group and withdraw if they can't make it.</p>			<p>For Events plugin, as this plugin will be integrated with SSA plugin, sign-ups will be stored as Upcoming Appointments.</p> <p>For SSA plugin, visitor would have to check their inbox confirmations to see which events (aka support groups) they have signed-up for.</p> <p>Note: for SSA Plus plugin, Google Calendar Sync seems to be a way of providing access to external visitor if all names within the group booking only include visitor's firstname and surname initials.</p> <p>For Amelia plugin, Front-end Customer Panel allows a visitor an easy way to view their appointments and events: https://sports.wpamelia.com/customer-panel/ To view the Customer Panel, there is a link in the booking notification email.</p> <p>For SG Web app, the website visitor could check their confirmation booking emails in their inbox or they could ring OCD Irl HR admin who could choose Edit Group/Group Member information icon to display Recently Signed Up For groups</p>	Passed

11	OCDKF-15	<p>As a website visitor, be able to view a list of all past support group meetings that they attended, so that they can keep a record of how many times they visited.</p> <p>Not important so exclude for now.</p>			<p>For Events plugin, no function available if used standalone so visitor would have to check their inbox confirmations.</p> <p>For SSA plugin, past appointments available to Website Admin only, so website visitor could either ring OCD Ireland or could check received booking confirmation emails in their inbox</p> <p>For SG Web app, on the dashboard, select Sign-ups option, then click on Invited to tab. Click on settings and select Show sign-ups in the past.</p>	N/A
12	OCDKF-67	<p>As a facilitator, be able to list all scheduled support group meetings with or without a facilitator assigned, so that they can see which support groups are available.</p>			<p>For Events plugin, a facilitator could be assigned as an Organiser to an event created by Events plugin. On the Events listing, the Organiser does not appear, but they can be viewed with this link: The URL for organizers will look like this: [your-site]/organizer/[organizer-name]</p> <p>For SSA plugin, an Appointment Type for the same event could be defined for both visitor and facilitator using labels and the facilitator could view Upcoming Bookings by label and visually see if a booking has been made for a particular date of a support group.</p> <p>For Amelia plugin, On the events listing, the Organiser is listed for each event so it will be clear which events have no Organizer (aka facilitator) https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events</p>	Passed

					<p>Alternatively, on the Employees panel, they can view events for which they are assigned as Organiser - TBC. Here's link to demo site as it's a premium feature so it can't be shown on OCD Irl. https://sports.wpamelia.com/employee-panel/</p> <p>For SG Web app, there doesn't appear to be a way of distinguishing between different group members so a facilitator would have to be created with a prefix of 'FT'.</p>	
13	OCDKF-70	As a facilitator, be able to view own current sign-ups for all support groups, so that they can confirm that they are free to attend.			<p>For Events plugin, as for 12 above.</p> <p>For SSA plugin, as facilitator will have access to WP dashboard, they can view all Upcoming Appointments for appointments created for Appointment Type with label of Facilitator.</p> <p>For Amelia plugin, the employee can view events for which they are assigned as Organiser on the Employee Panel. Here's link to demo site as it's a premium feature so it can't be shown on OCD Irl. https://sports.wpamelia.com/employee-panel/</p> <p>On the events listing, the Organiser is listed for each event. https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events -</p> <p>For SG Web app, select Sign-ups option, then select Calendar tab. From this calendar view, the</p>	Passed

					facilitator can view: items signed-up for, sign-ups invited to and items created.	
14	OCDKF-68	As a facilitator, be able to sign-up to one or many support groups, so that they are committed to facilitating those groups in advance.			<p>For Events plugin, a facilitator can be setup as an Organiser and they can link themselves to an event in WP dashboard Events section. Events assigned to an Organiser can also be viewed with this link: The URL for organizers will look like this: [your-site]/organizer/[organizer-name]</p> <p>For SSA plugin, as facilitator will have access to WP dashboard, they can select Upcoming Appointments page, select Book Appointment and click required Appointment Type.</p> <p>Note: With SSA Plus, the Wordpress Users feature allows a booked appointment using an email address to be associated with a WordPress user, SSA links that appointment to the user even if they're logged out at the time of booking.</p> <p>For Amelia plugin, A facilitator can assign themselves as an Organiser for an event via WP admin. https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events. The event will then appear on their employee portal so they can subsequently view (but not cancel).</p> <p>For SG Web app, as for OCDKF-67 above.</p>	Passed

15	OCDKF-69	As a facilitator, be able to cancel a sign-up to support group meeting, so that they are no longer booked for support group on that day.			<p>For Events plugin, a facilitator can cancel their assignment as Organiser for an event in WP dashboard Events section.</p> <p>For SSA plugin, When booking an appointment on the SSA dashboard, choose the Cancel option provided immediately after booking an appointment on the Confirmation Screen. Alternatively, use the cancel link on booking confirmation email.</p> <p>For Amelia plugin, a facilitator is linked to an event as the Organiser, so using the following facility, the Edit option can be used to remove an Organiser https://ocdireland.org/wp-admin/admin.php?page=wpamelia-events#/events Alternatively, it's possible for an employee to remove themselves as an Organiser for event via Employee portal.</p> <p>For SG Web app, allow facilitator to be registered as an administrator. So, on dashboard, select Sign-up option, then select Sign-ups, Invited to tab. From this tab the facilitator can cancel items signed-up for and items invited to.</p>	Passed
16		As a facilitator, be able to login to private members area on website to manage groups, read facilitator specific posts and contact other				

		facilitators, as they need to be kept briefed of news and events.				

Nonfunctional Requirements

[Category]

Req ID	Requirement	Rationale	Source	Parent
[Unique ID for the requirement]	[Description of the requirement itself]	[Reason why the requirement is necessary or desired]	[Name and role of the person providing the requirement]	[Unique ID for the parent requirement]

[Category]

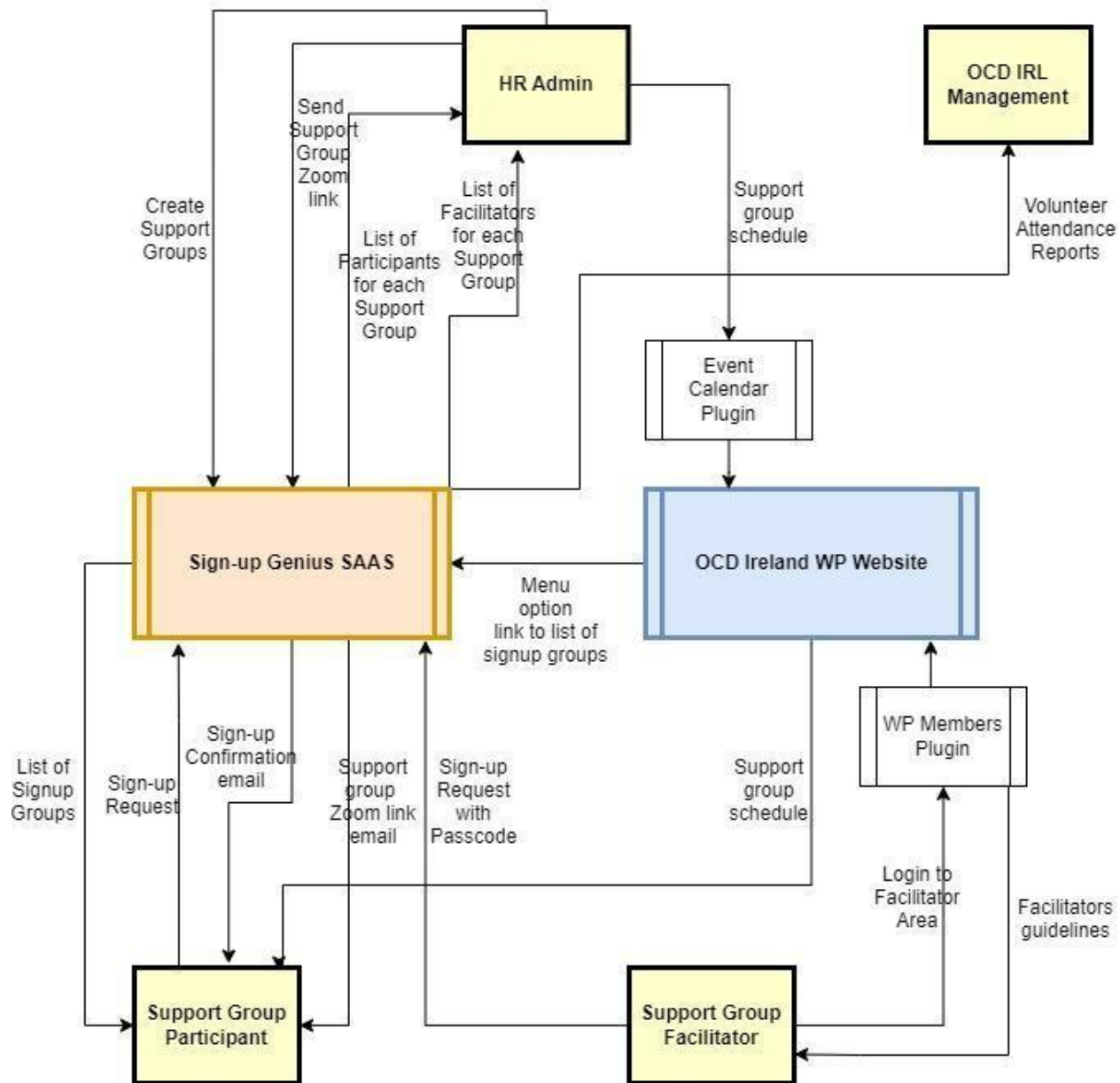
Req ID	Requirement	Rationale	Source	Parent

[Category]

Req ID	Requirement	Rationale	Source	Parent

Diagrams and Models

High-level Data Flow diagram - Sign-up Genius



User Interface

[NOTES:

This section can be removed if you don't design user interfaces or if your project doesn't call for them.

If you *do* depict user interface designs, we recommend mentioning the *level of fidelity* (e.g. "High-fidelity mock-up" or "Low-fidelity wireframe").

]

[Image title]

[Relevant commentary (optional)]

[Image]

Special Considerations

For Development

[Include any special information, not covered elsewhere, relevant to the **development** team. This should **NOT** contain requirements which should all be listed prior to this section of the document.

For example: “The project sponsor would like to see mobile screens as early as possible during the development phase.”]

For Testing

[Include any special information, not covered elsewhere, relevant to the **testing** team.

For example: “Please be sure to test the report generation features in particular detail, due to past quality issues.”]

For Implementation

[Include any special information, not covered elsewhere, relevant to the **implementation** team.

For example: “When preparing to register the DNS entries for the new website, please contact Jane Doe in Marketing. She will need to approve the URLs first.”]

For Training

[Include any special information, not covered elsewhere, relevant to the **training** team.

For example: “We’ve designed the report generation capability as simply as we could. However, it’s still confusing to some people, and we may need to focus training on those features.”]