

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
1	View Finding Codes	Ti Baker	14-May-03	The system will allow users to view finding codes from the left menu.	The system will provide users with finding codes on the left menu	High	5	20-May-03	The intention of this requirement is to allow the Co-Team leader to see the findings coded by the screener as an input for assigning a submission. Agreed to defer from approving this for R 1.01 in favor of QC requirements.	Postpone	Add to requirements matrix and designate for "future."
2	Coder Queue	Ti Baker	14-May-03	The system will provide a Coder queue with sort capability.		Medium	8	20-May-03	Agreed to defer from approving this for R 1.01 in favor of QC requirements.	Postpone	Add to requirements matrix and designate for "future."
3	PADL Submission to Co-Team Leader	Ti Baker	14-May-03	The system shall allow PADL to be sent to Co-Team leader without DDIF, ACD, and FAD.		Medium	8	20-May-03	Agreed to defer this from R 1.01 consideration in favor of QC requirements.	Postpone	Add to requirements matrix and designate for "future."
4	Display of Composite Score on Financial Statements reports	Ti Baker	14-May-03	The system will display Public School composite scores as "N/A".	Currently displays the eZ-audit composite score.		4		Agreed to defer from approving this for R 1.01 in favor of QC requirements.	Postpone	Add to requirements matrix and designate for "future."
5	Display of Public School Composite Score	Ti Baker	14-May-03	The system will display Public School composite scores as "N/A".	Currently displays zero, which leads users to believe that a composite score was done for the school	High	3	20-May-03	Agreed to defer from approving this for R 1.01 in favor of QC requirements.	Postpone	Add to requirements matrix and designate for "future."
6	Checklist	Ti Baker	14-May-03	The system will display an "Equity Statement" item on Non-Profit and Public School checklists.	Currently displayed on the For-Profit checklist	Low	3	20-May-03	This requirement may be written incorrectly. Non-profit and public schools do not have equity. Was the intention to delete existing fields/labels?		
7	Financial Statements Flag	Ti Baker	14-May-03	The system will flag financial statement submissions that had an LOC posted for the previous year.			4	20-May-03	Agreed to defer from approving this for R 1.01 in favor of QC requirements.	Postpone	Add to requirements matrix and designate for "future."
8	Financial Statements Flag	Ti Baker	14-May-03	The system will flag financial statement submissions that had been placed in the zone in the previous year, yet pass on current submission.			4	20-May-03	Agreed to defer from approving this for R 1.01 in favor of QC requirements.	Postpone	Add to requirements matrix and designate for "future."
9	QC	Ti Baker	14-May-03	The system will provide Financial QC users with access to the FS worksheets to perform the ratio analysis/calculation for non-flagged statements.	This request is needed because this would be the only part of the QC function not performed in eZ-Audit.		12	20-May-03	This should be grouped with the QC requirements in Change Request # 10.	TBD (pending further information regarding available hours)	
10	Revised QC Requirements	Seth Sinclair	20-May-03	1. The system will route all incoming submissions to a "QC Queue."	Add the listed requirements for R1.01 to requested QC functionality	High	33	20-May-03	Agreed that QC Requirements are the highest priority for addition to R 1.01. In the 5/20 session, we were unable to determine if it is possible to add these requirements to R 1.01. A decision is pending FSA verification of having the flexibility to delete at least 1 existing R 1.01 requirement. At least 45 hours will need to be made available (26 are already free based on the initial QC estimate and from deleting a requirement in CR # 11) Requests were made to add the following 3 requirements to this list 1 - the ability to easily switch off the forced queue 2 - ability to see a revision history of changes on the QC page 3 - add the QC composite score to the submission summary page. It was recommended that any design for QC should be verified with any external stakeholders (OIG, OGC, etc).	TBD (pending further information regarding available hours)	
				2. The system will display a compliance audit and financial statement record for each annual submission in the QC Queue.							
				3. The system will remove a financial statement or compliance audit record from the QC queue when the user selects to submit on the QC page.							
				4. The system will provide fields to allow a QC User record the accuracy of data entry, presence of all required attachments, and proper presentation of all attachments for a financial statement.							
				5. The system will determine the submission's completeness status based on the values entered on the QC page.							
				6. The system will calculate a completeness status of "screened - incomplete" when the QC user indicates "no" to any question on the QC page.							
				7. The system will allow the QC user to edit the system-calculated completeness status.							
				8. The system will provide a QC user the option to save values entered on the QC page.							
				9. The system will provide a "Last Modified By" section on the QC page that will display the username of each QC user who selects to save or submit.							
				10. The system will refer a flagged submission to case once QC is complete for both the compliance audit and financial statement.							
				11. The system will allow a QC user to refer a non-flagged submission to case.							
				12. The system will provide a QC User role with write access to the QC page.							
				13. The system will provide case users the ability to view a read-only version of the completed QC page.							

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
				14. The system will display any previously saved values when updating/viewing the QC page for a resubmission. 15. The system will provide fields to allow a QC User record the accuracy of data entry, presence of all required attachments, and proper presentation of all attachments for a compliance audit.							
11	Delete R1.01 "Program Area Requirement	Seth Sinclair	20-May-03	The system will display a "Program Area" input field on the Code Findings page.	Delete this requirement - per design session on 5/13/2003 this requirement is no longer needed/applicable. The R 1.01 LOE for this requirement was 8 days.		8	20-May-03	Approved design session decision.	Delete the requirement.	Set status to "delete" in R 1.01 Rational Requirements matrix.

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
12	Delete new LOC fields requirement	Seth Sinclair	23-May-03	The system will provide two fields to capture Reason Requested on the LOC FS Determination page. The system will provide two fields to capture Amount on the LOC FS Determination page.	Delete as discussed during the 5/20/2003 design session.	N/A	N/A	27-May-03	Approved design session decision.	Delete the requirement.	Set status to "delete" in R 1.01 Rational Requirements matrix.

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
N/A	R 1.01 Design Approval	Design Team	4-Jun-03	<p>Sign-off on R 1.01 Design</p> <p>Reviewed and Approved UC 1 – Manage Users UC 10 – Code Findings UC 13 – Assign Submissions UC 15 – Select an Institution UC 17 – Send to Co-Team Leader for Approval UC 20 – Complete DDIF UC 29 – Resolve Waiver Request UC 30 – QC UC 31 – Unsolicited LOC</p> <p>Pending Approval UC 7 – Query UC 9 – Create Submission UC 32 – Backing Letter Upload UC 23 – Create Determination for FS UC 33 – Backing Letter Accept</p>	Approve R 1.01 design	N/A	N/A	4-Jun-03	<p>1) Reviewed Use Cases 7, 9, 23, 32, and 33 2) Release 1.01 Design is approved pending the implementation and delivery of the following changes:</p> <p>UC 7 - Query (Administrative Stay requirement) - Display "username" of user who takes any admin stay action and display action taken (start, stop, cancel) - Add a "cancel" function. Cancel is only applicable after admin stay is started. Cancel cannot be performed for an admin stay that has already been started and stopped. - Admin Stay functionality will only be available to users with the "Co-Team" leader role. - Add text to "audit" section title to state "Requires OCFO Approval." - Update list of submission reasons on the Search page to reflect all available in the system.</p> <p>UC 9 - Create Submission - Modify reference to Unaudited Financial Statement submission to reflect text/options on the upload page.</p> <p>UC 32 and 33 - Letter of Public Status Upload and Accept - Change all references to "Backing Letter" to "Letter of Public Status" (per Sherry's research 6/4) - Add notifications to acknowledge 1) receipt 2) accepted 3) rejected</p>	R 1.01 design approved w/changes implemented.	Update use cases per action items identified in the discussion.

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
N/A	Proposed "School Group" Requirements	Seth Sinclair	10-Jun-03	<p>1) Ability to change the "Submitting" School for a Group Requirement should include a User Interface component Module would provide Admin User the ability to change the Submitting School for a group but will not allow the user to add or delete group members Implementation requires a change to the current PEPS interface to remove current process of setting first school in the group as the Submitting School</p> <p>2) Allow New Submitting School to View Historical Info for the Group Implementation requires code changes to the Home, View Historical Submissions, and Additional Information Pages</p>	Consider requirements for R 1.01	N/A	See Decision	10-Jun-03	<p>Reviewed proposed school group requirements for 1) Ability to change the "submitting" school for a group and 2) Allowing a new "submitting" school to view historical info for the group (see attached slide for details)</p> <p>Presented an LOE of 11 days for requirement #1 (Simple JSP (3 days) + Medium Java (8 days))</p> <p>Presented an LOE of 8 days for requirement #2 (Medium Java)</p> <p>Discussed that these requirements should also include moving full ownership of School Group data to eZ-Audit, including ability to add and remove schools. When this additional functionality is incorporated into requirement #1 above, the LOE increases to 16 days (Simple JSP (3 days) + Complex Java (12 days) + Simple Interface (1 day))</p>	<p>Agreed that the preferred method for handling School Group issues is to walk through the entire process, document all requirements, and implement as part of a 2.0 release.</p> <p>TI will meet with the Core Team to determine FSA's approach to implementing new School Group requirements. The functional team will not take any further action or prepare a formal CCB change request unless further</p>	N/A

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
13	Add OPE ID Search for Ed Administrators	Cricket Hosier	6/17/2003	The system will provide an ED Admin user the ability to search for Users by OPE ID on the ED Admin home page.	Add to Release 1.01	Low	M Java (8 days)	24-Jun-03	1) Reviewed proposed requirement to add "OPE ID" to ED Admin User Search Page 2) Agreed that this requirements is Low priority and that it should be designated as "future." There are no impacts to the R 1.01 schedule 3) Seth will add the requirement to Req Pro for future tracking	Add as future requirement	Update Req Pro with new requirement

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
14	Add Distribution to Shareholders	Laura Harcum	6/26/2003	The system will provide a field to capture "Distribution to Shareholders" on the Income Statement for Proprietary Schools.	Add to Release 1.01 Add a line on the For-Profits Schools Income Statement after Gain(Loss) from Correction of Error, net of Tax, that reads Distribution to Shareholders. The item should be subtracted in order to determine Retained Earnings, End of Year.	M	M Java (8 days)	9-Jul-03	Agreed to add as a future requirement in Req Pro. This will not fit into R 1.01 and is not recommended for implementation as a SIR due to the complexity.	Add as future requirement	Update Req Pro with new requirement

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
15	Add Sort to the QC Queue	Ti Baker	7/9/2003	The system will sort submissions on the QC Queue page first by Case Team, then by those that are flagged or have findings, and then from oldest to newest. The system will provide links at the top of the QC Queue page to allow the QC user to link directly to a group of submissions by team.	Add the new functionality to R 1.01.	Medium	8 days	15-Jul-03	Agreed to incorporate this into R 1.01 delivery. Will add Case Team to queue values. Will sort first by Case Team, then by flagged/findings, then by oldest to newest. Will provide links at the top of the queue to link directly to the first submission for each Case Team.		R 1.01 System Test Scripts UC 30_Quality Control Requirements in Req Pro

Chg Req #	Title	Author	Date Submitted	Requirement	Requirement Change Request Description	Priority	LOE	Discussion Date	Discussion (and/or options)	Decision	Documentation Updates Required
16	Need ability to sort in the Code queue. A sort by case team or by received date	Ti Baker	7/18/2003	The system will sort submissions in the Screener Queue first by Case Team and then by Received Date.	Add requirement to R 1.01.	Medium	8 days	22-Jul-03	The dev team is researching options for implementing this at a lower impact. The current Use Case does not state that a sort is applied to this queue.		