

| ID | Title | Modified | Description | Category | GROUP | PRIOR | MoSCC | Comment |
|-----|-------------------------------|----------------|--|------------------------------------|-------|-------|-------|--|
| 32 | Commit to the solution | 7.1.19 02:56 | I, as IO staff, want IT-solutions that we all commit to, and not undermine (as CISV International) | Effective - User-friendly - Secure | | 0 | 1 | |
| 31 | Easy administration | 7.1.19 02:56 | Any system should be easy to administer at all levels. | Effective - User-friendly - Secure | | 0 | 1 | |
| 27 | Easy Support for Others | 7.1.19 02:54 | I, as an international administrator, need to be able to understand, manage & support others to use our systems with efficiency & effectiveness | Effective - User-friendly - Secure | | 0 | 1 | |
| 75 | Forgotten password | 18.12.18 09:13 | I, as a CISVer/system user, need to be able to change my (and reset a forgotten) password, access my profile, update my personal and contact details quickly and easily. | Effective - User-friendly - Secure | | 0 | 1 | |
| 47 | Registration motivation | 18.12.18 02:54 | I as a parent, participant and staff want to have a clear reason for registration / participation (or where there is limited personal value, have an easy experience). | Effective - User-friendly - Secure | | 0 | 1 | |
| 34 | Reliability | 7.1.19 02:56 | I, as a CISVer (International, volunteer, whoever), want a stable and reliable system. (My time is limited and I don't want to have to wait 2 weeks and try) | Effective - User-friendly - Secure | | 0 | 1 | |
| 33 | Security, Safety, Privacy | 7.1.19 02:56 | I, as an international administrator, need to know that our systems are sound, safe and GDPR compliant and how to make sure they stay that way. | Effective - User-friendly - Secure | | 0 | 1 | |
| 30 | Support, Effectiveness | 7.1.19 02:54 | I, as IO programme administrator, do not want to end up between frustrated volunteers and an IT-system that is too complicated to support. | Effective - User-friendly - Secure | | 0 | 1 | |
| 25 | Act right after sign-up (no d | 7.1.19 02:54 | I, as a volunteer, want to be able to sign up & immediately carry on to the next step (i.e. live updates/refreshers) | Effective - User-friendly - Secure | | 0 | 2 | |
| 35 | Logon anywhere | 7.1.19 02:56 | I am an administrator and need to be able to access systems wherever I log on | Effective - User-friendly - Secure | | 0 | 2 | |
| 48 | Social media integration | 18.12.18 02:58 | I as a participant, I would like to link facebook and twitter. | Effective - User-friendly - Secure | | 0 | 3 | |
| 28 | Workarounds for Outages | 7.1.19 02:54 | I am an administrator and the system has crashed - what work-arounds are there and how can the issues be fixed? | Effective - User-friendly - Secure | | 0 | 3 | |
| 56 | Control of access | 18.12.18 06:14 | I as an operator want to be in control of who accesses what. | Permission | | 0 | 1 | |
| 55 | Give and deny permissions | 18.12.18 06:14 | I as an admin want to have an easy way to give and deny permissions | Permission | | 0 | 1 | |
| 127 | Authorize authors | 10.2.18 00:00 | Administrators of the solutions want to permit other users for editing and publication of documents or files. There is only one role (authorization, permission) for authors; this role incorporates: <ul style="list-style-type: none"> • Creating documents or files • Editing/changing documents or files • Uploading documents or files • Inviting for review • Publish files Essentially, the "author" role incorporates everything but administering the system and includes reading/viewing (permissions to anonymous users) | Permission | | 0 | 2 | |
| 98 | Security | 20.12.18 02:39 | I, as an administrator, want NAs to look after (or administer) their own users. | Permission | | 0 | 2 | |
| 128 | Authorize administrators | 10.2.18 00:00 | Administrators want to include other users into the administrator role/group, which means, that those users adopt administrative permissions for the system | Permission | | 0 | 3 | |
| 67 | Single Contact Record | 18.12.18 09:01 | The whole system should operated based on a single contact record infrastructure. There may be different modules of different software that is used for different functions, but all should be linked (integrated) to the single contact record of an individual | Single Contact Record | | 0 | 1 | |
| 71 | Account re-enabling | 18.12.18 09:04 | I, as a participant, want to revive my account. | Single Contact Record | | 0 | 1 | see also -> MERGE requirement to "Single Contact Record" |
| 74 | Full proper registration | 18.12.18 09:10 | I, as a registrant, need to (and need to be able to) complete the registration properly and fully. | Single Contact Record | | 0 | 1 | |
| 68 | No multiple passwords | 18.12.18 09:01 | I, as a CISVer, don't want to have to remember multiple passwords and systems. I want to have it as clear and easy as possible to do what I need to do. | Single Contact Record | | 0 | 1 | |
| 76 | One account per person | 18.12.18 09:14 | I, as an operator, want to ensure that there is one account per person. | Single Contact Record | | 0 | 1 | |
| 73 | One name per memebr/use | 18.12.18 09:09 | I, as a programme administrator, want 1 name per member so that we can see them across all resources, e.g. not Rosa Maria Garcia Gutierrez/Rosa Gutierrez/Maria Garcia. This relates to programems, admin, events, directories, everything that requires inputting a name. | Single Contact Record | | 0 | 1 | |
| 18 | Unique CISV Account | 16.7.18 14:27 | I as an IO Programme Admin want to be sure, that one specific natural person only possesses one account within the CISV Members System ("myCISV"); I want to have unique non-ambiguous user records to work with. | Single Contact Record | | 0 | 1 | |
| 69 | Account merge | 18.12.18 09:00 | I, as an operator, want to merge accounts if more than two exist | Single Contact Record | | 0 | 2 | can be a semi-manual process to begin with, but shall be supported by the system at some stage |
| 97 | Directory use for contacting | 20.12.18 02:38 | I, as a National Risk Manager / National Programme Contact / etc., want to be able to contact my counterpoint in another NA or Chapter. | Directory | | 1 | 1 | 2 dots |

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|-----|-------------------------------|----------------|--|------------------------|--|---|---|--|
| 8 | Lookup Officials | 30.7.18 03:12 | I as a CISV member want to lookup official persons in any CISV NA or CISV Chapter | Directory | | 1 | 1 | |
| 7 | CRUD Officials | 30.7.18 03:12 | I as a NA Secretary want to have a way of maintaining the official persons within my NA in one list or repository; I as a National Secretary, want to be able to maintain my NA/Chapter directory with ease | Directory | | 1 | 2 | The main purpose of this is a means to keep the responsibility of maintaining the officials directory within the responsibility of NA Secretary and have them provide the correct data to IO and CISV International Respectively, Chapter Secretaries could execute the same right for their chapter (see user story further below) |
| 96 | National Directory Update | 20.12.18 02:36 | I as an NA secretary need to be able to update the national directory - what if my contact does not exist in the system, or I cannot find them? | Directory | | 1 | 2 | 1 dot |
| 9 | Officials Data | 16.7.18 14:09 | I as an official in CISV want to be able to share relevant contact data of mine with fellow CISVers who might be in need of contacting me. | Directory | | 1 | 2 | MIND: Contact data is not necessarily personal data of that person; e.g. a functional eMail address (technically a distribution list) could be shared along with the contact in order for persons to contact this official |
| 146 | Chapter Secretary | 1.2.19 00:00 | I as an NA Secretary want to put any person from my Chapter into the role Chapter Secretary so that this person is able to maintain the directory records/roles of their Chapter | Directory | | 1 | 3 | |
| 23 | Directory change notification | 9.9.18 06:43 | I as a regional delivery team member want to receive information (notification) about the change of a person in a role which affects my area of responsibility (e.g. when a Chapter Risk Manager changes, I as a RM delivery team member can contact them and ask whether they need support how to find informative material). | Directory | | 1 | 3 | |
| 101 | NA contact their members | 20.12.18 02:43 | NA contact their members - chapter needs - role, ... - donation, ... | Directory | | 1 | 3 | 2 dots however, this is rarely used by means of a central system but rather by membership systems owned by the respective NA OPENING UP for use of NAs is - however - an option |
| 42 | Certified Leader/Staff | 18.12.18 02:20 | I as an IO Manager want to see who among this year's staff and leaders are (or are not) certified. | Profile / Track Record | | 1 | 1 | |
| 41 | Personal CISV History | 18.12.18 02:19 | I as a Risk Manager, or person responsible for selecting staff and leaders, want to check whether the person has a CISV history; is banned; is trained... etc. | Profile / Track Record | | 1 | 1 | |
| 38 | Personal Profiles | 18.12.18 02:13 | I as a Manager would like profile to include all programmes and organizational roles a person has held and when / where; including organizational memberships (eg NA / Chapter) and it interface with the Alumni platform. | Profile / Track Record | | 1 | 1 | |
| 14 | Risk Management Records | 30.7.18 11:41 | I as a Risk Management Specialist want to be able to provide anyone in need for a person check with material and information on which persons around the world shall not be included into CISV programmes; if not that, I at least want to be able to answer any request for a particular person to be checked | Profile / Track Record | | 1 | 1 | Internal background check of people applying (especially for those in adult programme roles) This would become our "Safeguarding Portal" |
| 19 | Safeguarding Portal | 5.12.18 06:51 | I am the Chapter person responsible for selecting programme staff and leaders or the local Risk Manager and I want to do an internal background check on an applicant. | Profile / Track Record | | 1 | 1 | |
| 37 | Evaluation and Feedback | 18.12.18 02:11 | I as (several), want a system that will enable us to set up and run an effective leader / staff evaluation / feedback process to add to their CISV history. | Profile / Track Record | | 1 | 2 | |
| 20 | Leader Evaluation | 30.7.18 11:44 | I am a Chapter rep and want feedback on my leaders | Profile / Track Record | | 1 | 2 | Leader evaluation tool concept Ability to evaluate peer performance and send report to the subject and their home NA/Chapter |
| 44 | NA Certified Trainers | 18.12.18 02:22 | I as an NA training contact want to know who in my NA is a TTT certified trainer. | Profile / Track Record | | 1 | 2 | to begin with, this can also be done through IO support (but only for a limited time) |
| 43 | Training Attendance | 18.12.18 02:21 | I as an RTF attendee want attendance of this training to be added to my list of CISV achievements. | Profile / Track Record | | 1 | 2 | |
| 45 | Certification expiration | 18.12.18 02:25 | I as a Certified Trainer / Risk Manager / staff / leader want to know when my certification expires. | Profile / Track Record | | 1 | 3 | to begin with, this can also be done through IO support (but only for a limited time) |
| 40 | Certification/Badge | 18.12.18 02:17 | I as a Regional Coordinator want to know who in my team is TTT Certified and what other areas of expertise they may have. | Profile / Track Record | | 1 | 3 | to begin with, this can also be done through IO support (but only for a limited time) |
| 39 | eMail Campaigns | 18.12.18 02:15 | I as a Comms Coordinator would love to be able to see what email campaigns users have received / messages we've received from them / their user history. | Profile / Track Record | | 1 | 3 | |

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|-----|---------------------------|----------------|--|------------------------|--|---|---|---|
| 21 | Evaluation of Training | 30.7.18 11:48 | I am a TQA member and want to contact leaders and staff post programme to ask them to evaluate whether their training prepared them well for the role | Profile / Track Record | | 1 | 3 | |
| 70 | Use certificate outside | 18.12.18 09:03 | I, as a volunteer, want to be able to access a certificate talking about my roles, for use in and out of CISV contexts | Profile / Track Record | | 1 | 3 | |
| 57 | RM-Ticketing, General | 18.12.18 07:38 | I as a Risk Manager want to manage, work on, file, engage on incidents, issues, feedback in an efficient and quick way. | RM TICKETING | | 1 | 1 | This is the overall preamble to the RM-TICKETING solution |
| 138 | Case creation (RM-Ticket) | 12.11.18 00:00 | I as any user want to open a new Ris Management incident case - an RM-Ticket | RM TICKETING | | 1 | 1 | a. Parameters/ fields to be discussed b. Assign an issue number already at this stage, with the proper coding. I understand an issue number is assigned later once the issues are sent to the NA's folders. It would be coherent to generate the number at this stage instead |
| 140 | RM Attachments | 12.11.18 00:00 | I as a user want to attach one or multiple documents of different kind to an RM-Ticket (case) | RM TICKETING | | 1 | 1 | Shall also be possible to link or attach emails |
| 139 | RM-Ticket linkage | 12.11.18 00:00 | I as an RM want to link/merge multiple RM-Tickets together when I see that the different cases belong together to one | RM TICKETING | | 1 | 1 | If only possible through cross-linking, that would be acceptable |
| 143 | RM-Ticket deferral | 12.11.18 00:00 | I as the owner of an RM case want to be able to defer the case to another person; by that the other person shall become the owner of the case | RM TICKETING | | 1 | 2 | |
| 141 | RM-Ticket LOG | 12.11.18 00:00 | I as an RM want to be able to see any kind of action and conversation having been undertaken to the case. I as a user want to see that as well and also want any of my comments and/or actions with the case to be filed in a LOG | RM TICKETING | | 1 | 2 | could initially also be done through taking a note myself with the case - non-automatic logging |
| 142 | RM-Ticket Sharing | 12.11.18 00:00 | I as an RM want to share the case and/or any attachment particularly with a specific person. I also want to be able to invite an additional person to help working on the case | RM TICKETING | | 1 | 2 | a. Person must logon to investigate/read the IRF b. PDF/word edit capability in order to black out sections to send an edited IRF to a third party c. I'd like to include the option NRM and a space to indicate the NA it belongs to, as sometimes it will be more than one NRM d. Add the column with the assigned name for the IRF that can also be used for sorting e. Include in Referred to: NRM (country), LRM (country) f. Person would have to have access to that particular case g. Not to any other cases ADDITIONALLY: Person from one NA has access to all cases from this NA (e.g.) |
| 144 | RM-Ticket tagging | 12.11.18 00:00 | I want to tag people in the cases, so that I can search through ALL cases and see where a particular person is involved | RM TICKETING | | 1 | 2 | List any case with that search criteria including the attachments of it - obviously |
| 145 | RM case follow-up | 12.11.18 00:00 | I as the owner of the case want to be able to create follow-up tasks in my calendar that actually link to task assignment to others (for example, for CISV XYZABC to send, on a given due date, more information on what they plan to do) | RM TICKETING | | 1 | 3 | could be manually to begin with |
| 146 | RM case grouping | 12.11.18 00:00 | I as a RM want to be able to group cases based on certain criteria (e.g. programme type, country, ...) | RM TICKETING | | 1 | 3 | |
| 52 | DIF and TIF | 7.1.19 02:49 | I, as a hosting NA/chapter, want to know who is attending my programme before the programme and what special needs they have, travel details,... in order to organise host families and kitchen staff requirement. | Overview | | 2 | 1 | |
| 10 | Participants List | 30.7.18 03:32 | I as an IO Programme Admin need to have a list of personal and contact data of participants of every single CISV programme As Int Risk Manager, I may need to verify participation information In general, CISV International will want to analyze trends in participation | Overview | | 2 | 1 | Capturing of personal data (name, date of birth, contact data, NA, Chapter) We must keep a permanent record of participants for risk management reasons We will want to be able to track participation - at a minimum, for statistical purposes |
| 13 | Participation Claim | 30.7.18 03:12 | I as a CISV member want to maintain a list of my programme participations; I want to share this list with fellow CISVers and be able to find fellow CISVers by their programme participation | Overview | | 2 | 1 | Capturing of programme participation data ("second to none"): programme reference number, programme name, hosting chapter, dates, role in programme, hosting or sending, sending chapter/NA This also would allow for Display of a historical record of participations |

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| 50 | Programme Admin Support | 18.12.18 03:36 | Me, as a IO Administrator, I would like to have a view on the administration of my programmes : for each programme which association accepted the invitation, do they have a staff team (be able to contact them for toolkit, pre-camp, PDPEF, Address list, ...) | Overview | | 2 | 1 | |
| 49 | Programme participation o | 18.12.18 03:39 | I, as a programme coordinator in a chapter, I would like to be able to confirm my invitations and provide the list of participant to the staff | Overview | | 2 | 1 | |
| 12 | Registration | 15.8.18 13:00 | I as a CISV member want to share my personal data for the benefit of programme registration (claim) and later contact possibility for fellow CISVers and Alumnis | Overview | | 2 | 1 | Must be an easy process for members as well as staff requiring close to zero support. |
| 51 | Overview of Sending Associ | 18.12.18 03:38 | I, as a staff, I would like to have a clear overview of all the sending associations of my programme and see if they accepted the invitations, if they got in touch, which forms are missing and send automatic reminders for the deadlines and the missing forms (get all the info updates) | Overview | | 2 | 2 | |
| 53 | PreCamp and Contacts | 18.12.18 06:10 | Me, as a parent, want to have one place to get the pre-camps, get the emergency contacts, upload and update the forms, get update from the leader during the programme, ... | Overview | | 2 | 2 | |
| 54 | Trained leader/staff | 18.12.18 06:12 | Me, key role staff/leader, wants to know if the leaders and staff completed a training in the programme sign up and send reminders | Overview | | 2 | 2 | |
| 100 | Participant communication | 20.12.18 02:41 | I as a participant would like to contact my friends in other NAs. | Overview | | 2 | 3 | |
| 115 | Create or update file | 10.2.18 00:00 | Either by means of the solution itself or outside the solution, authors need to create or change documents and other files or have them available for sharing with a broader CISV community | Library | | 3 | 1 | |
| 120 | Delete file | 10.2.18 00:00 | Authors (only authors) shall have the ability to delete documents; a more differentiated authorization logic, which allows to restrict deletion permission to the respective owner of the file, is desirable but not mandatory | Library | | 3 | 1 | |
| 59 | Document Search | 18.12.18 07:44 | I as a user want an easy search function that helps find resources even without the exact document name. | Library | | 3 | 1 | |
| 116 | File upload | 10.2.18 00:00 | An authoring user wants to upload a document (either of known type; PDF, DOCX, ...) or of any type. An authoring user wants to upload media as per the content types mentioned | Library | | 3 | 1 | The upload itself shall not yet make the file available to everyone |
| 123 | Publish file | 10.2.18 00:00 | An author shall be able to explicitly declare a file or document for public use (anonymous reading or viewing). This means, that a file can be uploaded without yet making it available to everybody; only the "Publish" activity makes the file available for reading/viewing. | Library | | 3 | 1 | Upload and Publish can be combined into one action for the benefit of easier usage |
| 118 | Read file | 10.2.18 00:00 | Documents or files shall be available to everyone (anonymously) for reading. | Library | | 3 | 1 | There is no need for software to be provided by the solution itself which supports a consumer of a document or file to actually read/see it (e.g. Adobe Acrobat Reader for PDF files needs to be available at the consumer's computer) |
| 60 | Search for CISV Official | 18.12.18 07:45 | I as a CISV official anywhere, want to find the resource I need without having to spend much time looking for it. | Library | | 3 | 1 | |
| 125 | "Basket" (browser) | 10.2.18 00:00 | Tagging (and the mentioned Search functionality) shall allow for a set of documents being bundled together for presentation and result based on a particular tag. Download shall, respectively, allow to download such a "bundle" of documents at once. | Library | | 3 | 2 | |
| 119 | Download file | 10.2.18 00:00 | Documents or files shall be available for download to the same users which are eligible to read or see files. Administrators shall have the possibility to restrict downloads to explicitly authorized users. Consumers shall be able to tick multiple documents for download within one package (e.g. zipped) | Library | | 3 | 2 | |
| 124 | Meta data | 10.2.18 00:00 | Authors can assign various types of meta data to the document or file, they are creating or updating. The solution safes this meta data with the file. The benefit of meta data shall be categorization of documents and files as well as easier and better discovery in search. Freely assignable tags are one (mandatory) kind of meta data; other kind of meta data is subject to the vendor's proposal; we're open for reasonable solutions. Envisioned are meta-tagging possibilities for (but not limited to) <ul style="list-style-type: none"> • Topic (expandable) • Role (expandable) • Type (form, guide, info file, policy, role profile, meeting document, publication, activity, etc...) • Year • Version number • Heading • Keywords | Library | | 3 | 2 | |

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| 126 | Tracking | 10.2.18 00:00 | We would like the solution to track downloads in a statistical way (compared to Google Analytics). Possible information might be (but not limited to): Independent downloads per file, Number of downloads (per period of time) | Library | | 3 | 2 | |
| 117 | Anonymous file upload | 10.2.18 00:00 | Any user (in most cases CISVer) wants to share files with CISV International and offer them for broad use. They're able to do so by using an upload function which pushes the uploaded file to a location where authors and administrators can review the provided content on whether it is suitable for broad sharing | Library | | 3 | 3 | (categorized "nice to have" in the previous RfP) |
| 130 | Anonymous upload | 10.2.18 00:00 | The new solution shall allow for creation of an upload option for anonymous users. Thereby it shall be possible for anyone to provide content to CISV International for Review and inclusion into the Resources library (e.g. activity proposals, images, training session descriptions, etc.). Any user (in most cases CISVer) would thereby share files with CISV International and offer them for broad use. Authors and administrators can review the provided content on whether it is suitable for broad sharing | Library | | 3 | 3 | How this upload option is used shall be subject to Resources administrators. Administrators and file authors shall have direct access to uploaded content. Download of content shall either be possible to be restricted to eligible users only or shall be made publicly possible for anonymous users upon decision of authoring users (categorized "nice to have" in the previous RfP) |
| 133 | Authoring Backend | 10.2.18 00:00 | If I as an author am able to edit documents online, I want to have <ul style="list-style-type: none"> instant preview to control the result of an authoring activity. no change of file or document format through online editing NO friendly URL change through online editing (save) and/or upload locking against simultaneous editing (chokable; e.g. exclusive editing, check-out/check-in functionality) collaborative editing functions upon need (multiple persons editing one document simultaneously); obviously it is not a problem if "collaborative editing" precludes "exclusive editing" | Library | | 3 | 3 | Administrative functions shall be specified briefly in the proposal but do not need to offer particular convenience. CISV International will be fine with a more complicated administrative backend as experienced people will be using it. |
| 131 | Comment and Discussion | 10.2.18 00:00 | Ideally (optionally) users are able to leave a comment to a document which can be responded to by an authoring user. | Library | | 3 | 3 | Comments do not need to be restricted regarding visibility based on user rights; they can be openly readable by anyone. Whether commenting is possible with a document, should be controlled by the authoring user of that document or the administrators of the new system |
| 134 | Language Dependency | 10.2.18 00:00 | The solution must allow for documents/file in multiple different languages being uploaded, published, read and downloaded. Any functionality provided to end user must ideally allow for multilingual adoption when integrated in any NA/Chapter website | Library | | 3 | 3 | Any authoring, backend or administrative function of the solution can be English, only |
| 122 | Review file | 10.2.18 00:00 | Authoring users shall be able to declare any document or file for (p)review by eligible users (either through specifying these users or through sharing a special "private link" to such a preview file). If a file is declared "preview" only users which have been made eligible shall see the file. Ideally (not mandatory), users shall be able to give comments directly to the site while viewing it | Library | | 3 | 3 | |
| 17 | Sensitive Resources | 16.7.18 14:24 | I as a committee (chair/member) want to restrict availability of certain assets (within resources) to CISV members only - hence, want to protect them against anonymous access | Library | | 3 | 3 | we can do this today with SharePoint, however there might be a more convenient solution |
| 121 | Set user notification | 10.2.18 00:00 | An anonymous consumer of a file or document shall have the ability to register for a notification whenever the file or document is updated. The solution shall issue these notifications to the user registered | Library | | 3 | 3 | |
| 132 | Staging/Preview | 10.2.18 00:00 | Authoring users shall be able to declare any document or file for preview by eligible users (either through specifying these users or through sharing a special "private link" to such a preview file). If a file is declared "preview" only users which have been made eligible shall see the file. Ideally (not mandatory), users shall be able to give comments directly to the site while viewing it | Library | | 3 | 3 | |
| 129 | Versioning | 10.2.18 00:00 | If easily doable, it is desirable that files can be versioned and that a rollback to a previous version is possible on a granular level (i.e. for a single file) | Library | | 3 | 3 | |
| 135 | Modularization | 10.2.18 00:00 | The requirement might arise, that an NA wants to operate their own instance of a "Resources" solution; i.e. they want to add and let their users consume their own set of documents. Hence, we'd like the new solution to be potentially installed/operated multiple times or to provide a possibility to have a clear separation of the documents offered based on a NA code, tag, ... (ideas welcome here) | Library | | 3 | 4 | |
| 137 | Authorized read/download | 10.2.18 00:00 | A user registers/identifies themselves first and then accesses a media file for reading, viewing or downloading based on the permissions for the respective file. The difference of this use case compared to resources is, that user authorization for consumption of a media file must be possible | Library for MEDIA | | 4 | 1 | NOTE that anonymous read/download applies for Media in the same way as it applies for documents and other files as of the "Library (Resources)" requirements listed in here |
| 61 | Manage submitted media | 18.12.18 07:46 | I as a Communications Coordinator want to be able to quickly and simply review, approve and tag submitted photos and videos for the media library. | Library for MEDIA | | 4 | 1 | |

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| 66 | Sharing of media | 18.12.18 07:53 | I as a volunteer, want to be able to upload / share photos and videos with CISV International easily. | Library for MEDIA | 4 | 1 | |
| 65 | Usage of media | 18.12.18 07:53 | I as a Chapter / NA profile raising coordinator want access to high-quality, on-brand images and videos to use in designs, social media and on websites. | Library for MEDIA | 4 | 1 | |
| 24 | Include Media content in ar | 20.11.18 01:21 | I as a website editor want to include content form the Media Library as per the link to the item. The content (picture, video, ...) shall then display in the website. This shall work for any website hosted on our CISV International website platform | Library for MEDIA | 4 | 2 | |
| 136 | Media availability | 10.2.18 00:00 | I as a media library manager want to -make media available for any user (anonymous web user without registration or known identity) or to named and registered users; the latter do not necessarily have to have any other role or authorization within any CISV organization, they just need to be registered CISV members | Library for MEDIA | 4 | 2 | |
| 46 | Access management forms | 18.12.18 02:50 | I as a programme administrator want to be able to give access to online forms with the least number of procedures for example all in one place | Forms | 5 | 1 | |
| 86 | Accessing participant data | 18.12.18 10:59 | I, as programme staff, want all relevant participant data in one safe place that I can access. | Forms | 5 | 1 | |
| 80 | Forms ease of use | 18.12.18 10:58 | I, as a programme director/staff, want to be able to complete and submit any official reports without difficulty. | Forms | 5 | 1 | joined with No 84: "I, as a staff, want all correct address and personal data from my participants in one place." |
| 77 | Forms queries or exports | 18.12.18 10:56 | I, as a programme administrator, want to be able to query form content in a flexible way. | Forms | 5 | 1 | |
| 79 | Forms queries or exports | 18.12.18 10:56 | I, as a programme administrator, would like to utilise information from online forms without having to manually input information. | Forms | 5 | 1 | |
| 92 | Printing forms | 18.12.18 11:03 | I, as a staff, want to print out health data as a pdf to take to the doctors. | Forms | 5 | 1 | |
| 87 | Sending forms easily | 18.12.18 11:00 | I, as a participant/family want a simple way to get all the info I need and complete/send any info I need to send. | Forms | 5 | 1 | |
| 81 | Sending travel information | 18.12.18 10:59 | I, as a leader, want to provide travel information electronically only. | Forms | 5 | 1 | |
| 88 | Using existing data | 18.12.18 10:55 | I, as a leader/staff/participant, want to limit the amount of times I have to repeat information. | Forms | 5 | 1 | |
| 78 | Change form content | 18.12.18 10:28 | I, as a programme administrator, want to be able to update or change forms with ease. And ensure users only access the latest version. | Forms | 5 | 2 | |
| 82 | Health Form history | 18.12.18 10:32 | I, as a parent, want to reuse health data from my child from last year. | Forms | 5 | 2 | |
| 22 | Registration Forms | 15.8.18 12:46 | I am a participant or leader or parent and when I register, it would be great if I automatically received the forms I have to complete with the basic programme reference and data already there. And if I could just send it safely and be done with it, that would be great... | Forms | 5 | 2 | |
| 85 | Removing hurdles | 18.12.18 10:37 | I, as a programme administrator, would like universal address lists that do not involve participants making claims and being approved by 3rd parties. | Forms | 5 | 2 | |
| 83 | Sending forms | 18.12.18 10:58 | I, as a leader, want a simple way to transmit necessary info to programme hosts including sensitive data (eg. Health) | Forms | 5 | 2 | |
| 90 | Using existing data | 18.12.18 10:55 | I, as programme staff, would like a single report that is pre-populated for my programme. | Forms | 5 | 2 | |
| 91 | Using existing data | 18.12.18 11:02 | I, as a staff, want to provide address data to the IO at the click of a button. | Forms | 5 | 2 | |
| 26 | Easy access to forms | 18.12.18 11:05 | I, as a programme administrator, want staff/LIC to have easy access to online forms. | Forms | 5 | 3 | |
| 72 | One-stop programme data | 18.12.18 09:07 | I, as an IO manager, would like the Admin Team to be able to have effective syncing between PDPEF/ProgForms. We want to be able to enter or find all programme data in one place | Forms | 5 | 3 | can be a dedicated programme database or something else; this is an additional item, as I didn't recall covering it in the workshop |
| 89 | Online health forms | 18.12.18 10:46 | I, as a participant/parent, want to upload/update doctor's signature online. | Forms | 5 | 3 | |
| 109 | DB Segment | 7.1.19 03:50 | I want to be able to segment the database to allow for effective targeting | Filtering | 6 | 1 | |
| 111 | Internal Communication | 7.1.19 03:53 | I as the int'l would like a way to communicate easily with specific CISV groups (Internal Communication) | Filtering | 6 | 1 | |
| 115 | Pull User Data | 7.1.19 03:56 | I as communications Coordinator, want to be able to pull data of registered persons for particular communication requirements easily and efficiently | Filtering | 6 | 1 | |
| 113 | Registration and Participati | 7.1.19 03:55 | I as programme administrator want to be able to query content in a flexible way | Filtering | 6 | 1 | |
| 36 | Alumni eMail | 18.12.18 02:09 | I as Alumni Association "Manager" would like to automatically have an 18th Birthday email sent to youth users inviting them to join the Alumni Association. | Filtering | 6 | 2 | |
| 110 | Interaction | 7.1.19 03:52 | Me as the IO Staff would like to be able to interact with the volunteers | Filtering | 6 | 2 | |

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| 114 | Internal Communications | 7.1.19 03:56 | Leader / Staff. I as an active CISV official would like to be informed directly of updates + Deadlines that are relevant to my role (as opposed to trickle down communications) | Filtering | | 6 | 2 |
| 11 | Alumni | 30.7.18 03:12 | I as an Alumin Manager need to have a regular list of people growing (or are being over) 18yo in order to invite them into the Alumni Association | Filtering | | 6 | 3 |
| 15 | NA Comms | 30.7.18 03:12 | I as an NA Secretary want to quickly have a list of people from my NA available whom I want to communicate with on CISV and especially CISV programme matters | Filtering | | 6 | 3 GDPR compliancy matter |
| 112 | Suggestions acc. to your rol | 7.1.19 03:54 | Suggestions according to your role/age (ESE) -> webinar -> mosaic -> resources -> dedalines -> ... | Filtering | | 6 | 3 |
| 107 | Event Application Form | 4.1.19 03:58 | I, as programme admin, would like a simpler RTF application form, software. Possibly integrated with other systems. | EVENT REGISTRATION PLATFORM | | 7 | 1 A new Event Registration is evaluated at the moment; hence this requirement might be carved out |
| 103 | Insurance request | 20.12.18 05:37 | Individual insurance request for events from Chapter person | Finance | | 8 | 2 |
| 104 | Invoice statements | 20.12.18 05:38 | Link invoicing to sharepoint to display statements | Finance | | 8 | 2 |
| 105 | Capital one | 20.12.18 05:39 | Take advantage of capital one who now have multi currency accounts | Finance | | 8 | 3 |
| 106 | Sage | 20.12.18 05:39 | Update our invoicing process to directly use Sage | Finance | | 8 | 3 |
| 102 | SHOP | 20.12.18 05:35 | Shop to sell stylish CISV merchandise | Finance | | 8 | 4 |
| 63 | Chapter sharing content | 18.12.18 07:50 | I as a Chapter member want to know how to make my Chapter sustainable - documentation, archiving, user friendly. | Library (Sharing) | | 9 | 3 This might become a project of ist own |
| 62 | Sharing of best practice | 18.12.18 07:48 | I as a Chapter member want to know what other Chapters do to recruit staff, leaders, delegations... and find inspiration from my Chapter. | Library (Sharing) | | 9 | 3 This might become a project of ist own |
| 64 | Template sharing | 18.12.18 07:51 | I as a Programme Coordinator (Chapter or NA), want to store templates, to do lists etc for a new programme and help our new staff team. | Library (Sharing) | | 9 | 3 This might become a project of ist own |
| 29 | GoCloud: No on-premises (| 7.1.19 02:54 | Put all information on SharePoint. Do away with our server in office. Into the cloud we go. | Platforms | | 10 | 2 |
| 16 | Programme Internal Commi | 30.7.18 03:45 | I as a programme staff (or programme participant) want to be able to securely share content and communicate with fellow freinds participating in the same programme; I also want to be able and want participants to be able to share sensitive material provate to the programme within the programme and other programme participants | Platforms | | 10 | 2 Programme Staff will want to know some participatn info in advance of the programme- secure storage by programme with limited access: - name - contact - travel information - allergy or special needs info Back up to paper information during the programme - secure storage by programme with limited access: - Programme staff will need to collect health and legal forms upon arrival at the programme (these could be sent electronically as well as brought on paper) - Leaders need legal forms on paper to travel - Leaders need health forms to have instructions |
| 108 | NA Membership System | 4.1.19 04:00 | I, as an International Admin, would love to be able to offer NAs and Chapters a good system and forum to help them run their Organization/Membership. | Platforms | | 10 | 3 This might become a project of ist own |
| 5 | PDPEF Collection | 15.8.18 12:55 | I as an IO Programme Admin want to be able to easily aggregate and consolidate PDPEF data (consolidate multiple PDPEFs into one data repository for analysis) | PDPEF | INFO | | 1 A flat format for filling instead of a complicated form would be just good-enough to export data for later anaylsis (note, that even if data is provided in a long (XML) string (like e.g. with Adobe PDF forms), separating fields can be easily automated) |
| 2 | PDPEF Authorization | 15.8.18 12:51 | I as a programme administrator want to ensure that the correct people provide the correct PDPEF data. I as a programme director want that only me or my staff team provide PDPEF data of my programme | PDPEF | INFO | | 2 |
| 4 | PDPEF Maintenance | 15.8.18 12:54 | I as an IO Programme Admin want to have an easy way of changing the format – e.g. adding a field - of the PDPEF master file | PDPEF | INFO | | 2 Programm eadmin does not necessarily have access to do this directly but has to have suitable professional support easily. |

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| 6 | PDPEF Provisioning | 15.8.18 12:55 | I as an IO Programme Admin want to have an easy process of creating all programme related PDPEF filling forms from one single master format form | PDPEF | INFO | 2 | This could be one single form or one single form per programme |
| 3 | PDPEF Status | 15.8.18 12:53 | I as an IO Programme Admin want to have an accurate and quick overview of the filling status of all PDPEF forms (e.g. what's been started, completed, approved, exported, closed, ...) | PDPEF | INFO | 2 | Most important to know as the submitting status of the forms; once with FIA being addressed knowing the status could be a higher priority |
| 1 | Evaluation Data | 15.8.18 12:50 | I as a committee (chair/member) need structured data captured and filled by the programme director to be available for later analysis. | PDPEF | INFO | 3 | Analysis means, it needs to be structured to be evaluated semi-automatically (e.g. Excel) |