

**ADR.org Website Revamp**

**Business Requirements Document**

**#ADR-400 – Rules, Forms, Fees**

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## Document Control

**Change Record**

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**Reviewers**

| Reviewer | Role | Reviewed Date |
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**Related Documents**

|  |  |  |
| --- | --- | --- |
| **Document** | **How Related** | **Location** |
| Big Idea Design | Provides General Website Design Concepts | <https://share.adr.org/project/RevisedADRorg/Technical/Forms/AllItems.aspx?RootFolder=%2Fproject%2FRevisedADRorg%2FTechnical%2F3%2E0%20Functional%2FBig%20Idea%20Concepts> |
| Website Inventory and Wireframes | Provides a list of new ADR.org pages and associated page information. | <https://share.adr.org/project/RevisedADRorg/Technical/Forms/AllItems.aspx?RootFolder=%2Fproject%2FRevisedADRorg%2FTechnical%2F3%2E0%20Functional%2FRequirements> |

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## Business Requirements:

#### Overview

This document will cover the business requirements identified related to the following internal ADR.org pages and sub-pages:

* Rules,Forms,Fees
* [Rules, Forms, Fees Main Page](#_Toc456182376)
* [List of Forms Page](#_Toc456182377)
* [List of All Forms](#_Toc456182378)
* [Active Rules](#_Toc456182379)
* [Archived Rules](#_Toc456182380)

Please reference the [“Website Inventory and Wireframes” – Pages list tab] to determine what template is used and utilize business requirements associated with the standard webpage template specified.

#### ADR-400.1 Rules, Forms, Fees Main Page

|  |  |
| --- | --- |
|  | 400.1 Rules,Forms,Fees Main Page |
| Actors: | External User  |
| Description: | Business Requirements specific to the Rules, Forms, Fees page of the ADR.org site. |
| Assumptions: | *None* |
| Access Point: | Header Navigation - Rules, Forms, Fees |
| Layout: | See Big Idea’s AAA Website Document (Rules, Forms, Fees Page Concept section) for layout.See Website inventory and Wireframes > Rules,Forms,Fees-Landing  |
| Requirements1. Title image
	1. This is a static image, not content.
2. Main heading and page short description
	1. Main heading and page short description are content place holders; content is added by business, content management tool.
3. Rules Table
	1. The table’s left column is not content. This is static text updated by dev team, based on user input.
	2. The ‘Area of Expertise’ section is completely removed. Only ‘Most Viewed ‘will be displayed.
	3. The table will have the fixed 7 rows.
	4. When user clicks on associated Rules/Forms/Fees for a practice area, the resulting data displayed will be specific to that practice area.
	5. Rules icon- will be linked to ‘pdf’ format documents by content management tool. No document conversions from html/word to pdf will be done.
		1. On click of rules a separate tab opens with the pdf file.
		2. Rules icon will be present on all the 7 rows in the table.
		3. Rules will be displayed specific to the practice area of user row selection.
	6. Forms icon- will be linked to the ‘*List of Forms’* page for the specific practice area. (See *ADR-400.2 'List of Forms Page*’). E.g.: On click of Commercial forms icon, list of forms page with Commercial Forms will be displayed.
		1. Forms icon will be present on all the 7 rows of the ‘Most viewed ‘table.
		2. On Click of Forms icon – ‘List of Forms’ page opens in a new tab.
	7. Fees icon: will be linked to pdf format document by content management tool.
		1. On Click of Fees icon, the pdf opens in a separate tab.
		2. Fees icon will be present on all the 7 rows of the ‘Most Viewed ‘table.
		3. Fees will be displayed specific to the practice area of user row selection.
	8. Optional Appellate arbitration rules will not have a fees icon. It will have only rules and forms icons.
4. Right Panel : Contact Us
	1. *See ADR-800.8 Side Bar Components > 800.8.1 Contact Us*
5. Right Panel : Active Rules :
	1. This is content.
	2. Linked to ‘*Active Rules’* page. See below section *ADR-400.4 Active Rules* for more details.
	3. This section has a horizontal red bar below the ‘Active Rules’ text.
	4. All Active rules will be displayed in alphabetical order in the ‘List of Forms’ format
6. Right Panel : Archived Rules
	1. This is content.
	2. Linked to ‘*Archived Rules’* page. See below section *ADR-400.5 Archived Rules* for more details.
7. Right Panel : All Forms
	1. This ‘All Forms’ is a new link to be added below ‘Archived Rules’.
	2. The ‘All Forms’ Link is linked to the ‘List *of All forms* ‘page. See below section *ADR-400.3 List of All Forms.*
8. Right Panel image content holder: The section below ‘All Forms’ is a content place holder edited by business. Below the content holder there is a horizontal red bar.
9. Right Panel : Other Links
	1. The links under the ‘Other Links’ is content place holders, editable by business. Max 20 links limit.
	2. The link content is page dependent data; the links added must be specific to Practice areas.
 |
| Permissions: | None |

#### ADR-400.2 List of Forms Page

|  |  |
| --- | --- |
|  | 400.2 List of Forms Page |
| Actors: | External User  |
| Description: | Business Requirements specific to the ‘List of Forms’ page of the ADR.org site. |
| Assumptions: | *None* |
| Access Point: | Rules, Forms, Fees – Forms icon |
| Layout: | See Big Idea’s *AAA Website Document (Rules, Forms, Fees page concept - List of Forms)* for layout.See Website inventory and Wireframes > RulesFormsFees-List of Forms |
| Requirements1. This is the landing page from the Rules,Forms,Fees- ‘most viewed table’ –Forms icon
2. The title image is a static image. This image is the same image as Rule, Fees, Forms page title image.
3. Main heading and page short description are content place holders; content is added by business, content management tool.
4. The forms list display grid heading will reflect the name of the specific Practice Area.
	1. Naming format <Practice area Forms> e.g. :Commercial Forms
5. The Forms list is a content place holder. The forms displayed are specific to practice area, as uploaded by business.
6. The Forms will be listed in alphabetic order of form name.
7. The form names are content added by Business; the name entered will be pre-fixed with the Practice area name by business. The forms are linked to documents; the documents are added by business.
8. On click of form name, the document linked to the form name will be downloaded to user system using the browser download functionality.
	1. The document downloaded will be in the format of the document added to the link by business (can be word, pdf).
9. All forms specific to practice area will be listed on a single page. No paginations .User must scroll through the page to view all the listed forms. Forms pulled will be specific to the practice area selected by user in the Rules, Most viewed rules grid.
10. The right panel is the same as the right panel described in Rules, Forms, Fees Main page. See above Section *ADR-400.1 Rules, Forms, Fees Main Page – points 4 to 9* for description on layout of right panel.
 |
| Permissions: | None |
| Additional Notes&Assumptions  | * Some forms can be common to various practice areas; business adds the Forms common to multiple practice areas to each practice area forms list/folder in the Content management tool. Form can duplicate for each practice area if the form is common to both areas.
* The form name entered will be pre-fixed with the Practice area name by business.
 |

#### ADR-400.3 List of All Forms

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| --- | --- |
|  | 400.3 List of All Forms Page |
| Actors: | External User  |
| Description: | Business Requirements specific to the Homepage of the ADR.org site. |
| Assumptions: | *None* |
| Access Point: | Rules, Forms, Fees – All Forms |
| Layout: | See Big Idea’s *AAA Website Document (Rules, Forms, Fees page concept - List of Forms)* for layout.See Website inventory and Wireframes > RulesFormsFees-List of Forms |
| Requirements1. ‘List of All Forms’ page is the landing page for the Rules, Forms, Fees- ‘All Forms’ link.
2. The title image is a static image. This image is the same image as Rule, Fees, Forms page title image.
3. Main heading and page short description are content place holders; content is added by business, content management tool.
4. The forms list display- grid heading will be ‘All Forms’.
5. ‘*List of All Forms’* page will display all the available Adr.org forms in alphabetic order irrespective of practice area. It will be in the ‘*List of forms*’ format.
6. Forms names and linked form documents are content and added by business.(pdf,word as uploaded by business)
7. All forms will be listed on a single page. No paginations .User must scroll through the page to view all forms.
8. On click of form name, the document linked to the form name will be downloaded to user system.
	1. The document downloaded will be in the format of the document added to the link by business (can be word, pdf).
9. The right panel is the same as the right panel described in Rules,Forms,Fees Main page. See Above Section *ADR-400.1 Rules, Forms, Fees Main Page – points 4 to 9* for description on layout of right panel.
 |
| Permissions: | None |
| Additional Notes & Assumption: | * Some forms can be common to various practice areas; business adds the Forms common to multiple practice areas to each practice area forms list/folder in the Content management tool. Form can duplicate for each practice area if the form is common to both areas. If the same form is used for multiple practice areas, the business users will create duplicate copies for each practice area and name accordingly.
* The form name entered will be pre-fixed with the Practice area name by business.
* The business will include the Practice area in the title of the form to ensure that practice area data is displayed together.
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#### ADR-400.4 Active Rules

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| --- | --- |
|  | 400.4 Active Rules  |
| Actors: | External User  |
| Description: | Business Requirements specific to the ‘Active Rules’ Page of the ADR.org site. |
| Assumptions: | *None* |
| Access Point: | Rules,Forms,Fees- Active Rules |
| Layout: | See Big Idea’s *AAA Website Document (Rules, Forms, Fees page concept - List of Forms)* for layout.See Website inventory and Wireframes > RulesFormsFees-List of Forms |
| Requirements1. This is the landing page for the ‘Active Rules’ link in Rules, Fees, Form page.
2. The title image is a static image. This image is the same image as Rule, Fees, Forms page title image.
3. Main heading and page short description are content place holders; content is added by business, content management tool.
4. The rules list display grid heading will be static text ‘Active Rules’
5. The List of active rules will be displayed in Alphabetic order, and in the List of Forms format
6. The Rule names are content added by business.
7. Rule dates will be mentioned below the rules (as per current adr design).The date is content and added by business.
8. All rules will be listed on a single page. No paginations .User must scroll through the page to view all active rules.
9. On click of rule name, the document linked to the rule will open in a new tab.
	1. The rule documents are in pdf format, uploaded by business.
10. The right panel is the same as the right panel described in Rules, Forms, Fees Main page. See above Section *ADR-400.1 Rules, Forms, Fees Main Page – points 4 to 9* for description on layout of right panel.
 |
| Permissions: | None |

#### ADR-400.5 Archived Rules

|  |  |
| --- | --- |
|  | 400.5 Archived Rules |
| Actors: | External User  |
| Description: | Business Requirements specific to the ‘Archived Rules’ page of the ADR.org site. |
| Assumptions: | *None* |
| Access Point: | Rules,Forms,Fees - Archived Rules |
| Layout: | See Big Idea’s *AAA Website Document (Rules, Forms, Fees page concept - List of Forms)* for layout.See Website inventory and Wireframes > RulesFormsFees-List of Forms |
| Requirements1. This is the landing page for the ‘Archived Rules’ link in Rules, Fees, Form page.
2. The title image is a static image. This image is the same image as Rule, Fees, Forms page title image.
3. Main heading and page short description are content place holders; content is added by business, content management tool.
4. The rules list display grid heading will be static text ‘Archived Rules’.
5. The List of archived rules will be displayed in alphabetic order, and in ‘List of Forms’ format.
6. The Rule names are content added by business.
7. Rule dates will be mentioned below the rules (as per current Adr design). The date is content and added by business.
8. All rules will be listed on a single page. No paginations .User must scroll through the page to view all archived rules.
9. On click of rule name, the document linked to the rule will open in a new tab.
	1. The rule documents are in pdf format, uploaded by business.
10. The right panel is the same as the right panel described in Rules, Forms, Fees Main page. See above Section *ADR-400.1 Rules, Forms, Fees Main Page – points 4 to 9* for description on layout of right panel.
11. << How will archived vs active rules be identified-TBD Michael>>
 |
| Permissions: | None |

## Non-Functional Requirements

### Performance and availability:

### Maintainability

## Open and Closed Issues

* Add open issues that you identify while writing or reviewing this document to the open issues section. As you resolve issues, move them to the closed issues section and keep the issue ID the same. Include an explanation of the resolution.

When this deliverable is complete, any open issues should be transferred to the project- or process-level Risk and Issue Log (PJM.CR.040) and managed using a project level Risk and Issue Form (PJM.CR.040). In addition, the open items should remain in the open issues section of this deliverable, but flagged in the resolution column as being transferred.

### Open Issues

| ID | Use Case ID | Issue | Resolution | Responsibility | Target Date |
| --- | --- | --- | --- | --- | --- |
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### Closed Issues

| ID | Use Case ID | Issue | Resolution | Responsibility | Target Date |
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# Appendix A: