

## APPENDIX A - NRC Steering Committee Findings - distilled into Verb-Noun combinations

All 'documents' mentioned within the functional requirements captured from the workshop have been re-termed as 'files' for consistency

Findings below are grouped by Life-cycle Phase and then sorted by Verb-Noun combination within each group.

### Workshop Functional Requirement Findings by Phase

Input / Develop	Verb	Noun	Remarks
ID11	Capture	Email / Faxes	
ID12	Capture	Other Formats	
ID04	Control	Access	
ID06	Control	Created Files	
ID06	Control	Inputted Files	
ID04	Define	Access	
ID09	Handle	Digital Signatures	ensure authentication
ID05	Identify	Packaged Files	
ID07	Input	Files	multiple source accessibility
ID02	Interface	Systems	
ID05	Link	Packaged Files	
ID04	Profile	Attributes	
ID08	Receive	Files	via the internet
ID03	Scan	Files	
ID10	Support	Common Formats	
ID01	Write	Files	collaboratively
Store	Verb	Noun	Remarks
STR02	Capture	Agency-related Files	
STR02	Capture	Personal Files	
STR03	Control	Posting Rights	particularly for folders
STR03	Control	Storage Rights	particularly for folders
STR02	Define	Agency-related Files	
STR02	Define	Personal Files	
STR01	Ensure	File Fidelity	
STR01	Ensure	Usability	
STR04	Satisfy	NARA requirements	
STR07	Store	Files	from remote locations

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STR08	Store	Files	redundantly for disaster recovery
STR05	Support	Growth requirements	
STR06	Transfer	Files	to local formats (e.g. CD) for portability

Query	Verb	Noun	Remarks
Q06	Bookmark	Files	
			to files within packages based upon
Q04	Control	Access	rights
Q08	Download	Files	for reuse and printing
Q07	Identify	Relevance	to the search criteria used on a % basis
Q09	Retrieve	Files	to screen
Q02	Retrieve	Large Amounts of Data	
Q05	Retrieve	Multiple Files	simultaneously
Q01	Search	Files	in a WestLaw / Lexis type manner
Q10	Search	Files	using a 'Yahoo' type interface
Q02	Search	Large Amounts of Data	
Q03	Search	Other Format Files	

Review / Edit	Verb	Noun	Remarks
RE04	Compare	Files	over time
RE01	Control	Functional Rights	to review and edit
RE02	Edit	Files	remotely
RE02	Review	Files	remotely
RE03	Support	Living Files	
RE05	Support	Other Format Files	

Send	Verb	Noun	Remarks
SND04	Attach	File Attachments	to email
SND01	Distribute	Files	electronically
SND03	Distribute	Files	to multiple lists
SND04	Identify	Files	to email
SND05	Receive	Email	
SND05	Sort/Filter	Email	to filter and manage using criteria
SND02	Track	File Status	
SND02	Verify	File Receipt	

Print / Publish	Verb	Noun	Remarks
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PP04	Access	Files	via links under program control to support hyperlinking to specific sections
PP05	Bookmark	File Sections	from previous Files
PP03	Cut	File Sections	from previous Files
PP03	Paste	File Sections	efficiently
PP02	Print	Large Files	efficiently
PP02	Print	Selected Pages	for preview
PP06	Print	Thumbnails	in compliance with Section 508
PP01	Publish	Files	from previous Files
PP03	Reuse	File Sections	to differing systems
PP08	Route	File Printouts	to differing systems
PP08	Select	File Printouts	initiated erroneously
PP07	Terminate	File Printouts	
PP06	Preview	Thumbnails	

### Archive / Destroy

Verb	Noun	Remarks
AP02	Access	Archived Files
AP01	Satisfy	Federal RM Requirements

### Other - Workflow

Verb	Noun	Remarks
OW03	Adapt	Workflows
OW03	Manage	Workflows
OW01	Provide	Application Interfaces
OW01	Provide	Functional Interfaces
OW02	Support	Automated Concurrence

### Other - Pgm Admin

Verb	Noun	Remarks
OPA03	Satisfy	Infrastructure Issues
OPA03	Satisfy	Operational Issues
OPA04	Satisfy	Public Interface Issues
OPA05	Satisfy	Regional Office Issues
OPA02	Support	Centralized Administration
OPA01	Support	Multi-point QA

End of Steering Committee Functional Requirements Capture by Phase