

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 rights |
| Q04 | Control | Access | |
| 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 |
| PP05 | Bookmark | File Sections | sections |
| PP03 | Cut | File Sections | from previous Files |
| PP03 | Paste | File Sections | from previous Files |
| PP02 | Print | Large Files | efficiently |
| PP02 | Print | Selected Pages | efficiently |
| PP06 | Print | Thumbnails | for preview |
| PP01 | Publish | Files | in compliance with Section 508 |
| PP03 | Reuse | File Sections | from previous Files |
| PP08 | Route | File Printouts | to differing systems |
| PP08 | Select | File Printouts | to differing systems |
| PP07 | Terminate | File Printouts | initiated erroneously |
| PP06 | Preview | Thumbnails | |

Archive / Destroy Verb Noun Remarks

| | | | |
|------|---------|-------------------------|--------|
| AP02 | Access | Archived Files | easily |
| AP01 | Satisfy | Federal RM Requirements | |

Other - Workflow Verb Noun Remarks

| | | | |
|------|---------|------------------------|---------------------|
| OW03 | Adapt | Workflows | from within ADAMS |
| OW03 | Manage | Workflows | from within ADAMS |
| OW01 | Provide | Application Interfaces | to support workflow |
| OW01 | Provide | Functional Interfaces | to support workflow |
| 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 | for File integrity and quality |

End of Steering Committee Functional Requirements Capture by Phase