



FTBF Enhanced Web Presence Pilot

DRAFT - Requirements Document

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This document describes the requirements to implement a pilot on the Fermilab Test Beam Facility (FTBF) web pages to demonstrate how to architect, design and implement usable, maintainable, and navigable web content that spans multiple webpage categories.

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1. Executive Summary

Having professionally branded and clear, well-organized websites aids Fermilab in communicating its mission and vision. This pilot will enhance the web presence of the Fermilab Test Beam Facility (FTBF) and will work in parallel with the Fermilab directorate pilot.

2. Requirements Summary

The high level requirements for this project include presenting the information that is currently available on the FTBF website, <http://www-ppd.fnal.gov/FTBF/>, along with enhancements to make scheduling the beam easier, to post moderated feedback from users, to update information on the web pages, and to minimize the manual updates required.

Information was collected from October 2014 through TBD 2015 at a series of meetings and via email and private discussion. Important meetings referenced in specific requirements include:

10/14/14 – Aria Soha, Steve Jones, Katherine Lato

11/20/14 – Web Pilot Weekly meeting

12/11/14 -- Web Pilot Weekly meeting

12/9/14 – Aria Soha, Lorenzo Uplegger, Katherine Lato

3. Assumptions, Risks, Dependencies

This project is dependent on having a Web Content Management System (WCMS) available that meets the security restrictions for Fermilab web items. This may be SharePoint 2013, and/or Word Press or another WCMS.

The risk of changing to a new WCMS can be mitigated by being able to revert to the existing technology should that be necessary.

The question of how web pages should be developed and tested and then released is outside the scope of this project, but should be answered for any WCMS. Options include:

1. Test web pages on a non-publicly viewable site, including all content, and have the material transferred to the official site via scripts that do not rely on manual copy and paste of information. Basically, push a button to go from a development site to the official site.
2. Test web pages basic design on a non-publicly viewable site with minimal

content then implement the same design on the publicly viewable site, and fill in the content there.

3. Implement web pages basic design and content on the publicly viewable site.
4. Test web pages on a non-publicly viewable site, including all content, and have the material transferred via manual intervention, copy and paste html code, for example.

4. Audience Definitions

The following types of people use the FTBF web pages:

1. Potential customers – they may want to do an experiment, so they want to find information to determine if the test beam will work for them. They may not be familiar with Fermilab, and aren't sure if they can use the beam.
2. First time customers – they know they are going to use the beam and have to figure out how. They need to sign up to use the beam. They need Fermilab ID. They need to schedule beam time, and figure out how to become an active customer as quickly as possible.
3. Active customers – They are on site trying to find specific information they need to run their experiment. They need information on things like getting the beam turned on, the structure, etc. They are looking up detailed information and trying to maximize their effective use of the test beam.
4. DOE and Management – They want statistics, what is provided, how the FTBF is doing, and who is using it.
5. General public – They want information about the facility.
6. FTBF Coordinator – Interacts with potential and actual users.

5. Detailed Functional and System Requirements

Usability Requirements

U1	The system shall consist of a series of web pages. A page is a view of coherent system information. Source: Implied Priority: High
U2	The home page shall be attractive with images, font size, and color choice, while meeting in general the Fermilab guidelines as described at: http://www.fnal.gov/faw/designstandards/ Source: 10/14/14 Meeting Priority: High
U3	The system shall provide a summarized visual representation at a high level of information about FTBF. Source: 10/14/14 Meeting Priority: High
U4	The system shall include numerous pages as listed at:

	https://fermipoint.fnal.gov/project/Pilot-FTBF/Lists/Analysis%20of%20Existing%20Web%20Pages/AllItems.aspx Source: 10/14/14 Meeting Priority: High
U5	The system shall provide a way to drill down from a high level view to see specific information. Source: 10/14/14 Meeting Priority: High
U6	Navigation within the system shall include quick access to important information such as the FTBF brochure, poster, presentation, and Frequently Asked Questions (FAQ). http://www-ppd.fnal.gov/Other_Files/FTBF_Brochure.pdf http://www-ppd.fnal.gov/FTBF/Other_Files/FTBF_Poster_2012.pdf http://www-ppd.fnal.gov/FTBF/Other_Files/FTBF_theTalk_2012.ppt http://www-ppd.fnal.gov/FTBF/Working/FAQ.html Source: 10/14/14 Meeting Priority: High
U7	The system shall provide short and readily human-readable links to pages. Source: 10/14/14 Meeting Priority: High
U8	Information available at the previous FTBF web pages (http://www-ppd.fnal.gov/ftbf/index.html) shall be readily available, especially for users familiar with the FTBF. Source: 10/14/14 Meeting Priority: Medium
U9	The system shall provide 'drag and drop' uploads for picture libraries. Source: 10/14/14 Meeting Priority: Medium
U10	The system shall provide automatic thumbnails for picture libraries. Source: 10/14/14 Meeting Priority: Medium
U11	Clicking on a thumbnail shall give a full-sized view of the picture. Source: 10/14/14 Meeting Priority: Medium
U12	The system shall provide grouping of pictures, such as having albums, or separate picture library instances. Source: 10/14/14 Meeting Priority: Medium
U13	The system shall provide access to the following types of users: <ul style="list-style-type: none"> • Anonymous users (no login required) • Registered users, (services name/password required) • Administrators (services name/password and extra authorization.) Source: 10/14/14 Meeting Priority: High

U14	<p>Anonymous users shall have view access to all web pages. Source: 10/14/14 Meeting, modified 12/9/14 Meeting Priority: High</p>
U15	<p>Registered users can begin the process of requesting beam time. Source: 12/9/14 Meeting Priority: High</p>
U16	<p>Registered users can send feedback (which is moderated) about FTBF usage. Source: 12/9/14 Meeting Priority: Medium</p>
U17	<p>Registered users can be included as beam time users. Source: 12/9/14 Meeting Priority: Medium</p>
U18	<p>Only Administrators can modify web pages, upload pictures, approve feedback comments, allocate beam time and perform maintenance of the web pages. Source: Implied by earlier requirements. Priority: Medium</p>
U19	<p>Web pages that are utilitarian in nature, such as ones that contain measurements, specifications, and other technical details, should present the key detailed information without distraction. Source: 10/14/14 Meeting Priority: High</p>
U20	<p>The beam schedule information shall be formatted so the number of experiment weeks can be seen easily. Source: 10/14/14 Meeting Priority: High</p>
U21	<p>The contact pages shall have pictures of people as well as phone and email information. Source: 10/14/14 Meeting Priority: High</p>
U22	<p>The system shall automatically generate charts from a database such as what is on: http://www-ppd.fnal.gov/FTBF/performance/statistics.html (This is currently being done by hand.) Source: 10/14/14 Meeting Priority: Low</p>
U23	<p>The system shall support a workflow to request and schedule beam time. (Note: The current process requires sorting through emails and remembering to schedule the request. See: step five on http://www-ppd.fnal.gov/FTBF/BeAUser/Page1.html) Source: Charter Priority: Medium</p>
U24	<p>The system shall provide search access to the pages using Google search. Source: Charter Priority: Medium</p>

U25	User input, such as a test beam request, or individual survey response, shall only be visible to the Administrators. Source: 11/20/14 Meeting Priority: Medium
U26	User provided Technical Scope of Work (TSW) documents are viewable by Registered users of the FTBF. Source: 11/20/14 Meeting Priority: Medium
U27	The latest version of each document in the Test Experiments Index page, and any others like it, shall be available without requiring manual updating of the links. Source: Charter Priority: High

Availability Requirements

A1	Web pages shall be available 24x7. Source: 10/14/14 Meeting Priority: High
A2	Web pages shall be viewable under a variety of browsers including Chrome, Firefox and Safari. Source: 10/14/14 Meeting Priority: High

Performance Requirements

P1	The system shall provide navigation so users can find the information they are looking for within three clicks. See the section on use cases for details on the five types of users: potential customers, first time customers, active customers, DOE and management, and general public. Source: 10/14/14 Meeting Priority: High
P2	The system shall ensure specific website information is readable in a variety of screen sizes. These pages are documented in “Responsive Design Web Pages in FTBF” on the Pilot-FTBF SharePoint Site . Source: 10/14/14 Meeting, Email with Aria, Lorenzo and Katherine mid December. Priority: High
P3	The system shall provide a performance page with graphs of usage of the Test Beam. Source: 10/14/14 Meeting Priority: High

Operations & Maintainability Requirements

M1	<p>The system shall provide a mechanism to collect user feedback, including pictures or HTML links, but no feedback will be made public until an Administrator has checked the content for security and appropriateness and approved it.</p> <p>Source: 12/11/14 Meeting Priority: High</p>
M2	<p>The system shall allow multiple Administrators to manage the website.</p> <p>Source: Implied Priority: Medium</p>
M3	<p>The system will reference information available elsewhere, such as the Fermilab ID information, instead of duplicating it.</p> <p>Source: Charter Priority: Medium</p>
M4	<p>The platform(s) used for the web administration shall have a Fermilab Service Level Agreement.</p> <p>Source: Implied Priority: Medium</p>
M5	<p>Minor updates to the content of the page such as changing a paragraph, or modifying a link, should require only a few minutes of an Administrator's time, assuming the information is known.</p> <p>Source: 12/11/14 Meeting Priority: Medium</p>
M6	<p>Major updates to the content of the page, such as redoing a detailed table, or adding a new graph, should only require a few hours of an Administrator's time, assuming the information is known.</p> <p>Source: 12/11/14 Meeting Priority: Medium</p>
M7	<p>Adding new pages to the system should only require an hour or two of an Administrator's time, assuming the information and the navigation is known.</p> <p>Source: 12/11/14 Meeting Priority: Medium</p>
M8	<p>Modifying any forms or surveys used in the gathering of data should only require a few hours of an Administrator's time, assuming the desired layout is known.</p> <p>Source: 12/11/14 Meeting Priority: Medium</p>
M9	<p>Adding a new form or survey to gather data should only require a day of an Administrator's time, assuming the desired layout is known.</p> <p>Source: 12/11/14 Meeting Priority: Low</p>
M10	<p>Changing the navigation of the website, such as adding another category, should only require a few hours to a day of an Administrator's time.</p> <p>Source: 12/11/14 Meeting Priority: Medium</p>

Security Requirements

S1	All web pages must follow the Fermilab Security policy listed at: NEED LINK . Source: 11/20/14 Meeting Priority: High
S2	Only Administrators will be able to directly upload pictures, or provide URLs on the website. Source: Implied by earlier requirements. Priority: High

6. Reports

None defined at this time.