

Req. #	Requirement Type	Requirement Name	Requirement Description	Release Number	Priority (L, M, H)	Comments
APM	Application Modules	Overview	The portal interface must enable users to view and/or perform certain functions in specific applications.			
APM-001	Application Modules	Blog	The portal must provide blog spaces.	Future Release	H	Management will have to provide the appropriate resources to monitor the blogs.
APM-002	Application Modules	Correspondence	The portal must provide a view into the correspondence database to enable users to post and search correspondence.	Future Release	H	
APM-003	Application Modules	e-Mail Quick View	The portal must provide a summary of the user's mailbox, showing the number of new messages.	1	H	Through NexGen
APM-004	Application Modules	Frequently Used FAA Applications	The portal must provide access to a customizable list of FAA applications.	Future Release	M	
APM-005	Application Modules	Helpdesk	The portal must provide access to a customizable helpdesk interface.	Future Release	M	
APM-006	Application Modules	Instant Messaging	The portal must provide the ability to chat with other employees that are online.	1	M	Awareness technology through NexGen
APM-007	Application Modules	Paycheck	The portal must provide view/update capability into the paycheck system.	Future Release	H	
APM-008	Application Modules	Photo Library	The portal must provide access to a photo library of FAA photos.	Future Release	H	
APM-009	Application Modules	Printer Management	The portal must provide access to a printer management application.	Future Release	M	Printer management functions include locating, installing, and troubleshooting a printer.
APM-010	Application Modules	Retirement Calculator	The portal must provide an interface into the retirement calculator.	Future Release	H	
APM-011	Application Modules	RSS Feeds	The portal must be able to display content from RSS feeds.	Future Release	M	This module could provide a reader that displays RSS feeds from external sources.
APM-012	Application Modules	Send Calendar Notices	The portal must provide the ability to send meeting invitations through the calendar interface.	Future Release	H	

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APM-013	Application Modules	Travel	The portal must provide an interface into the travel system to receive updates on travel approvals and vouchers.	Future Release	H	
APM-014	Application Modules	View Calendar	The portal must provide a summary of the user's personal calendar, showing the user's upcoming appointments.	1	H	
APM-015	Application Modules	Weather	The portal must display the weather based on the employee's current location.	1	H	
APM-016	Application Modules	Web Meetings	The portal must provide access to Sametime and Web meetings.	1	H	Through NexGen
APM-017	Application Modules	Wiki	The portal must provide Wiki technology for real-time online collaboration.	Future Release	H	

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COM	Communications	Overview	The portal must provide users with communications including news and notices, that can be mandatory (directed to all employees or a targeted group of employees) or optional			
COM-001	Communications	Application Updates	The portal must provide application update notification to subscribed users.	Future Release	M	
COM-002	Communications	Archived Communications	The portal must allow users to browse archived communications.	1	H	
COM-003	Communications	Content Modules	The portal will provide distinct content modules for: -Employee Notices -Urgent Notices -News	1	H	
COM-004	Communications	Employee Notices – Attachments	The portal must provide the ability to attach multiple documents to employee notices.	1	H	
COM-005	Communications	Employee Notices – Creation	The portal must provide the ability to create employee notices for target audiences.	1	H	
COM-006	Communications	Multiple Receipt Formats	The portal can provide communications via email or for display on the portal.	1	M	
COM-007	Communications	Required Approval	Communications must be approved before appearing on the portal.	1	H	Communications requiring approval may include: - Employee Notices - Urgent Notices - News Consideration must be given to the number of approvers for each communication, in order to prevent bottlenecks.
COM-008	Communications	Urgent Notifications	The portal must display urgent notices to the appropriate audience.	1	H	Urgent notices sent to all FAA employees would be sent by selecting all audience groups.

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CON	Content Areas	Overview	The portal must provide access to content for specific content areas.			
CON-001	Content Areas	About Us	The portal must have an "About Us" area with general FAA information relevant to employees.	1	L	About Us information could include: <ul style="list-style-type: none"> - Values - Missions - Background - Key leadership - General employee knowledge (administrative manuals, handbooks, policies)
CON-002	Content Areas	Applications – Comprehensive Listing	The portal must provide a mechanism to display a list of links to agency applications.	Future Release	H	List could be organized either alphabetically or by category.
CON-003	Content Areas	Applications – Landing Pages	The portal must provide a standardized landing page for applications with specific information.	1	H	Sample information: <ul style="list-style-type: none"> - Link to application/downloads - Link to legacy application, if applicable - User Guides - application News - Release Notes - Training materials - FAQ - Helpdesk/Support information
CON-004	Content Areas	Archive	The portal must support archival of several categories of documents	Future Release	H	
CON-005	Content Areas	Electronic Handbooks	The portal must provide the ability to display electronic versions of relevant handbooks, manuals, and guides.	1	H	Safety & Health documentation is an example.
CON-006	Content Areas	Feedback Creation	The portal must provide the ability to create Web-based forms.	1	M	

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CON-007	Content Areas	Feedback Routing	The portal must have the capability to direct feedback forms to the designated FAA Web administrators based on the feedback topic or reason.	1	M	FAA should be able to designate specific points of contact depending on the type of information requested. Sample administrators may belong to the following areas: - Lines of Business - Staff Offices - Application-specific
CON-008	Content Areas	Feedback Submission	The portal must provide the ability to submit questions, concerns, and feedback via an online form.	1	M	Feedback forms can be customized.
CON-009	Content Areas	Help – FAQ	Questions and answers provided on the FAQ page must be displayed by topic, date, and unique identifier.	1	H	Each application must have its own specialized FAQ page.
CON-010	Content Areas	Help – Glossary	The portal must provide the ability to access an FAA term/acronym glossary.	1	M	
CON-011	Content Areas	Help Landing Page	The portal must provide information about and links to Help within the agency.	1	H	
CON-012	Content Areas	Local Interest	The portal must provide an area containing information of local interest.	Future Release	L	Local interest items could include promotions, retirements, and other life events specific to employees within an individual office/forest/region.
CON-013	Content Areas	Locations	The portal must provide the capability to display the contact information for each FAA location.	1	H	Contact information could include: - Street, City, State, Zip - Phone # - Fax
CON-014	Content Areas	New Employee Information	The portal must provide the ability to display information relevant to a new employee.	Future Release	H	New employee information could include an orientation guide featuring electronic versions of relevant handbooks and guides.
CON-015	Content Areas	Site Map	The portal must provide a site map that displays the structure of the site and provides direct links to information.	1	M	This should be made available in the footer.

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CON-016	Content Areas	Surveys	The portal must support the development of surveys "on the fly."	Future Release	M	
CON-017	Content Areas	portal and Services – Conference Calls	The portal must contain information about and links to conference call information.	1	H	
CON-018	Content Areas	portal and Services – Conference Rooms	The portal must contain information about and links to conference room reservations.	Future Release	H	
CON-019	Content Areas	portal and Services – iNotes	The portal must provide a link to NexGen.	1	H	
CON-020	Content Areas	portal and Services – Messaging	The portal must contain information about and links to messaging software.	1	H	
CON-021	Content Areas	portal and Services – Resource Reservations	The portal must contain information about and links to resource reservations.	Future Release	H	Sample resources include projectors.
CON-022	Content Areas	portal and Services – Virtual Meetings	The portal must contain information about and links to virtual meeting software.	1	H	
CON-023	Content Areas	portal and Services Landing Page	The portal must provide information about and links to collaborative tools within the agency.	1	H	

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COP	Communities of Practice	Overview	The portal must provide Communities of Practice with capabilities for collaboration including message boards, shared document areas, and subscription services.			
COP-001	COP	Administration	The portal must provide employees with the ability to administer COP (create, delete, add/remove users).	1	H	
COP-002	COP	Creation	The portal must provide employees with the ability to request the creation of a COP.	1	H	
COP-003	COP	General	The portal must provide COPs based on topic areas.	1	M	Level of effort is dependent upon the 3rd party tools used for COPs.
COP-004	COP	Member Directory	The portal must provide a community member directory within COPs.	Future Release	M	
COP-005	COP	Message Boards	The portal must provide the capability for message boards within COPs.	Future Release	H	Level of effort is dependent upon the 3rd party tools used for COPs.
COP-006	COP	Post To/Retrieve From Shared Document Areas	The portal must provide the ability to post and retrieve documents to shared document areas.	1	H	Level of complexity is dependent upon the solution used for shared document areas.
COP-007	COP	Registration	The portal must provide employees with the ability to register with existing COP.	1	M	
COP-008	COP	Search Shared Document Areas	The portal must provide the ability to search documents in shared document areas.	Future Release	M	Level of complexity is dependent upon the solution used for shared document areas.
COP-009	COP	Shared Document Areas - Document Properties	The portal must provide the ability to display a document's properties in the shared document area.	Future Release	M	Document properties may include: - Date - Status
COP-010	COP	Subscribe Capability	The portal must provide users with the ability to subscribe to: - Email - Updates - Shared document changes within their COP.	Future Release	H	Updates may be notifications that are viewed through the portal.
COP-011	COP	Un-registration	The portal must provide employees with the ability to un-register from COP.	1	M	

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COP-012	COP	Unsubscribe Capability	The portal must provide users with the ability to unsubscribe from: -Email -Updates -Shared document changes within their COP.	Future Release	H	
COP-013	COP	Update Shared Document Areas	The portal must provide the ability to update documents in shared document areas.	1	H	Level of complexity is dependent upon the solution used for shared document areas.

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DOC	Document Management	Overview	The Document Management system must enable non-technical users to create and manage documents, and publish that content to the portal.			
DOC-001	DM	Archival	The DM system must provide the ability to archive documents.	1	H	
DOC-002	DM	Audit Trail	The DM system must provide an audit trail on documents.	1	M	
DOC-003	DM	Content Activation	The DM system must provide the ability to set the document activation date.	1	H	
DOC-004	DM	Content Expiration	The DM system must provide the ability to set the document expiration date.	1	H	
DOC-005	DM	Create Documents	The DM system must enable non-technical users to create documents.	1	H	
DOC-006	DM	Deletion	The DM system must provide the ability to delete documents.	1	H	
DOC-007	DM	Document Type	The DM system must provide the ability to mark documents for Intranet use only, WWW only, or both, and publish accordingly.	1	H	
DOC-008	DM	Metadata	The DM system must be used to enter metadata using the enterprise metadata guidelines as a minimum baseline, extending the guidelines where specific to the FAA.	1	H	
DOC-009	DM	Publishing	The DM system must provide the ability to publish documents to the portal.	1	H	
DOC-010	DM	Workflow	The DM system must provide workflow capability (approve, reject, modify, contribute).	1	H	

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ENV	Portal Environment	Overview	The portal must comply with the existing FAA enterprise architecture.			
ENV-001	Portal Environment	Environment	The existing environment is, but not limited to: - Oracle Financial - Oracle Files - Oracle Business Objects - Adobe Acrobat - IBM Lotus Notes and Domino - IBM Lotus Sametime - ColdFusion - Microsoft Office - Microsoft SharePoint	1	H	Users must be able to work in all existing environments through the portal in their native formats.
ENV-002	Portal Environment	Languages	The portal must be developed in the latest industry standard languages, such as J2EE, AJAX, and XML under the SOA umbrella	1	H	
ENV-003	Portal Environment	Wireless	The portal must communicate with a variety of smart devices anywhere, anytime.	Future Release	H	Accessibility depends on availability of wireless services where the user is.

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GEN	General	Overview	The portal must provide industry-standard capabilities related to access, printing, browser support, and session maintenance.			
GEN-001	General	Browser Window	The portal must support opening external links in a new window.	1	H	
GEN-002	General	Content	The portal must support the ability to write content once and offer different version depending on individual roles.	1	H	
GEN-003	General	Extranet	The portal must provide the ability for other agencies, partners, and customers to access selected areas.	Future Release	H	
GEN-004	General	Multi-Browser Support	The portal must be fully-functional in the following browsers: - Internet Explorer v5.0+ - Netscape v6.0+ - Firefox v1.0.0+ - Safari 1.0+ - Opera 8.0+	1	M	
GEN-005	General	Portlets	The portal must support portlets. Each application must be designed to run within its own portlet.	1	H	
GEN-006	General	Printing	The portal must accommodate browser print options.	Future Release	M	The following types of content must have a printer friendly option: - Communications - Help - FAQ
GEN-007	General	Site Index	The portal must support the dynamic creation of a site index for each application and for the whole portal site.	1	H	

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GEN-008	General	Site Statistics	The portal must be able to track site statistics as follows: - # of internal visitors. - # of repeat internal users. - # of extranet users. - # of repeat extranet users. - # of external FAA users. - # of repeat external FAA users. - # of external visitors. - # of repeat external visitors.	1	M	
GEN-009	General	Up-to-Date	The portal must support notification to content owners to ensure their content is kept up-to-date.	1	H	
GEN-010	General	User Friendly Error Messages	In the event of a system error a user friendly error message must be displayed to the user.	Future Release	M	The error message must be user-friendly and should not contain system generated codes or technical terminology.
GEN-011	General	Dashboard	Allow managers and executives to view various metrics through a single, customizable page	Future Release	H	

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KM	Knowledge Management	Overview	The portal must provide users access to knowledge management resources throughout the globe			
KM-001	KM	Books	The portal must support a list of KM books, including book cover images.	1	M	
KM-002	KM	Events	The portal must support of a KM calendar of events (FAA, FAA, North America, and international).	1	H	Create an agent to archive events older than "today."
KM-003	KM	Expert Creator	The portal must provide the ability for employees to designate themselves an expert in a specific functional area(s).	1	H	
KM-004	KM	Expert Locator	The portal must have expert-locator functionality.	1	H	
KM-005	KM	Glossary	The portal must support the display of a glossary of KM terms.	1	H	
KM-006	KM	Good Practices	The portal must support the display of good KM practices.	1	M	
KM-007	KM	Initiatives	The portal must support the display of a list of KM initiatives.	1	L	
KM-008	KM	Inventory	The portal must support an inventory of KM artifacts.	1	L	
KM-009	KM	Lessons Learned	The portal must support the display of a list of KM lessons learned.	1	M	
KM-010	KM	Links	The portal must support the display of a list of KM links.	1	H	
KM-011	KM	News	The portal must support the inclusion of a separate window on the KM page to display current news.	1	M	
KM-012	KM	Subject Matter Expert – Search	The portal must provide the ability to search the employee directory by first and last name, location, and job.	1	H	The ability to search by criteria such as location and job is dependent upon the source system for this data.

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KM-013	KM	People Finder – Update	The portal must provide the ability to update personal contact information: - Phone # - Today's Location	1	H	
KM-014	KM	People Finder – View	The portal must provide access to an employee directory which contains relevant information about employees.	1	H	Sample information includes: - Full Name - Email - Phone # - Position - Affiliations/COPs - Office/Unit Location - Today's Location - Last modified date
KM-015	KM	Projects	The portal must support the display of a list of KM projects.	1	M	
KM-016	KM	Quiz	The portal must support creation of a dynamic KM quiz.	Future Release	M	
KM-017	KM	Repository	The portal must support the creation of a KM repository, including a while CD.	1	H	
KM-018	KM	Stories	The portal must support the display of a list of KM stories.	1	H	
KM-019	KM	Systems	The portal must support the display of a list of KM systems.	1	L	
KM-020	KM	Tools	The portal must support the display of a list of KM tools.	1	M	

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PER	Personalization	Overview	The portal must provide personalization capabilities including user profile maintenance, content subscription, and user-interface organization.			
PER-001	Personalization	Add/Remove Content Modules	The portal must allow users to add or remove content modules from their view.	Future Release	M	
PER-002	Personalization	Applications Subscription	The portal must enable users to subscribe to application information updates.	Future Release	M	
PER-003	Personalization	Content for Target Audiences	The portal must provide users with personalized content that is targeted to their respective audience group.	Future Release	H	Some potential areas for personalization include, among other: - Communications - Location-based - News stories - Agency links - Highlighted topics
PER-004	Personalization	Content Module Preferences	The portal must allow users to indicate their preferences for each available content module.	Future Release	M	Preferences are indicated via the edit functionality.
PER-005	Personalization	Geographical Areas of Interest	The portal must allow users to select multiple geographical areas of interest: - Regions - Centers - Facilities	1	M	
PER-006	Personalization	Labor Distribution Report	The portal must provide a way to track the time users spend on each project to simplify their entries in the LDR.	Future Release	H	
PER-007	Personalization	Minimize/Maximize Content Modules	Users must be able to minimize and maximize a content module directly from the portal.	Future Release	M	The user should have the option to minimize a portlet or to close it completely. If the user minimizes the portlet, only the portlet header is displayed. The user should be able to do this for all portlets.
PER-008	Personalization	Multiple Job Titles	The portal must allow users to select multiple job titles.	1	H	

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PER-009	Personalization	Newsletter Subscriptions	The portal must provide the ability to subscribe to individual and/or types of communications.	1	H	Sample portal communications include: - FAA Online - FAA Focus - http://employees.faa.gov These sites will be "offered" as portlets in the FAA portal
PER-010	Personalization	Performance Management Plan	The portal must provide the users to communicate with their supervisor project-related accomplishments for input into their annual PMP.	Future Release	H	
PER-011	Personalization	Profile – Creation	The portal must prompt first-time users for required profile information.	1	H	Through People Finder
PER-012	Personalization	Profile - Updates	The portal must allow user profile updates for the following information: - Employee Location - Job Detail Information - Employee Role/Level	1	H	
PER-013	Personalization	Projects	Users must be able to segregate information by each project they work on.	Future Release	H	Sample information is: - e-Mail - Documents - People - Shared calendar and schedules - Collaborative work space - Instant messaging - Online awareness - Application sharing - Whiteboard - Reference material - Business applications
PER-014	Personalization	Rearrange Content Modules	The portal must allows users to modify the order of the center content modules and right content modules	Future Release	M	

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PER-015	Personalization	Targeted Delivery	<p>The portal must use metadata to determine if a communication's delivery is:</p> <ul style="list-style-type: none"> - Required by all employees - Required by employees in a selected area - Subscription-based 	1	H	

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SEA	Search	Overview	The portal must provide basic and advanced search capabilities across a variety of content types.			
SEA-001	Search	Advanced Search	The user must have the option to conduct an advanced search for web-based content from the advanced search page.	1	H	
SEA-002	Search	Advanced Search – Criteria	The advanced search mechanism must allow the user to search using pre-defined criteria.	1	H	Criteria may include: - Key word - Category - Date
SEA-003	Search	Requests – Categories	The portal must allow users to search by category.	1	H	Categories may include: - FAQ - Form # - Communications - Electronic Handbooks - Applications
SEA-004	Search	Requests – Site Searches	The portal must enable searches of the Internet, FAA ESP, FAA.gov, and all combined.	1	H	
SEA-005	Search	Result Sets – Highlight Search Term	The search term must be highlighted in result sets summaries.	1	M	
SEA-006	Search	Result Sets - Information Provided	The portal's search result sets must include: - Title - Subject - Summary	1	H	
SEA-007	Search	Result Sets - New Searches	The portal must allow users to start a new search from the search results page.	1	H	
SEA-008	Search	Result Sets - Paged Results	The portal must allow the user to specify the number of search results to appear on each page.	1	H	
SEA-009	Search	Result Sets – Sort Options	The portal must allow users to sort results by relevance or date.	1	H	

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SEA-010	Search	Search Suggestions	The search mechanism must have the capability to offer search suggestions by: <ul style="list-style-type: none"> - Checking spelling - Searching configured thesaurus 	1	L	
SEA-011	Search	Simple Search	The user must have the option to perform a simple search for web-based content using the search box from any page on the site.	1	H	Simple search is using a keyword and the 'Go' button.

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SEC	Security	Overview	The portal must provide secure access to FAA employees and approved external partners and customers.			
SEC-001	Security	LDAP	The portal must support multi-factor authentication	1	H	
SEC-002	Security	LDAP	Authentication must be done against the NexGen LDAP	1	H	
SEC-003	Security	Permission	The portal must support of assignment of permissions and roles	Future Release	H	Assigned by application owners.
SEC-004	Security	Registration	The portal must support the registration of external partners and customers.	Future Release	H	User supplies user ID (e-Mail address). NexGen supplies password.
SEC-005	Security	Renewal	The portal must support of the renewal of SSO password every 90 days. Password must comply with FAA regulations. Portal must display how many days are left before password expiration.	Future Release	H	
SEC-006	Security	Session Length	The portal must automatically log the user out after 30 minutes of inactivity.	1	H	
SEC-007	Security	Session Login	The user must login before viewing portal content.	1	H	Authentication by NexGen
SEC-008	Security	Session Logout	The user must have the ability to log out of the portal.	1	H	
SEC-009	Security	Single Sign-on	The portal must provide the ability for SSO access to other intranet applications using the NexGen user ID and password.	1	H	
SEC-010	Security	Universal Access	Authentication and authorization could be done from anywhere, anytime. VPN fobs will not be required.	1	H	
SEC-011	Security	Access	Access to the intranet will be prohibited from cyber cafés	1	H	

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UID	User Interface/Display	Overview	The portal must have a consistent, topic-driven user interface that is user-friendly.			
UID-001	User Interface/Display	Consistent Page Elements	All pages within the portal must present consistent page elements, including: - Standardized logo - Consistent header and footer - Standard navigation bar	1	H	
UID-002	User Interface/Display	Forms - Field Validation	The portal must validate data entered by the end-user.	1	H	Refer to the form validation section of the style guide.
UID-003	User Interface/Display	Forms – User Friendly Confirmation Page	After a form has been successfully submitted (verified) a confirmation page must be displayed to the user. This page will confirm a successful transaction.	1	M	
UID-004	User Interface/Display	Forms - User Friendly Verification Page	After a form has been submitted a verification page must be displayed to the user. This page will verify all user-entered information, and instruct users on how to make any necessary additions or changes.	1	M	Data submitted via the portal includes, but is not limited to: - Feedback information - Help requests
UID-005	User Interface/Display	Global Navigation	The portal must provide consistent global navigation options from all pages on the site.	1	H	Navigation options examples: - My FAA Home - portal Services - Programs & Initiatives - FAA Locations - Applications - Help - About Us - Contact Us
UID-006	User Interface/Display	Intentions Based Design	The portal must aggregate related information and applications and organize this data by topic, audience, and/or user intention.	1	H	

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UID-007	User Interface/Display	Multimedia Content	The portal must utilize industry standard multimedia content.	Future Release	H	Types of digital content include, but not limited to flash, streaming video, streaming audio, and podcasts. The portal must support RealPlayer, Media Player, and QuickTime/iTune for streaming video and audio. The portal must also support all appropriate file formats.
UID-008	User Interface/Display	Multimedia Content- Plug-in Alternative Format	The portal must display alternative content to those users who do not have the plug-ins necessary for viewing multimedia content installed on their machines.	Future Release	L	
UID-009	User Interface/Display	Multimedia Content- Plug-in Downloads	Users must be able to download necessary plug-ins from the portal via provided links (small, unobtrusive icons).	Future Release	L	Examples of supported software are RealPlayer, Media Player and QuickTime/iTune.
UID-010	User Interface/Display	Multimedia Content- Plug-in Prompts	On page load the portal solution must check for existing page plug-ins. If users attempt to view content that requires a plug-in they will be prompted to download the necessary application.	Future Release	L	
UID-011	User Interface/Display	Real Estate Use	The portal must effectively utilize prime screen real estate, and display all key information above the fold. It must eliminate the need for horizontal scrolling.	1	H	Key information includes main navigation elements, the FAA logo, search, hot topics and news stories. Aim to effectively display all content and minimize the need for vertical scrolling.

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UID-012	User Interface/Display	Standardized Footers	A consistent footer must appear at the bottom of each page.	1	H	Footer items examples: - My FAA Home - FAA.FAA.gov - FAA.gov - DOT.gov - FOIA - Accessibility Statement - Privacy Policy - Non-Discrimination Statement - Information Quality - FirstGov.gov - White House.gov
UID-013	User Interface/Display	Web Presence	The portal must adhere to the user interface style guidelines and standards provided by the web presence initiative where relevant.	1	H	
UID-014	User Interface/Display	Wireless Devices	The portal must support access to certain information and applications via the following non-traditional computing devices: Personal Digital Assistants and mobile telephones.	Future Release	M	

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WCM	Web Content Management	Overview	The Web content management system must enable non-technical users to create and manage content, and publish that content to the portal.			
WCM-001	WCM	Archival	The WCM system must provide the ability to archive content.	1	H	
WCM-002	WCM	Audit Trail	The WCM system must provide an audit trail on content.	1	M	
WCM-003	WCM	Content Activation	The WCM system must provide the ability to set the content activation date.	1	H	
WCM-004	WCM	Content Expiration	The WCM system must provide the ability to set the content expiration date.	1	H	
WCM-005	WCM	Content Expiration Notification	The WCM system must provide the ability to send notifications to content owners when content is approaching expiration.	1	H	
WCM-006	WCM	Content Type	The WCM system must provide the ability to mark content for Intranet use only, WWW only, or both, and publish accordingly.	1	H	
WCM-007	WCM	Create Content	The WCM system must enable non-technical users to create content.	1	H	
WCM-008	WCM	Deletion	The WCM system must provide the ability to delete content.	1	H	
WCM-009	WCM	Metadata	The WCM system must be used to enter metadata using the enterprise metadata guidelines as a minimum baseline, extending the guidelines where specific to the FAA.	1	H	
WCM-010	WCM	On-Demand Publishing	The WCM system must provide the ability to publish content to the portal on demand.	1	H	Content that is part of a workflow will be published after the approval step.
WCM-011	WCM	Workflow	The WCM system must provide workflow capability (approve, reject, modify, contribute).	1	H	