AD02 Add a Non-Deliverable Requirement
(includes material for AD03)

I. Purpose:
This procedure explains how to enter information for a non-deliverable requirement.

II. Who Can Do This:
Only persons with administrator permissions can execute this procedure.
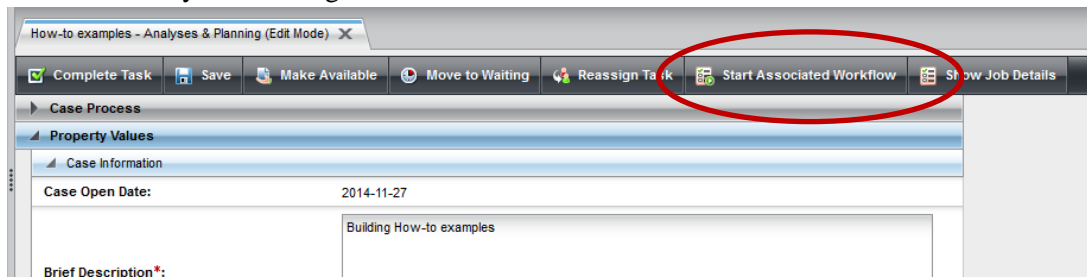
III. Important Pre-requisites
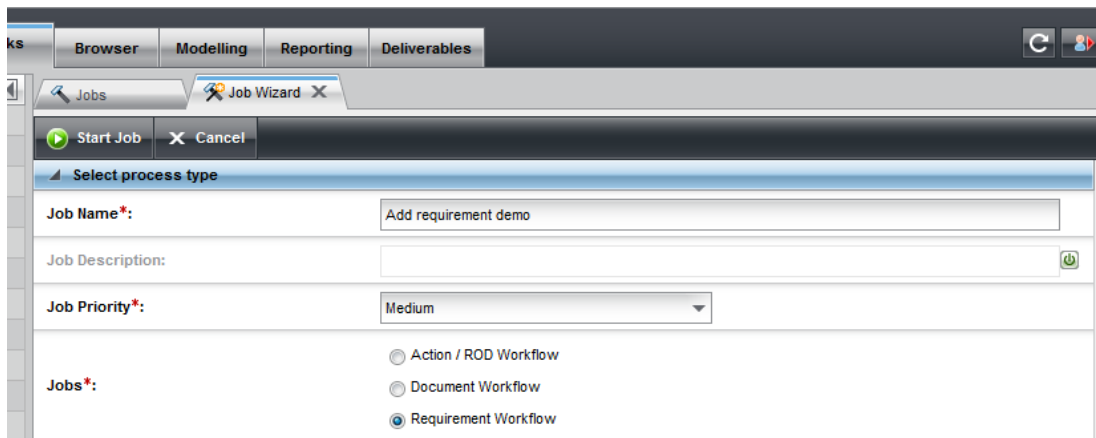The user is assumed to know:
- How to enter Cases (See How-to #DC04)
- How to "start associated workflow" from within a Case (See How-to# DC04)
- The naming conventions for requirements (See How-to #DC01). *Consistency amongst all the formats and nomenclature in field parameters is paramount for search integrity.*
  - *If unsure before hitting "complete", look at similar examples in the existing RMS (Production) data.*
  - *Always verify any new entries by searching afterward.*
- The basic flowdown of associations amongst requirements and documents, and how to set up associations.

V. Procedure Details:
1. Open Case, proceed to Case/Analysis Planning step.
2. Within Analysis/Planning, select Start Associated Workflow

3. Start Job

4. Starting Requirements Job (Workflow) yields first step, "Choose Requirement". For this example, we will start a new requirement. The user is expected to know already from the Case/Doc How-to (#DC04) that to modify a requirement, the user searches and finds the existing requirement to pull from the existing data from the database.

To move to the next step (for new or with the identified existing requirement searched/found and entered under "associated"), select "Complete Task".

If this is a new entry, then do nothing on this page, and hit "Complete."

If modifying an existing requirement, enable and then search and find here. Then, hit "Complete."

The only purpose of this step is to allow the user the option to identify and find an existing requirement to modify.

It may take time to find the information. User should be patient and hit the "refresh" button to obtain the next step.

5. If the next step "Enter Requirement Details", does not appear right away, hit "Refresh" until it appears in the Workflow task list.

Refresh

Until the next wf step appears

6. Select workflow task, open detailed window for "Enter Requirements Details".

This Task is either blank (if creating a new Req) or pre-populated with the info from the Req to be modified.

a. Make the desired changes. Be sure that * are non-blank.
b. Enable applicable fields.

Note leading zero

Note citation here is NOT the Clause #

Prefer hyperlinks to attachments here.

Default is start of C31 (June 1, 2005). If req is per a Contract Modification, enter date of the Mod

Enable and fill in if possible!

This is a required field. If left blank, an error message will pop up at "complete"

Usually requirements are Hierarchy Level = 0

Main = Parent
Component = Child

CONTINUED NEXT PAGE

CONTINUED FROM PREVIOUS PAGE

Is this a deliverable?: ○ No ☒ ○ Yes

Instruction: If yes, complete deliverable information

Is there a pending Contract modification?: ○ No ☒ ○ Yes

Notification date of pending status: Nov ▾ 23 ▾ 2014 ▾ 🗓⏻

Mod Info & Other Comments:

If Req impacted by a Contract Mod, enter text info here. Other comments can be added, too.
[Enable by hitting green button]

See examples of wording in existing data.

450 character limit.

Reminder: Review and add/remove supporting requirem...

▲ Workflow Information

Comment:

◢ **Associations**

▲ Case to Requirement Workflow

Associated Case: 2014-09-21/Test D - Issue # 07 - script re-assig...

▲ Requirement Workflow to Requirement

Associated Requirement: /////0

Optional: Enter associations here, by enabling then search/find/associate. Can add more than 1 of any type of association.
- Embedded (child to this req)
- Supporting Req (child to this req)
- Supporting Document (child to this req)
- Document (Parent to this req)
The items to be associated MUST EXIST in the database first!!!

▲ Requirement Workflow to Embedded Requirement Show Embedded Requirement(s)

Embedded Requirement: 🔍 🔑 Search ⏻

▲ Requirement Workflow to Requirement (Supporting Requirement) Show Supporting Requirement(s)

Supporting Requirement: 🔍 🔑 Search ⏻

▲ Requirement Workflow to Supporting Document (Supporting Docs) Show Supporting Document(s)

Supporting Document: 🔍 🔑 Search ⏻

▲ Requirement Workflow to Action/ROD Show Action/ROD(s)

Action/ROD: 🔍 🔑 Search ⏻

▲ Document to Requirement Workflow (Supporting Requirement) Show Document(s)

Document: 🔍 🔑 Search ⏻

◢ **Resources**

◢ **Job image**

Job:

This example is NOT a deliverable
So, hitting "Complete" will upload the data in MeDas, and the Workflow will close and be completed.

7. When sure that all information is correct and complete, select "Complete Task." The workflow will close and be completed. Note: "Save" merely saves – it does not update the database and close the workflow.

8. Refresh and check the associated Case to verify that the Requirement Workflow is indeed complete.

This Case won't close with this Job still Active!!

9. Verify that the entered requirement data format is consistent with existing data using various search filters. (Example below: Search Requirements/active/main/"I.%")

No "I.xxx" citations here (GOOD!)

Mix use of Clause & Section. Should fix, one way or the other. (Suggeset "Section")

Revision History

Revision	Date	Who	Description
0	11-23-2014	L.J. Young	Initial