



Scope Document

MOE Directorates Portal

Ver. 1.0 Final

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Revision and Signoff Sheet

Change Record

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Reviewers

Name	Version approved	Position	Date

1 Summary

This document describes the full details of the MOE Directorates Portal project scope.

2 Business Perspective

2.1 Organization Structure

Ministry of Education of Egypt (MOE) is a ministry responsible for education in Egypt. Egypt has the largest overall education system in the Middle East and North Africa and it has grown rapidly since the early 1990s.

2.2 Business Value

The Ministry of Education is seeking to standardize and unify the online presence and user experience for their directorates' offices in the different governorates. This standardization is in terms of design, usability, services and features of the portal.

The Ministry of Education has come to the realization that it is essential to have a single gateway that unifies access to all directorates' offices information across governorates and services including publicizing the examination results for primary and preparatory certificates in schools administered by the Ministry. The portal will be utilized as an additional method of making the results available in order to ease the pressure normally built up during the release of examination results.

2.3 Business Success Metrics

The Solution key business success metrics are as follows:

- Enhances broader access via web based portal that enables students and parents to access MOE relevant information and services in a timely fashion
- Increase control and access to standardized data and news
- Increase information sharing and knowledge transfer opportunities
- Reduce back-office administrative burden to publish online examination results

2.4 Performance-Related Qualities of Service

- The system pages load time and performance should be reasonable.
- The page load time will be calculated by loading pages on the server and not through an internet connection.
- The system's speed of response to commands and instructions should be immediately shown on screen in case of the efficiency of the internet connection.

- The software should prevent the users from errors, and Error messages should explain how to recover from the error.

3 Solution Overview

3.1 Solution Scope

The scope of the provided solution is to build a SharePoint Portal enabling the responsible of each directorate in different governorates to use a unified SharePoint template that will contain the same features and services. Upon using the template, the directorate office will be allowed to brand their website with their logo and change the color scheme. Each office will be given access to their website to full manage the content of their website and publish the examination results for primary and preparatory certificates in schools administered by the Ministry.

The solution will be a web based portal backend will be accessible only for authorized users.

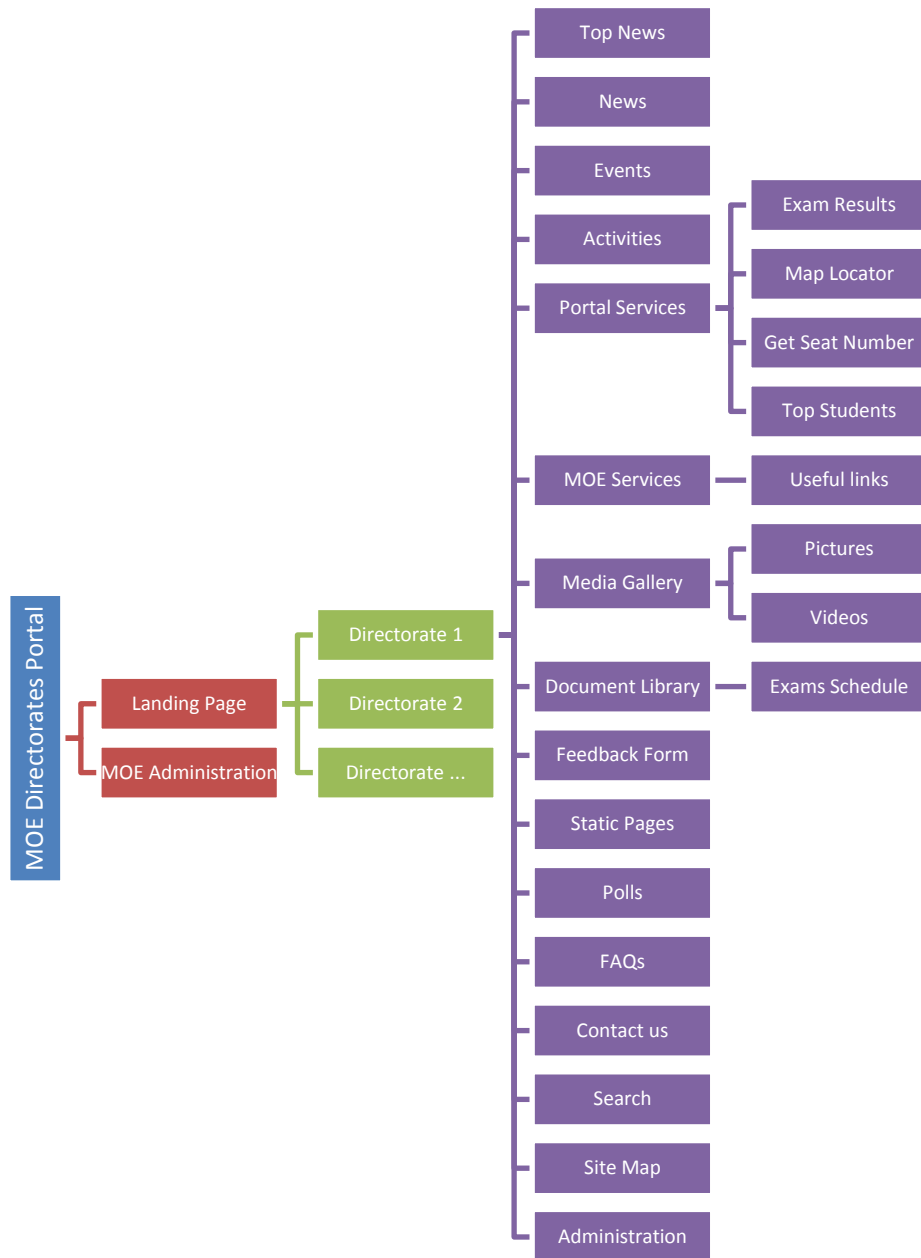
3.2 End users impacted

The individual users impacted from this solution can be defined as follows:

- MOE Management
- MOE Content Administrators
- MOE Services Administrators
- Directorate Content Administrators
- Directorate Services Administrators
- Directorates Approvers
- Directorates Authors
- Anonymous Internet Users

3.1 Solution Components

The portal will be divided into the following features:



The solution contains the following key features:

3.1.1 Portal Landing Page

The portal landing page is the main access to reach to the portals for all directorates

Frontend

- The landing page should be designed to include the logo, name and URL for the 27 governorates.
- The list of available governorates will appear based on the launched sites

Backend

- The MOE admin should be able to add, update or remove a new section to the landing page with each site launched for any governorates
- The MOE admin should be able to re-order the sorting of the list of governorates displayed in the landing page. The list should be by default sorted by publish date
- Each item in the landing page should include the following information:
 - Name of the governorate
 - Governorate logo
 - Governorate site URL

3.1.2 Directorate Homepage

The Directorate homepage will be the main gateway to keep visitors informed of the recent news and information updates for the directorate. The Directorates homepage will include different sections such as:

- About the Directorate (المديرية)
- Related Departments
- News
- To News
- Media Gallery
- Examination Results
- Events Calendar
- Seat Numbers
- Top Students
- Map locator
- Useful Links
- Contact Us
- Sitemap

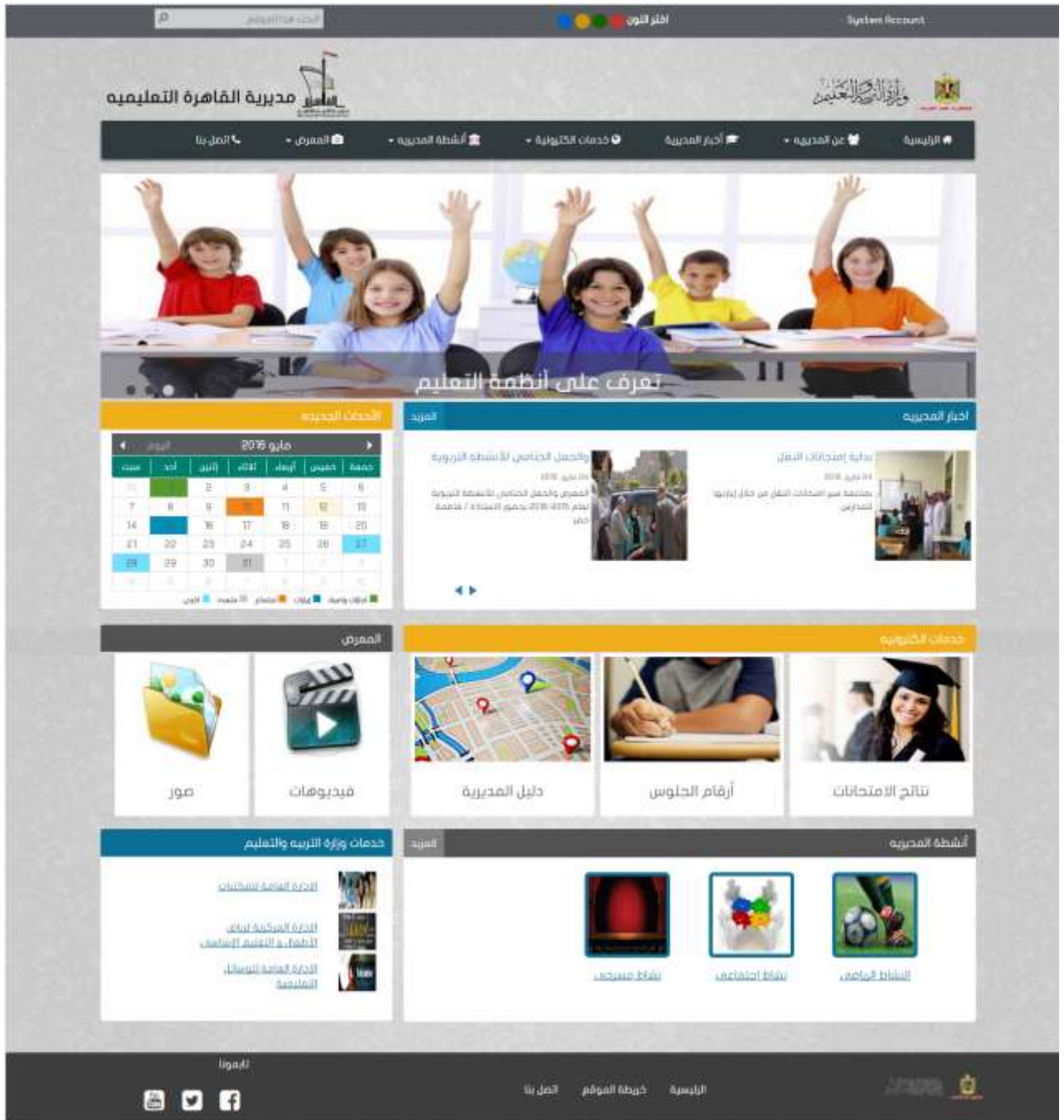


Figure 1

3.1.3 Top News Slider

The Top News Slider section will be used to inform visitors about the top announcements for example when the exam results are available on the portal.

Frontend

- The slider item will be displayed as image and title
- The slider item will be rotated from right to left with moderate frequency
- The slider item, title will be clickable in case the item is linked to a URL
- The slider item once clicked, URL should be opened in a new window
- The slider item will be sorted by default by publish date (descending).
Otherwise, sorted based on sorting order defined by admin

Backend

- The slider item should include the following fields:
 - Title*
 - Image *
 - URL/Link (optional) : Url can be internal (news, service etc..) or external link (MOE site)
- The active slider published items should be by minimum 3 items and by maximum 5 items
- Admin should have the option to publish any item to the portal frontend.

3.1.4 News

The News component is a practical tool of informing visitors about the latest updates without overloading their inbox with ineffective global e-mails. The portal will present an appealing news features to give the users a glimpse on the latest updates.

Frontend – Homepage

- Two News items should be displayed in the homepage
- News items should be sorted by publish date (descending- recent first)
- News items should be displayed in the form of
 - Image
 - Title
 - Brief
- News section should be added to the main menu in homepage and once clicked user should be redirected to news listing page
- News section in homepage should have a title أخبار
- News section in homepage should have a more news link: once clicked user should be redirected to news listing page
- Each news item once clicked should redirect user to news item details page

- The news items will be rotated from down to up with moderate frequency

Frontend – Listing page

- The news items listing page should be in the form of list of 10 recent items same as in homepage
- A more button should exist to show the following 10 items in list
- The news item should include the following info:
 - Publish date
 - Image
 - Title
 - Brief

Frontend – Details page

- The news item details page should include the following info:
 - Publish date
 - Image
 - Title
 - Brief
 - Detailed description
 - حمل ملف in case the admin uploaded attachment
 - الذهاب للصفحة in case the admin added a URL

Backend

- The news item should include the following fields:
 - Title*
 - Brief*
 - Detailed description*
 - Image * to be resized in homepage
 - Attach file (optional) - 3 files maximum pdf or images. maximum size to be checked
 - URL/Link (optional)- URL can be internal (news, service etc..) or external link (MOE site)
- The news item should be sent for approval before being published.

3.1.5 Events Calendar

The portal will have an events calendar showing all the upcoming events to the portal users.

Frontend – Homepage

- Published events items should be color coded on the events calendar
- Current date should be displayed in a different color
- If a date has events, the tool tip of the day should list the event(s) name(s)
- If a date has events of different types, this day should be color coded differently
- The events calendar should include a legend to show the meaning of each color
- Events calendar section should be added to the main menu in homepage and once clicked user should be redirected to details page

Frontend – Event Details Page

- A detailed events calendar should be displayed in the details page
- User should have the option to switch between calendar view and listing view
- The calendar view should be color coded
- Published Event item should be displayed with the following fields:
 - Event type
 - Event name
 - Event brief description
 - Event date from
 - Event date to

Backend

- Admin should be able to define events types from backend and color code for each type.
- Default events types are :
 - أجازات الرسمية و الاعياد
 - اجتماعات
 - زيارة
- Admin should be able to define each item in the events calendar using the following fields:
 - Event type
 - Event name
 - Event brief description
 - Event date from
 - Event date to
- Event expiry date : item should be hidden from frontend
- The event should be sent for approval before being published.

3.1.6 Activities

Frontend - Homepage

- Published Activity types set by the admin from the backend should be displayed in the homepage in the activities section
- Activity types should be sorted by default by publish date (descending- recent first)
- The activity types should be displayed as image and title only
- The activity type should be clickable to redirect to the listing page of activity items for the selected type
- Activities section should be added to the main menu in homepage with published activity types as sub sections and once clicked user should be redirected to corresponding listing page
- Activities section in homepage should have a more link: once clicked user should be redirected to Activity Types listing page

Frontend – Activity Types Listing page

- The activity types items listing page should be in the form of list of 10 recent items same as in homepage
- A more button should exist to show the following 10 items in list
- The activity type item should include the following info:
 - Publish date
 - Image
 - Title
- The activity type item once clicked user should be redirected to corresponding activities listing page

Frontend - Listing page

- The activity items listing page should be in the form of list of 10 recent items same as in homepage
- A more button should exist to show the following 10 items in list
- The activity item should include the following info:
 - Publish date
 - Image
 - Title
 - Brief
- The activity item once clicked user should be redirected to corresponding activity details page

Frontend - Activity details page

- The activity item details page should include the following info:
 - Publish date
 - Image
 - Title
 - Brief
 - Detailed description
 - Photo gallery in case admin uploaded images to the photo gallery

- حمل ملف in case the admin uploaded attachment
- الذهاب للصفحة in case the admin added a URL

Backend

- Admin should be able to define activity types from backend and add image for each type
- Default Activity types are:
 - مكتبات
 - تربية فنية
 - تربية رياضية
 - الوسائل
 - المسرح
 - المواد الصناعية
 - أخرى
- Admin should be able to choose and sort activity types sections to be displayed in the homepage
- Activity types section in the homepage should include by minimum four types
- Admin should be able to define new activity
- The activity item should include the following fields:
 - Activity Type*
 - Title*
 - Brief*
 - Detailed description*
 - Default image* to be resized in listing and details page
 - Photo gallery (optional)
 - Attach file (optional) - 3 files maximum pdf or images.
 - URL/Link (optional)- Url can be internal (news, service etc..) or external link (MOE site)
- Photo gallery items should be published to governorate media gallery as well with a catalogue name & brief = activity title & brief.
- The activity should be sent for approval before being published.

3.1.7 Portal Services : Seat Numbers

This section will help portal visitors (students) to know their seat number in the exams

Frontend - Homepage

- Seat numbers section should be added to the main menu in homepage under electronic services section
- Seat numbers section once clicked user should be redirected to details page
- Seat numbers will be refreshed twice a year (1st term and 2nd term) for primary and preparatory students

Frontend - Details Page

- Page should include a clear note “ يمكن بحث رقم الجلوس للمصريين بالرقم القومي أو كود الطالب و لغير ”
”المصريين بالكود أو الأسم
- Page should include the following filters:

- Stage (primary or preparatory) (optional)
- Term (1st term and 2nd term) by default recent uploaded
- National ID or Student Code
- School name (optional)
- Name (only for non-Egyptians- nationality=2 – full name) (optional)
- Get Seat number button : once clicked the search result appears with the following information:

م	اسم الحقل	تعريف الحقل
1	Seating_no	رقم الجلوس
2	Arabic_name	الاسم رباعيا
4	School_name	المدرسة
6	Dept_name	الإدارة التعليمية
8	City_name	المديرية
9	Male	النوع (ذكر/انثى)
10	Moslem	الديانة
11	National_no	الرقم القومى
16	Year	سنة الميلاد
17	month	شهر الميلاد
18	day	يوم الميلاد
19	nationality	كود الجنسية
29	student_code	كود الطالب
31	station_name	مقر اللجنة
32	station_adress	عنوان اللجنة Locate on map link should be displayed if applicable
33	station_tell	تليفون اللجنة

- Search result should be available for printing and a general note should be displayed on the printed format “لا يعد مستند رسمي”
- Seat numbers section should display information for the current year only. In case no information have been uploaded from the backend for the current year , a message should be displayed to the user “data currently unavailable/ no results ”

Backend

- Admin should be able to upload access database twice a year including the seat numbers for primary and preparatory stages for each term (1st term, 2nd term)
- The access database should include the following master data tables to be loaded sequentially:
 - Governorates المحافظة – master data
 - Departments الإدارات - master data linked to governorates
 - Schools المدارس – master data linked to departments
 - Nationality الجنسية – master data
 - Religion الديانة - master data
 - Gender النوع – master data
- The access database should include the seat numbers results table with the following fields:

م	اسم الحقل	تعريف الحقل	القيمة
1	Seating_no	رقم الجلوس	لا يترك خاليا
2	Arabic_name	الاسم رباعيا	لا يترك خاليا
3	School_code	مسلسل المدرسة	وفقا لأكواد المدارس المرفقة
4	School_name	المدرسة	لا يترك خاليا
5	dept_code	كود الإدارة	وفقا لأكواد الإدارات المرفقة
6	Dept_name	الإدارة التعليمية	لا يترك خاليا
7	moderia	كود المديرية	وفقا لأكواد المحافظات المرفقة
8	City_name	المديرية	لا يترك خاليا
9	Male	النوع (ذكر/انثى)	ذكر = 1 & أنثى = 2
10	Moslem	الديانة	مسلم = 1 & مسيحي = 2 & غير ذلك = 3
11	National_no	الرقم القومي	14 رقم تبدأ برقم 2 من اليسار
16	Year	سنة الميلاد	على الهيئة (1992 وليس 92)
17	month	شهر الميلاد	لا يترك خاليا
18	day	يوم الميلاد	لا يترك خاليا
19	nationality	كود الجنسية	1 مصري 2 غير مصري

	ملاحظات	Notes	28
لا يترك خاليا	كود الطالب	student_code	29
لا يترك خاليا	رقم اللجنة	station_number	30
لا يترك خاليا	مقر اللجنة	station_name	31
لا يترك خاليا	عنوان اللجنة	station_adress	32
	تليفون اللجنة	station_tell	33

- The system should process and validate data and reject the file in case of any errors
- The system should apply the following validation checks on the uploaded file:
 - Check mandatory fields and datatypes
 - Check uniqueness of National ID and Student Code fields
 - In case of Fully Identical rows, one row should be removed
 - Check the hierarchy of codes together matching the relations in the master data tables for the following fields:
 - School_code
 - School_name
 - dept_code
 - Dept_name
 - moderia
 - City_name
- In case the file includes errors, the whole file should be rejected and errors logs should be displayed for the admin to correct the file. Admin should be able to export error logs into excel file
- In case the file is correct “no errors”, the data should be sent for approval to the authorized admin user. The approver will have access to see and review the uploaded data in read only mode
- In case the approver accepts the data, the seat numbers data should be published to the frontend
- In case the approver rejects the data, the seat numbers data should be returned to the author for correction with rejection comments
- Authorized Admin will have the option to Unpublish any data for a selected stage and term or set an expiration date for the seat numbers for a certain stage and term to be expired from the frontend
- Data should be overwritten using the stage, term, student code

3.1.8 Portal Services : Map Locator

This section will help portal visitors to locate and display the geographical location of important main locations related to the directorates and its departments.

Frontend - Homepage

- The map locator section دليل المديرية should be added to the main menu in homepage under electronic services section, once clicked user should be redirected to the details page
- The map locator section in the homepage , once clicked, user should be redirected to the details page

Frontend - Details page

- The map locator details page should include the following search filters:
 - Name of the location- auto complete text box sorted alphabetically
- Get location button : once clicked the search result appears with the following information:
 - Name of the location
 - Description : directorate – department – school
 - Address
 - Phone number(s)
 - Email
 - Website
 - Location on Google Map

Backend

- In the map locator section, admin should be able to upload an excel file with the governorate address and the list of departments related to it.
- The file should include the following information:
 - Name of the location
 - Directorate Name
 - Department Name
 - School Name
 - Address
 - Phone number1
 - Phone number 2
 - Mobile
 - Email
 - Website
 - Longitude (optional)
 - Latitude (optional)
- The uploaded data m should be sent for approval before being published.
- Admin should have the option to manually update the uploaded information or add new entries

3.1.9 Portal Services : Exam Results

This section will help portal visitors (students) to know the exam results once the results are published

Frontend - Homepage

- Exam results section should be added to the main menu in homepage under electronic services section
- Exam results section once clicked user should be redirected to details page
- Exam results will be refreshed twice a year (1st term and 2nd term) for primary and preparatory students

Frontend - Details page

- Page should include the following filters:
 - Stage (primary or preparatory) (optional)
 - Term (1st term and 2nd term) by default recent uploaded
 - Seat Number or National ID
- In Get Exam Results button : once clicked the search result appears with the following formation for only the students with Hageb_natega field=معلن :

م	اسم الحقل	تعريف الحقل	القيمة
1	Seating_no	رقم الجلوس	لا يترك خاليا
2	Arabic_name	الاسم رباعيا	لا يترك خاليا
4	School_name	المدرسة	لا يترك خاليا
6	Dept_name	الإدارة التعليمية	لا يترك خاليا
8	City_name	المديرية	لا يترك خاليا
9	Male	النوع (ذكر/انثى)	ذكر = 1 & أنثى = 2
10	Moslem	الديانة	مسلم = 1 & مسيحي = 2 & غير ذلك = 3
11	National_no	الرقم القومي	14 رقم تبدأ برقم 2 من اليسار
16	Year	سنة الميلاد	على الهيئة (1992 وليس 92)
17	month	شهر الميلاد	لا يترك خاليا
18	day	يوم الميلاد	لا يترك خاليا
19	nationality	كود الجنسية	1 مصري 2 غير مصري
28	Notes	ملاحظات	
29	s1	اللغة العربية	>= (-6) and <= (80)
30	s2	اللغة الأجنبية الأولى	>= (-6) and <= (60)
31	S3	الرياضيات	>= (-6) and <= (60)

>= (-6) and <= (40)	الدراسات الاجتماعية	S4	32
>= (-6) and <= (40)	العلوم	S5	33
>= (-6) and <= (20)	الحاسب الآلي	S6	34
>= (0) and <= (300)	مجموع الدرجات	Total_degree	46
>= (-6) and <= (40)	التربية الدينية	S10	47
>= (-6) and <= (20)	التربية الفنية	S11	48
	عدد مواد الرسوب	No_of_fail	52
يوضع الكود حسب الجدول المرفق	حالة الطالب	Student_case	53

- In case the student Exam Results is marked as محجوب in Hageb_natega field, a message should be displayed to the user "تم حجب النتيجة"

Backend

- Admin should be able to upload access database twice a year including the exam results for primary and preparatory stages for each term (1st term, 2nd term)
- The access database should include the following master data tables to be loaded sequentially:
 - Governorates المحافظة - master data
 - Departments الإدارات - master data linked to governorates
 - Schools المدارس - master data linked to departments
 - Nationality الجنسية - master data
 - Religion الديانة - master data
 - Gender النوع - master data
 - Student case حالة الطالب - master data
 - Subject المادة -
- The access database should include the exam results table with the following fields:

م	اسم الحقل	تعريف الحقل	القيمة
1	Seating_no	رقم الجلوس	لا يترك خاليا
2	Arabic_name	الاسم رباعيا	لا يترك خاليا
3	School_code	مسلسل المدرسة	وفقا لأكواد المدارس المرفقة
4	School_name	المدرسة	لا يترك خاليا

5	dept_code	كود الإدارة	وفقا لأكواد الادارات المرفقة
6	Dept_name	الإدارة التعليمية	لا يترك خاليا
7	moderia	كود المديرية	وفقا لأكواد المحافظات المرفقة
8	City_name	المديرية	لا يترك خاليا
9	Male	النوع (ذكر/انثى)	ذكر = 1 & أنثى = 2
10	Moslem	الديانة	مسلم = 1 & مسيحي = 2 & غير ذلك = 3
11	National_no	الرقم القومي	14 رقم تبدأ برقم 2 من اليسار
16	Year	سنة الميلاد	على الهيئة (1992 وليس 92)
17	month	شهر الميلاد	لا يترك خاليا
18	day	يوم الميلاد	لا يترك خاليا
19	nationality	كود الجنسية	1 مصري 2 غير مصري
28	Notes	ملاحظات	
29	s1	اللغة العربية	>= (-6) and <= (80)
30	s2	اللغة الأجنبية الأولى	>= (-6) and <= (60)
31	S3	الرياضيات	>= (-6) and <= (60)
32	S4	الدراسات الاجتماعية	>= (-6) and <= (40)
33	S5	العلوم	>= (-6) and <= (40)
34	S6	الحاسب الآلي	>= (-6) and <= (20)
46	Total_degree	مجموع الدرجات	>= (0) and <= (300)
47	S10	التربية الدينية	>= (-6) and <= (40)
48	S11	التربية الفنية	>= (-6) and <= (20)
52	No_of_fail	عدد مواد الرسوب	
53	Student_case	حالة الطالب	يوضع الكود حسب الجدول المرفق
54	Hageb_natega	حجب النتيجة	معلن 0 & محجوب 1

- The system should process and validate data and reject the file in case of any errors
- The system should apply the following validation checks on the uploaded file:

- Check mandatory fields and data types / null values
- Check uniqueness of Seat Number and National ID fields
- In case of Fully Identical rows, one row should be removed
- Check the hierarchy of codes together matching the relations in the master data tables for the following fields:
 - School_code
 - School_name
 - dept_code
 - Dept_name
 - moderia
 - City_name
- Check the subject result against maximum value defined in the backend for each term and stage and applicable status (**to be confirmed with client**)
- In case the file includes errors, the whole file should be rejected and errors logs should be displayed for the admin to correct the file. Admin should be able to export error logs into excel file
- In case the file is correct “no errors”, the data should be sent for approval to the authorized admin user. The approver will have access to see and review the following statistics based on the uploaded data in read only mode:
 - Number of students
 - Number of student per student case
 - Number of students per subject (**will be received from client**)
 - Top students list
- In case the approver accepts the data, the exam results data should be published to the frontend
- In case the approver rejects the data, the exam results data should be returned to the author for correction with rejection comments
- Authorized Admin will have the option to Unpublish any data for a selected stage and term or set an expiration date for the exam results for a certain stage and term to be expired from the frontend
- Admin should have the option to update the data for certain students by uploading data for a selected students. Data should be overwritten using the stage, term, seat number
- MOE Admin should have access to a configuration list where the master data for each stage (primary and preparatory) and term (1st and 2nd term) will be defined with the max score for each subject to be used for validation checks while loading the access file

3.1.10 Portal Services : Top Students

This section will help portal visitors (students) to know the top 10 students in the primary and preparatory stages

Frontend - Homepage

- Top students section should be added to the main menu in homepage under electronic services section, this section should include two sub sections one for prep and another one for primary students
- Top students section once clicked user should be redirected to details page
- Top students will be refreshed twice a year (1st term and 2nd term) for primary and preparatory students

Frontend - Details page

- Page should include the following filters:
 - Stage (primary or preparatory) (optional)
 - Term (1st term and 2nd term) by default recent uploaded
- Get Top student button , once clicked the list should appear as defined and published by the admin in the form of:
 - Rank Number (1st , 2nd etc....)
 - Photo
 - Student name
 - Total degree

Backend

- In Top students section, Admin should be able to see the top list of students in preparatory and primary stages for each term once the results are approved by the admin based on the total degrees for each student
- The top students list should include the following information:
 - Student name
 - Total degree
 - Photo : admin should be able to upload a photo for each student
- The list should be sent for approval before being published.
- Once the list is published, the list should appear on the website frontend.

3.1.1 Media Gallery

A media gallery representing all videos and pictures will be available on the portal.

Frontend - Homepage

- The media gallery section should be added to the main menu in homepage under electronic services section, two sub sections should be available “images ” and “videos” once clicked user should be redirected to the listing page of the “images ” or “videos” listing page accordingly
- In the media gallery section in the homepage, once the user clicks on the images section, user should be redirected to the listing page of the image gallery
- In the media gallery section in the homepage, once the user clicks on the videos section, user should be redirected to the listing page of the videos gallery

Frontend - Listing Page

- The listing page should display links to all published catalogues in the media gallery sorted by publish date (descending)
- Once the catalogue link is clicked, user should be redirected to the details page for this catalogue.
- The catalogues in the listing page should be in the form of list of 10 recent catalogues same as in homepage
- A more button should exist to show the following 10 items in list
- The catalogue item should include the following info:
 - Publish date
 - Catalogue Name

Frontend - Details page

- The details page should include links to all media added to the selected catalogue sorted by publish date
- These media items should be available for download or stream in case of videos
- The media gallery item should be listed with the following info:
 - Publish date
 - Section or Tags if any
 - Media Name
 - Media brief description

Backend

- In the images media gallery section, admin should be able to create new catalogue, sub folder (by maximum 2 levels) and upload image(s) to it
- In the videos media gallery section, admin should be able to create new catalogue, sub folder (by maximum 2 levels) and upload video(s) to it
- The media item (images/video) should be sent for approval before being published.
- Once the document is published, the list should appear on the website frontend.

3.1.1 Exams Schedule- Document Library

This section will provide a handy and useful way for the directorates' administrators or MOE Administrator to share and manage useful documents and resources and enable these documents download by portal visitors.

Frontend - Homepage

- The document library section should be added to the main menu in homepage under electronic services section, once clicked user should be redirected to the listing page
- The document library section will be shifted at the end of the homepage and will be renamed to "أهم المستندات" – **name is waiting to be confirmed with the client**
- The document library section should display recent links to published catalogues in the document library

- Once the catalogue link is clicked, user should be redirected to the details page for this catalogue.
- The document library section in homepage should have a more docs link: once clicked user should be redirected to listing page

Frontend - Listing page

- The listing page should display links to all published catalogues in the document library sorted by publish date (descending)
- Once the catalogue link is clicked, user should be redirected to the details page for this catalogue.
- The catalogues in the listing page should be in the form of list of 10 recent catalogues same as in homepage
- A more button should exist to show the following 10 items in list
- The catalogue item should include the following info:
 - Publish date
 - Catalogue Name

Frontend - Details page

- The details page should include a links to all documents added to the selected catalogue
- These documents should be available for download
- The document item should be listed with the following info:
 - Publish date
 - Section or Tags if any (example primary or prep schedule)
 - Document Name

Backend

- In the document library section, admin should be able to create new catalogue, sub folder (by maximum 2 levels) and upload document(s) to it
- The document should be sent for approval before being published.
- The exam schedule section should be a default catalog or folder in the portal document library that cannot be deleted and can be managed by different admin (only specific admin users will have access to it)
- In exams schedule section, admin should be able to upload a pdf document for the schedules of primary and preparatory stages in the 1st and 2nd terms
- Once the document is published, the list should appear on the website frontend.

3.1.1 Feedback Form

Any portal visitor will be able to submit a suggestion/feedback/complaint form on the directorate portal indicating the type of the message.

Frontend - Homepage

- The feedback section should be added to the main menu in homepage under about governorate section , once clicked user should be redirected to the details page

- A link to the feedback section should be added to the homepage footer , once clicked user should be redirected to the details page

Frontend - Details page

- The feedback details page should include a form with the following input fields:
 - Inquiry Type – master data set by the admin (نوع الاستفسار)
 - Title *
 - Description*
 - Sender name*
 - Sender email*
 - Sender mobile (optional)
 - Post button
- Once the user fills in the feedback form and clicks the post button. An email should be sent to the admin with the form details and a thank you message should appear to the user

Backend

- In the feedback forms section, admin should be able to add, update or remove , publish and Unpublish a list of inquiry types to appear in the feedback form in the frontend
- In the feedback forms section, admin should be able to view all posted feedbacks with the following information:
 - Inquiry Type – master data set by the admin (نوع الاستفسار)
 - Title *
 - Description*
 - Sender name*
 - Sender email*
 - Sender mobile (optional)
- Admin should have the option to mark any received form as “read”

3.1.2 MOE Services: Quick Links

Quick links section is made to ease the usability of the site and the accessibility to related MOE sites content. This section is used to share quick links with visitors.

3.1.3 About Governorate- Static Pages

Static pages are that kind of pages that will provide a strait forward content to the website visitors without any interactivity or functions.

Frontend - Homepage

- The about governorate “عن المديرية” section should be available in the main menu in homepage, once clicked user should be redirected to the details page
- the about governorate “عن المديرية” section in the main menu should include by default two sub sections :

- هيكلة المديرية - should be redirected to the details page
- الادارات داخل المديرية - should be redirected to the details page

Frontend - Details page

- The details page should display the information published in the related section according to the templates chosen by the admin from the backend
- The details page may include a right menu item , with links to subpages/sites as set by the admin

Backend

- The admin should be able to add , update and removed information to the following frontend sections:
 - عن المديرية
 - هيكلة المديرية
 - الادارات داخل المديرية
- By default any created governorate site template should include the following sections:
 - عن المديرية
 - هيكلة المديرية
 - الادارات داخل المديرية
- The admin should have the option to hide any of the following sections:
 - هيكلة المديرية
 - الادارات داخل المديرية
- The admin should have the option to add/hide additional sub sections "static pages" under any section in the main menu and sort the list of sections
- These sections will be considered as static pages. Admin should have the option to choose from 3 templates for these static pages:
 - text + upload document
 - text + main image + upload document
 - text + small image + upload document

3.1.4 Polls

The portal will have a tool to create polls, results of which are automatically calculated, charted (bar chart) and made available with each submitted poll.

Frontend - Homepage

- The poll section should be added to the main menu in homepage, once clicked user should be redirected to the details page
- The poll section in the homepage should display the recent published poll.
- In case no polls are currently available, a default image should be displayed in this section and once clicked user should be redirected to the listing page to display the last three recent closed polls

Frontend - Listing page

- In this page, the user should see the list of the results of the last recent closed polls as set by the admin

Frontend - Details page

- The page should display the poll question(s) as set by the admin
- Once the user submit his answer anonymously to the poll, the poll results should appear to the user

Backend

- In the poll section, admin should be able to add, update, remove and publish or Unpublish new poll
- the admin should have the option to view and export polls results into excel sheets
- The admin should have the option to sort the polls that should appear in the listing page at the frontend otherwise, polls should be sorted by default by publish date

3.1.5 FAQs

This section can be used as an information sharing mechanism between the Directorates and its portal visitors to share information regarding most upcoming questions.

Frontend - Homepage

- The FAQ section should be added to the main menu in homepage under about governorate section , once clicked user should be redirected to the listing page
- A link to the FAQ section should be added to the homepage footer , once clicked user should be redirected to the listing page

Frontend - Listing page

- FAQ listing page should include a list of the most recent FAQs published by the admin
- The list of FAQs should appear under sections
- The FAQ items in the listing page should be in the form of list of 10 recent FAQs
- A more button should exist to show the following 10 items in list
- The FAQ item should include the following info:
 - Publish date
 - Question /Title
 - Answer
 - Link to download document(s) if any attachment

Backend

- In the FAQ s section, admin should be able to add, update or remove , publish and Unpublish a list of Sections to appear in the FAQ listing page in the frontend
- In the FAQs section, admin should be able to add, update or remove , publish and Unpublish a FAQ with the following information:
 - FAQ section – master data set by the admin
 - Question /Title*
 - Answer*
 - Link to upload attached document(s) – pdf or image

- The FAQ item should be sent for approval before being published.

3.1.6 Contact us

A contact us page will show the following:

- Directorate contact information
- Working hours

3.1.7 Search

Search is an integrated part of the portal making it easy for visitors to find the data they need. User will have a lot of filtering options to narrow the search result and easily find what they are looking for.

3.1.8 Site Map

The site map section is a group or a set of organized hyperlinks that enables the visitor to see the website structure and ease the access to any page of the website with a single click.

3.1.9 Directorate Site Administration

The site administration should be managed by directorate's administrators and Directorate's content editors whereas MOE administrator will be given away to:

- Create a new directorate site from template
- Set the directorate site administrator(s)

The directorate's administrator(s) will be responsible for:

- Defining the content editors and content approvers.
- Manage the site layout and color themes.

The directorate's service administrator(s) should be provided a way to:

- Upload and publish exam results
- Upload and publish seat numbers
- Upload and publish top students
- Upload and publish Map locations

The directorate's content editor(s) should be provided a way to:

- Add, edit or delete News/events
- Add, edit or delete Activities
- Add, edit or delete quick links
- Select which news/events to appear in the homepage
- Add, edit and delete photo albums in Media Center
- Add, delete website static pages

- Add, delete polls
- View Polls results
- View posted feedback forms from portal visitors
- Add, modify or delete FAQ questions and answers

4 User Perspective

4.1 User Profiles and Usage Scenarios

The individual users who will be using the System can be defined in one of the following roles and Usage Scenarios:

4.1.1 Business Roles

Anonymous Internet Users

Anonymous Internet Users are considered as any portal visitors browsing the portal frontend and using its available services

4.1.2 Administrative Roles

MOE Management

MOE Management Administrators are responsible for:

- Super administration for all directorates sites
- Create a new directorate site from template
- Set the directorate site administrator(s)

MOE Content Administrators

MOE Content Administrators are responsible for:

- Super administration for all directorates sites contents sections
- Set all directorate site(s) content administrator(s)
- Set all directorate site(s) content author(s)
- Set all directorate site(s) content approver(s)

MOE Services Administrators

MOE Services Administrators are responsible for:

- Super administration for all directorates sites Services sections
- Set all directorates site(s) Services administrator(s)
- Set all directorate site(s) Services author(s)
- Set all directorate site(s) Services approver(s)

Directorate Content Administrators

Directorate Content Administrators are responsible for:

- Super administration for his assigned directorate site contents sections
- Set content author(s) for his assigned directorate
- Set content approver(s) for his assigned directorate
- Manage the site layout and color themes.
- Add, edit or delete News/events
- Add, edit or delete Activities
- Add, edit or delete quick links
- Select which news/events to appear in the homepage
- Add, edit and delete photo albums in Media Center
- Add, delete website static pages
- Add, delete polls
- View Polls results
- View posted feedback forms from portal visitors
- Add, modify or delete FAQ questions and answers

Directorate Services Administrators

Directorate Services Administrators are responsible for:

- Super administration for his assigned directorate site Services sections
- Set Services author(s) for his assigned directorate
- Set Services approver(s) for his assigned directorate
- Upload and publish exam results
- Upload and publish seat numbers
- Upload and publish top students
- Upload and publish Map locations

Directorates Approvers

Directorate Content/Service Approvers are responsible for:

- Approve publishing of content or service data on the portal frontend

Directorates Authors

Directorate Content/Service authors are responsible for:

- Add, edit, delete , upload and publish content or service data after approval on the portal frontend

5 Assumptions & Out of Scope

5.1 Assumptions

- Hardware and Software requirements for this solution will be handled and provided by MOE.
- The solution will be a standalone solution and will not integrate with any other systems.
- iSource is not responsible of the type of content published through the solution by the customer
- All project documentation will be delivered in English language only
- The training is only on the functions and features developed by iSource on the templates, and the training does not include any SharePoint how to use or technical training.
- MOE must provide iSource with access for MOE environment on MS Azure to be able to implement the templates on it.
- Changes to the proposed solution can impact the project's cost and delivery time
- Any delay in an activity depending on MOE's signoff /approval such as requirements signoff, user acceptance signoff... will result in delaying the project
- MOE will enable auto scaling for SharePoint servers on MS Azure environment
- Deploying the solution on multiple farms will require additional cost and time
- Any changes to the approved graphical design after the requirement phase will incur additional cost.
- All the involved client's users in the project should contain the appropriate infrastructure (i.e. PCs, network, and Internet connection) to access the system.
- Only Out of the box SharePoint Mobile Browser compatibility features will be used in the proposed solution
- *All images included in this document are samples for clarification.

5.2 Out of Scope

- Any other features other than the mentioned in section 3
- Integration with any other third party application.
- Providing any Hardware or licenses prerequisites for the portal solution.
- Installing and configuring any servers or hardware.
- Any preparation of the portal content and any data entry.
- Any customization for the SharePoint features mentioned in section 6.
- Data Migration from previous SharePoint servers or website is out of scope
- Any workflows' implementation other than the mentioned in the document are out of scope

6 Hardware & Software Requirements

6.1 Solution Architecture

6.1.1 Single Farm

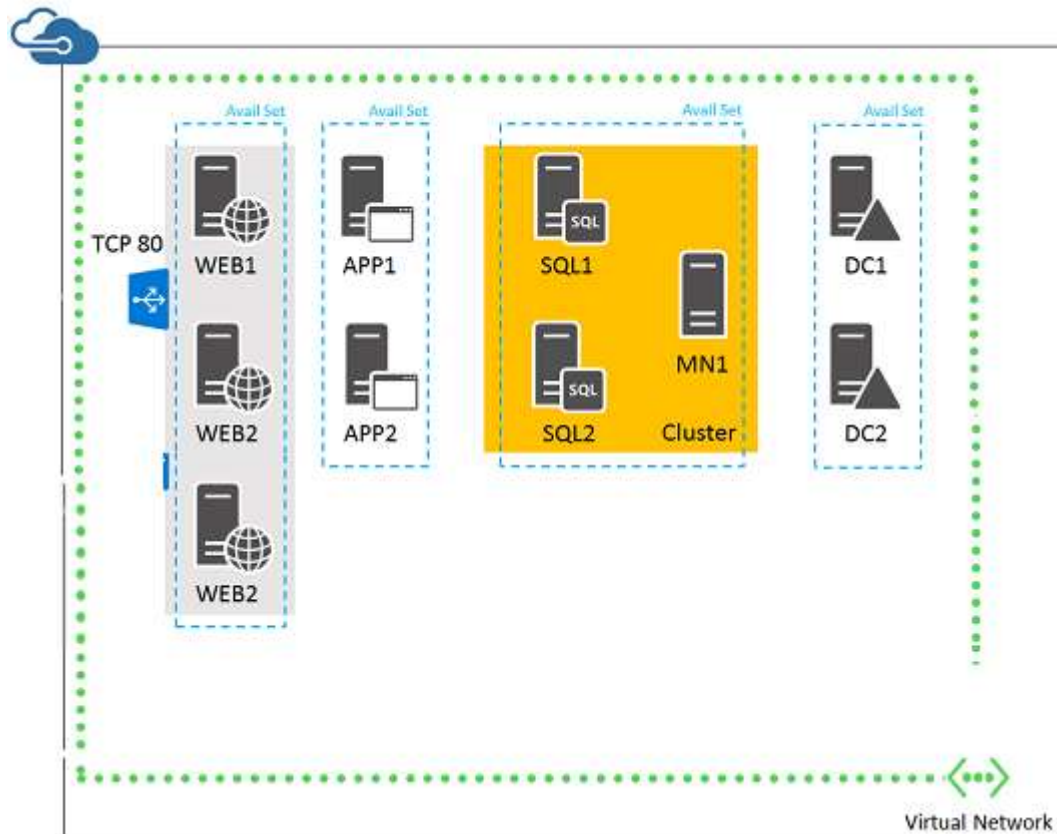


Figure 2

The portal will be implemented on Azure on one (1) SharePoint farm (recommended) with many web applications.

The solution architecture will be at 3 tiers in our architecture:

- Web Front End Servers: hosts web pages and redirects user requests(4 front end servers)
- Application Servers : run the different application servers as Search (2 application servers)
- Database Servers: have all the content and configuration databases. (2 SQL servers)

The proposed solution above is based on Microsoft Azure VM(s).

6.2 Hardware Requirements

As for mapping the Hardware Requirements to Azure VMS

For the WFE and Application Servers:

Size – Management Portal\cmdlets & APIs	CPU cores	Memory	Max. disk sizes – virtual machine	Max. IOPS (500 per disk)	Max. data disks (1023 GB each)
STANDARD_D3\(\same)	4	14	OS = 127 GB Temporary (SSD) =200 GB	8 x500	8

For the Database Servers:

Size – Management Portal\cmdlets & APIs	CPU cores	Memory	Max. disk sizes – virtual machine	Max. IOPS (500 per disk)	Max. data disks (1023 GB each)
STANDARD_D4\(\same)	8	28	OS = 127 GB Temporary (SSD) =400 GB	16 x500	16

6.3 Software Requirements

License Type	License Per	SharePoint	SharePoint App	SQL
Windows 2012 Standard Edition Server	Server	2	2	2
Microsoft SharePoint Server 2013	Server	2	2	0
SQL Server 2014 Standard x64	Processor	0	0	2

6.4 Deployment

The following is the list of deliverables associated with the deployment of this solution:

- Solution Deployment Package including the following:
 - UI Design files, Master pages and images related to site design
 - SharePoint Site templates deployment package
- Solution Deployment Guide in English language
- iSource team will deploy the solution on the target server / host