Assignment Change Request Task Order

Task 3 - Iteration 1 - Scope

Version 1.2

Document History

DOCUMENT LOCATION

Ensure that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document. The source of the document is located in the project's documentation repository in Clear Case *Apps/OneView/Docs/8.project_mgmt* folder.

REVISION HISTORY

Version Number	Revision Date	Author	Summary of Changes
1.0	11/10/05	D. Fox	Initial Version
1.1	12/13/05	N. Globus-Martin	Added architecture documents mapping
1.2	12/23/05	D. Fox	Updated based on requirements review meeting minutes.

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1   Introduction

The purpose of this document is to document the functional scope of the Task 3 – Iteration 1 portion of the Assignment Change Request Task Order.

A secondary goal of this document is to provide a detailed map to the requirements documentation that covers the functionality within the scope of Task 3 – Iteration 1 release.

2   Objective of Task 3 – Iteration 1

The Assignment Change Request Task Order spells out the objective to allow NIH community to have a completely electronic Form 901 process. Details of the entire scope are covered in the Assignment Change Request Vision Document.

The third Task Iteration 1of this Task Order is built on the work completed as part of…

1. Task 1 of ACR Task order (and Task 2 which are strictly bug fixes and enhancements based on pilot user input to Task 1)
2. Production Release 1 of OneView

…and spells out the non-production release of software (until Iteration 2 is complete) that in addition to the above mentioned releases has the following functionality:

a) Full integration of the Assignment Change Request Form into the OneView – Manage Request and Workflow infrastructure. This includes the routing rules to route the Assignment Change Request from one approver to another.

b) Track Requests functionality. Ability to search for and retrieve Requests.

c) Modifications to the User Admin system to support DRR Chief, RL, and IRG Chief roles

d) eNotifications for the Assignment Change Request throughout the lifecycle of the request workflow.

e) Change Web QT to default the drop down Action item within the Hitlist of Records to Request History (instead of currently to Submit Change Request).

f) Change Web QT by changing the menu item Basic Search to read Application Search so that to distinguish from the Request Seach

Following sections within the document cover the detailed list of steps and pointers to the requirements to complete the above set of goals.

3   Details

### 3.1   Integration of the Assignment Change Request Form into OneView

Once the Assignment Change Request Form is fully integrated into OneView, it will continue to be accessed just like before (via Web QT) and it will look like this:

Note that the following additions will be made to the form from the end-user perspective:

1. Application Information Section – This section is now added to present the end-user with the current state of the grant application record. Note that in addition to the read-only information there are three links:

   a) Grant Folder - invokes the Grant Folder for the grant application

   b) Request History - invokes the Track Request hitlist for that grant application only (note there could be more than one request for the grant application)

   c) Request Action Comments – invokes Request Action Comments screen will all request action comments for a request that user is on.

2. Detailed Status Section – this section lists the history of the Request (as opposed to the Grant Application) and for each step completed within the Workflow of the request, lists the appropriate information.

3. Submit Supporting Documents – Ability to upload documents to justify and support request submission.

4. List of Values icon (Magnifying Glass) next to the IRG/SRG/SEP and Flex fields combination and SRA and Flex field combinations. These icons where not in the ACR Task 1.

5. All request types for the Assignment Change Request form will now be supported and all form validations will be implemented (Task One only handled Grant # and Dual IC requests).

6. Once the form is submitted, the processing of the form will not be applied to the Grant Application until all Users to whom the form will be routed for Approval actually approve the application. The last approval authority of the form will trigger the post-processing.

7. View Comments – this link brings up the list of all comments submitted by various people who performed actions on the Request (Such as Approve, deny, etc). This is different than the Background/Justification text box, which is a part of the ACR Form.

8. When Action is performed on the Request (such as Approve or Decline), user will be able to add a comment via the following screen:
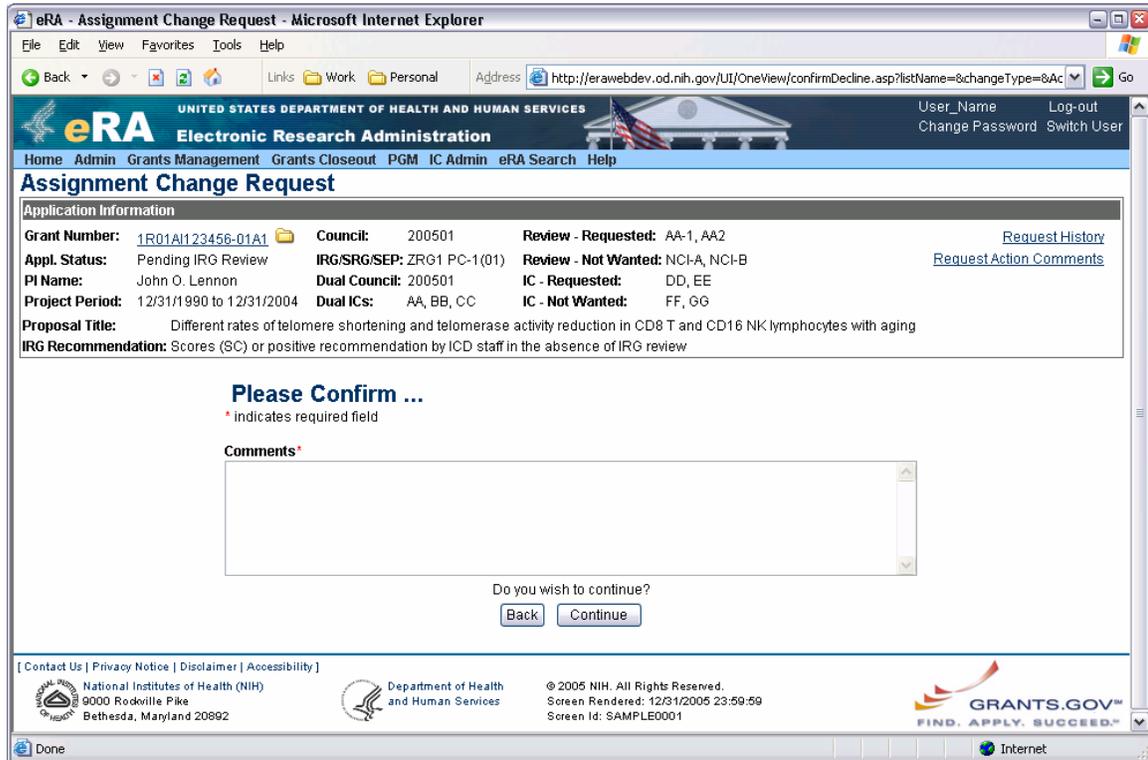
3.2   Track Requests

Track Requests functionality covers the retrieval of the requests. Here is how it works:

1. User logs into to eRA OneView and clicks eRA Search (system defaults to Application Search)

2. Once on the eRA Search, user clicks Requests Search

3. A Track Request Search screen comes up:

4. User enters search criteria and clicks Search button

5. A hitlist of Requests comes up:
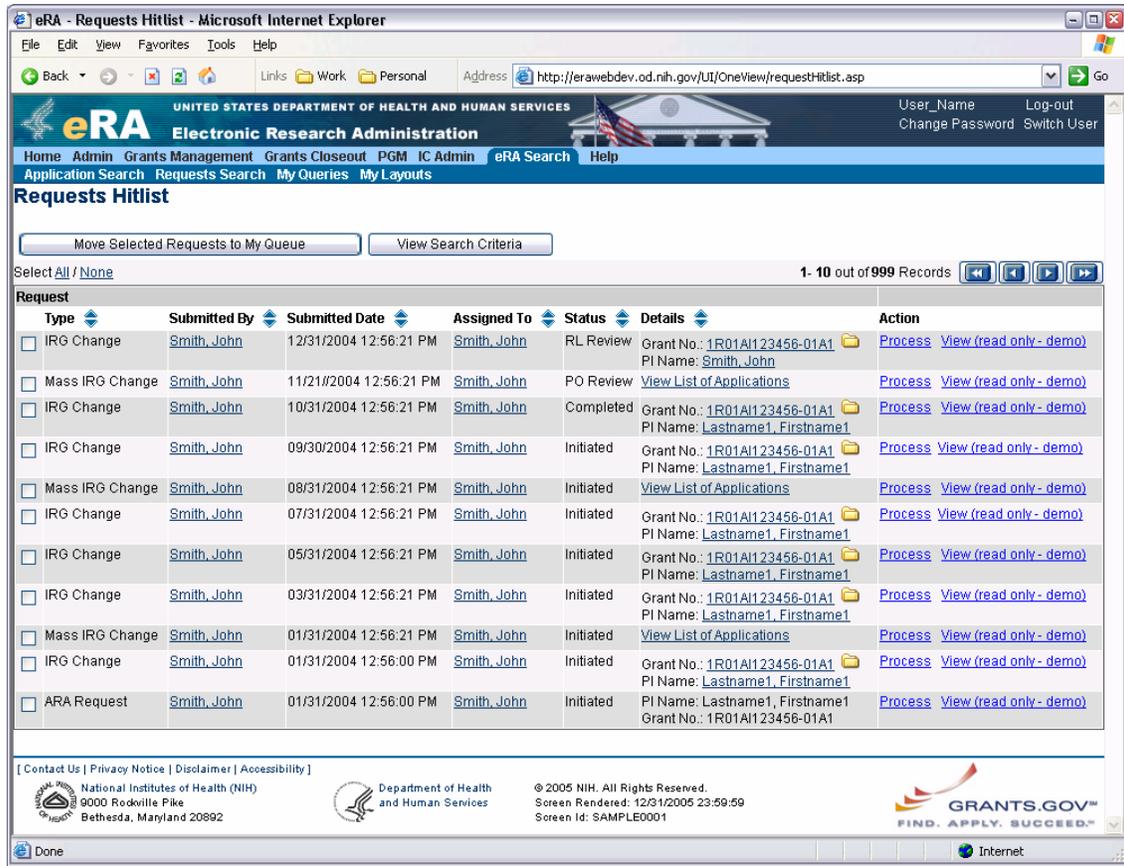
6. From the Requests Hitlist, the user can do the following:

   a) View Request in read only mode (available where user is not a current assignee of the Request)

   b) Process (available where user is a current Assignee on the Request) – This will take the user into the Assignment Request Form.

   c) Move Selected Requests to M Queue (by selecting – clicking the check box). Only users with specific rights can do this (see Detailed Requirements documentation). This in effect will change the assignment on the request from whatever to the users.

9. Another option under the eRA Search -> Requests Search is My Requests. This option shows the Requests Hitlists with Requests where user is a current assignee on the request or has submitted the request originally.

10. Note that when user is clicking Request History link from the Assignment Change Request Form, the system takes the user to the Requests Hitlist and shows requests only for that application on which user was when he clicked the Request History link.

3.3   User Admin Changes to Support RL and IRG Chief Roles

The changes to the User Admin to support the ACR workflow:

a) Ability to assign users a new role - IRG Chief role

b) Ability to assign IRG Clusters to users with the IRG Chief Role.

c) Ability to assign users a new role - Referral Liaison (RL) role.

d) Ability to designate a user within the IC with one of the above roles as a default recipient of the Form (in terms of Routing). Example: The normal routing of the form includes sending a form to the RL. At the time of routing, it was determined, that there is more than one RL in the IC. In that case a default should be used.

   e)   Ability to designate a user at NIH with DRR Chief role as a default recipient of the workflow eNotifications.

   f)   Ability to designate the users with IRG Chief cluster as Default recipient of the workflow eNotifications within the realm of that users' IRG Cluster.

There is no User Interface Prototype for the User Admin system. Developers are given a creative freedom to come up with the proposal on how this will work based on the detailed requirements and existing system User Interface.

3.4   eNotifications for the Assignment Change Request Workflow

At every point of the Assignment Change Request form processing, there is a notification to someone that user has approved, denied, etc the Request. The notifications are done via the email and the eNotificaiton system is used to set up the text of the emails and the recipients of the email. The events (such as Assignment Change Request Form approved by RL) must be visible to the eNotification system Administrator, so that Notification can be set up based on that event.

The detailed requirements documents list the exact text of the emails and the recipients at various stages of the Request processing.

4   Requirements/ Implementation Mapping

To accomplish the above goals, the below table outlines corresponding documentation location which outlines detailed requirements:

Description of Functionality	Requirement Document	Document Location	Architecture Document	Document Location
Integration of the Assignment Change Request Form into OneView				
Add Application Information Section	eRequest – SupSpec: Section 4.1.2 ACR header Elements	Clear Case/ Apps/ OneView/ docs/requirements/SupSpec/	n/a	
Add Detailed Status Section	eRequest – SupSpec: Section 4.1.3 Detailed Status of Request		SAD for Workflow Integration: section 6.2.1 eRA Workflow framework internal interfaces	Apps\OneView\docs\3.analysis&design\architecture
Add Submit Supporting Documents Section	eRequest – SupSpec: Section 4.1.4 Supporting Documentation Section (including section 4.1.4.1) and Section 3.1.8 File Upload Requirements		SAD for Workflow Integration: section 10.6 Attachment Management	Apps\OneView\docs\3.analysis&design\architecture
Enter Action Comments Capability	eRequest – SupSpec: Section 4.2.8 Action Comment		Workflow Development Process Guidance: section 5.2.3 Attributes	eRA\docs\9.environment\guidelines
Add View Comments capability	eRequest – SupSpec: Section 4.1.7 Status Change Comments		n/a	
Add List of Values icon (Magnifying Glass) next to the IRG/SRG/SEP and Flex fields combination and SRA and Flex field combinations	eRequest – SupSpec: Section 4.2.5 ACR Form		n/a	

All request types for the Assignment Change Request form will now be supported and all form validations will be implemented (Task One only handled Grant # and Dual IC requests).	eRequest – SupSpec: Section 3.3 Business Rules for ACR and 3.2 Request Handling when system can't locate next-in-line reviewer eRequest – SupSpec: Section 5.2 Storage Design Constraints eRequest – SupSpec: Section 3.1.4 Request Action Requirements Assignment Change Request, Withdraw, Reinstate, ARA, and Delete Routing.doc: Only requirements related to ACR. Grant Data Validation.doc: Entire Document		SAD for Workflow Integration: section: section 10.5 Application Business Rules Execution Post Process tables diagram Post Processing prototype – Com_dbms_grant_update_pkg Workflow Development Process Guidance: section 3 Workflow development Guidance SAD for Workflow Integration: section: section 10.8 Assignment Change Request SAD for Workflow Integration: section: section 10.5 Application Business Rules Execution	Apps\OneView\docs\3.analysis&design\architecture Apps\OneView\docs\3.analysis&design\design eRA\docs\9.environment\guidelines Apps\OneView\docs\3.analysis&design\architecture
System behavior when various request Actions are performed (including Submitting Request)	Manage Request Use Case eRequest - Validate Request Use Case eRequest - Manage Supporting Files Use Case eRequest - Determine Request Type Use Case.doc	Clear Case/ Apps/ OneView/ docs/requirements/use-cases/	SAD for Workflow Integration: section 6.2.1 eRA Workflow framework internal interfaces SAD for Workflow Integration: section: section 10.5 Application Business Rules Execution SAD for Workflow Integration: section 10.6 Attachment Management	Apps\OneView\docs\3.analysis&design\architecture
Track Requests Functionality	eRequest - Track Requests Use Case: Entire Use Case eRequest – SupSpec: Section 4.2.9 Track Request Interfaces (except Mass Change Request Form interfaces)		SAD for Workflow Integration: section 10.7 Track Request Functionality	Apps\OneView\docs\3.analysis&design\architecture
User Admin Changes to Support DRR Chief, RL and IRG Chief Roles	User Admin - Administer Users Use Case	Clear Case/ Apps/ uadm/ docs/requirements/ use-cases	n/a, however design suggestions will be provided.	
eNotifications for ACR Workflow	eRequest – SupSpec: Section 3.1.3.1 ACR Acknowledgements/eMail Notifications (except ARA and Mass Request)	Clear Case/ Apps/ OneView/ docs/requirements/SupSpec/	SAD for Workflow Integration: section 10.2 Worklist Management (eNotification Integration)	Apps\OneView\docs\3.analysis&design\architecture
Other Cross Cutting Requirements	eRequest – SupSpec: Section 6.2 Grant Folder and Grant Snapshot Report integration everywhere the grant # is shown to the end-user eRA Global SupSpec – General Content Management, Security, and other eRA Global	Clear Case/ Apps/ OneView/ docs/requirements/SupSpec/ Clear Case/ eRA/docs/ Requirements/ SupSpec	n/a	

requirements			

5   Assumptions

1. The status of the grant application may change while user is sitting on the Basic Hitlist with that grant application. By this time, system already figured out that user may or may not submit the Assignment Change Request Form for this grant application. It is assumed that the change of the grant application Status while user is sitting on the Basic Hitlist will not be supported, and to see a change in application status and possibly appearance or disappearance of the Change Assignment option within the Action item, user needs to refresh the Basic Hitlist page by re-querying on the Hitlist.