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**National Committee for Nursing and Midwifery Affairs Platform**

BUSINESS REQUIREMENTS DOCUMENT

VERSION 1.3

**PROPOSED FOR**

 **MINISTRY OF HEALTH AND PREVENTION**

**DATE**

**April 25, 2023**

**DOCUMENT VERSIONS – FI**

|  |  |  |  |
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**BUSINESS OWNER REVIEW – NCNMA**

|  |  |  |  |
| --- | --- | --- | --- |
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# ABOUT THE DOCUMENT

## PURPOSE

A Business Requirement Document (BRD) focuses on the needs and expectations of the customer/stakeholders. This document indicates what the stakeholders want to achieve. Below are some of the objectives that we want to achieve:

* Describe in detail the requirements of the customer and business that the solution intends to meet.
* To gain agreement with stakeholders

## DEFINITIONS, ACRONYMS AND ABBREVIATIONS

The following table shows the list of definitions, acronyms, and abbreviations that will be used in the document.

|  |  |
| --- | --- |
| TERM | DEFINITIONS, ACRONYMS AND ABBREVIATIONS |
| FI | Future Internet |
| MOHAP | Ministry Of Health and Prevention |
| NCNMA | National Committee for Nursing and Midwifery Affairs  |
| UX/UI | User Experience/ User Interface |
| UAT | User Acceptance Test |

## IMPORTANT DISCLAIMER

[RE-1.3.1] Any future requests upon document approval will be considered as a new change request and will take a full process of studying the feasibility of applying in the current scope or new scope of work.

[RE-1.3.2] It’s NCNMA sole responsibility to provide any comments within the document before the final approval.

[RE-1.3.3] Document will be discussed with the technical team after providing all requirements from the business team to confirm the implementation details.

# EXECUTIVE SUMMARY

1.

## PROJECT OVERVIEW

MOHAP aims to develop a platform for the National Committee for Nursing and Midwifery Affairs. The National Committee for Nursing and Midwifery Affairs platform aims to ensure the collaboration between the taskforce and engage the teams in the process of project management and tracking the activities related to programs. In addition to providing a public view of the achievements and activities of the committee.

**National Committee for Nursing and Midwifery Affairs platform will have the following functions:**

* Informational pages (overview about the national strategy for nursing and midwifery affairs, overview about the national nursing/midwifery research mentorship program, etc.)
* User Profiles
* National nursing/ midwifery research mentorship program
* Mentor Registration
* Mentee Registration
* Login
* Research Hub
* Events
* News
* Customized Dashboard
* Reports and statistics.

The platform **front-end will be developed in both Arabic & English** language. The administrator **back-end will be in English** language. Also, a responsive design and progressive enhancement implemented for all users, no matter what device they are using.

FI will deliver a solution based on **.Net Core.** FI will follow the authority branding guidelines and latest trends in order to come up with an innovative design concept.

## PROJECT OBJECTIVES

The following are the main project goals and objectives to be achieved:

* Design and development of National Committee for Nursing and Midwifery Affairs platform
* Strengthening the process of tracking and managing projects and tasks on one platform.
* Share knowledge and best practices among users.

## SOLUTION PLATFORMS

The following are the main solution platforms that will be considered:

* Front-End
* .Net Core (Back-end)

## TARGET AUDIENCE

The following are the main target audience:

* Community – Public
* Nurses and midwives
* National Committee Members
* National Taskforce Members
* Program participants (Mentors, Mentees & Program managers)

## SOLUTION LANGUAGES

The following are the languages that will be considered in the project:

* Arabic
* English

## STANDARDS & TECHNOLOGIES

**B2B Integration:** Web Services (WSDL, SOAP), RESTful APIs

**Development Technology**: ASP.NET Technology

**Rich User Interface:** HTML 5, CSS3, JavaScript

**Business Logic:** C#

**Business Modelling:** UML

**Database & Operating System:** Microsoft SQL Server 2019 & Window Server 2019

**Design and Implementation:** Web 3.0 Standards

# NCNMA SYSTEM STRUCTURE & MODULES

1.

## HOMEPAGE

[RE-3.1.1] The platform will include a public homepage with the below sections:

* Main menu
* Banner area
* National nursing and midwifery research mentorship program overview
* Total registered mentees and total registered mentors
* Our Initiatives
* National committee members
* Resources and Publications
* Research hub
* Media highlights
* Social media

[RE-3.1.2] FI will provide 1-2 banners to add to the homepage.

Note: NCNMA team should confirm the sections in the homepage and provide the content for each section.

## INFORMATIONAL PAGES

[RE-3.2.1] Admin should be able to create informational pages from back-end.

[RE-3.2.2] Below are the informational pages that will be designed and developed by FI:

* About NCNMA
* About the Program
* Nursing and Midwifery Education in UAE
* Contact Us
* Privacy Policy
* Disclaimer
* Terms & Conditions.

[RE-3.2.3] The below form will be provided to admin in the backend for adding informational pages:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Title | Text field | **** | - | - |
| Page content | Text editor – HTML editor | **** | - | Below elements will be considered in the HTML editor: texts, images, tables, URLs, video embed code, preview option, media |
| Language | Dropdown | **** | EnglishArabic | - |
| Parent | Choose (Dropdown) | **** | Will show system menu in hierarchy format | Single selection  |
| Is Published | Checkbox | **** | - | - |
| Is Deleted | Checkbox | **** | - | - |
| Last Updated By | Text field | **** | - | Auto filled |
| Last Updated Date | Text field | **** | - | Auto filled |

[RE-3.2.4] Admin should be able to create unlimited pages.

[RE-3.2.5] Admin will be able to add the page content in Arabic and English under the same URL.

[RE-3.2.6] FI will design one informational page, and its template will be used for other informational pages.

Note: Any other requirements should be mentioned and discussed in detail before approval.

## BANNER MANAGEMENT

[RE-3.3.1]An image area where Admin can upload banners whenever needed.

[RE-3.3.2] Admin can add subject & details to each banner as below:

1. Text-less banner with adding text from CMS
2. Text-less banner without adding text from CMS
3. banner with text without adding text from CMS
4. banner with text with adding text from CMS

[RE-3.3.3] Admin will have the ability to change the order of the banner slides.

[RE-3.3.4] FI will provide NCNMA with the proper banner size to be used

[RE-3.3.5] The below form will be provided to admin in the backend for adding banners:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Banner Title | Text Field | **** | - | - |
| Details | Text editor – HTML editor | - | - | - |
| Banner Image Desktop | File Uploader | **** | - | Image, video file |
| Banne Image Mobile | File Uploader | - | - | Image, video file |
| URL | Text Field: Link | - | - | - |

## NATIONAL COMMITTEE MEMBERS

[RE-3.4.1] National committee listing page will be available for public users and will include the below data:

* Name
* Designation
* Photo
* View more link.

[RE-3.4.2] Details will be displayed on a dedicated page and will contain the bellow details:

* Name
* Designation
* Photo
* Biography
* Languages
* Email
* Education
* LinkedIn

[RE-3.4.3] Search and filtration options will be provided on the national committee members listing:

* Search by keyword
* By type (Current, former member)

[RE-3.4.4] The below form will be provided to admin in the backend for managing (add, update, delete) national committee members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Name | Text Field | **** | - | - |
| Biography | Text editor – HTML editor | **** | - | - |
| Photo | File Uploader | **** | - | Single image |
| Email | Text field | **** | - | Email format |
| Languages | Dropdown | **** | All languages | Multiple Selection |
| Designation | Text Field | **** | - | - |
| Education | Text field | **-** | - | - |
| LinkedIn | Text field | **-** | - | - |
| Former Member | Check Box | **-** | - | If checked, then the member will not show in the homepage and will be shown under (old members) category in the listing page |

Note: Any other requirements should be mentioned and discussed in detail before approval.

## NATIONAL TASKFORCE TEAMS / MEMBERS

[RE-3.5.1] National taskforce teams listing page will be available for public users and will include the below data:

* Team name
* Number of members
* View more link.

[RE-3.5.2] For each national taskforce team, we will have list of members and will be available for public users and will include the below data:

* Name
* Designation
* Photo
* View more link.

[RE-3.5.3] National taskforce member details will be displayed on a dedicated page and will contain the bellow details:

* Name
* Biography
* Photo
* Description
* Languages
* Email
* Education
* LinkedIn
* National taskforce team

[RE-3.5.4] Search and filtration options will be provided on the national taskforce members listing:

* Search by keyword
* By type (Current, former member)

[RE-3.5.5] The below form will be provided to admin in the backend for managing (Add, update, delete) national taskforce members:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Name | Text Field | **** | - | - |
| Biography | Text editor – HTML editor | **** | - | - |
| Photo | File Uploader | **** | - | Single image |
| Email | Text field | **** | - | Email format |
| Languages | Dropdown | **** | All languages | Multiple Selection |
| Designation | Text Field | **** | - | - |
| Education | Text field | **-** | - | - |
| National Taskforce Team | Dropdown | **** | To be managed from categories module | Multiple Selection |
| Is National taskforce team head? | Check box | **-** | - | When checked, admin should select which team/s |
| Team | Dropdown | **** | Will show the selected national taskforce teams | Multiple Selection |
| Project manager | Check box | **-** | - | When checked, user will be able to create projects |
| LinkedIn | Text field | **-** | - | - |
| Former Member | Check Box | **-** | - | If checked, then the member will be shown under (old members) category in the listing page |

Note: Any other requirements should be mentioned and discussed in detail before approval.

## MEDIA CENTER

### NEWS

[RE-3.6.1.1] Admin will be able to manage (Add, Edit, delete) the news and can add unlimited number of news.

[RE-3.6.1.2] Sticky news will be highlighted and will show on the homepage.

[RE-3.6.1.3] News list view will contain list of news with below basic information:

* Title
* Date
* Image
* View more button.
* Category

[RE-3.6.1.4] Search and filtration options will be provided on the news listing:

* Search by keyword
* Date range.
* By category

[RE-3.6.1.5] The below form will be provided to admin in the backend for adding news:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Title | Text Field | **** | - | - |
| Abstract | Text Area | **** | - | - |
| Description | Text Editor – HTML Editor | **** | - | No Limit on the word count  |
| Date | Date Picker | **** | - | - |
| Images | File Uploader | - | - | Only imagesMultiple images |
| Sticky  | Dropdown | - | Yes / No | - |
| Category | Dropdown | **** | Will be provided by NCNMA  | Multiple selection |

[RE-3.6.1.6] News detail page will contain the below information:

* News Title
* Abstract
* Description
* Date
* Images
* Related news.
* Category

[RE-3.6.1.7] User should be able to share on social media channels.

[RE-3.6.1.8] RSS feeds will be auto generated.

Note: Any other requirements should be mentioned and discussed in detail before approval.

### EVENTS

[RE-3.6.2.1] Admin will be able to manage (Add, edit, delete) the events and can add unlimited number of events.

[RE-3.6.2.2] Sticky events will be highlighted and will show on the homepage.

[RE-3.6.2.3] Events list view will contain list of events with below basic information:

* Title
* Date
* Image
* Category
* View more link.

[RE-3.6.2.4] Search and filtration options will be provided on the events list view:

* Search by keyword
* Date range
* By category

[RE-3.6.2.5] The below form will be provided to admin in the backend for adding events:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Title | Text Field | **** | - | - |
| Description | Text Editor – HTML Editor | **** | - | No limit on word count  |
| Events Start Date | Date & Time Picker | **-** | - | - |
| Events End Date | Date & Time Picker | **-** | - | - |
| Images | File Uploader | **-** | - | Multiple Images |
| Location  | Text Field | **-** | - | - |
| Category  | Dropdown | **** | Will be provided by NCNMA  | Multiple selection |
| Registration URL | Text Field | **-** | - | - |
| Sticky  | Dropdown | - | Yes / No | - |

[RE-3.6.2.6] Events detail page will contain the below information:

* Event Title
* Description
* Start Date & End Date
* Location
* Category
* Related events
* Register now button (if any)

[RE-3.6.2.7] Upcoming and past events will be shown in the events listing and categorized based on the event date.

[RE-3.6.2.8] User should be able to share on social media channels.

Note: Any other requirements should be mentioned and discussed in detail before approval.

### PHOTOS

[RE-3.6.3.1] Admin will be able to manage (Add, Edit, Delete) the photo albums and can add unlimited albums

[RE-3.6.3.2] Sticky photo albums will be highlighted and will show on the homepage.

[RE-3.6.3.3] Photo album list view will contain list of albums with below basic information:

* Title
* Date
* Number of photos
* Image
* Category
* View more link

[RE-3.6.3.4] Search and filtration options will be provided on the albums list view:

* Search by keyword
* Date range
* By category

[RE-3.6.3.5] The below form will be provided to admin in the backend for adding albums:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Title | Text Field | **** | - | - |
| Date | Date & Time Picker | **-** | - | - |
| Images | File Uploader | ****  | - | Admin can add description for each imageMultiple Images |
| Category | Dropdown | **** | Will be provided by NCNMA | Multiple Selection |
| Sticky  | Dropdown | - | Yes / No | - |

[RE-3.6.3.6] Album detail page will contain the below information:

* Title
* Date
* Photos
* Category
* Related albums

[RE-3.6.3.7] User should be able to share on social media channels.

[RE-3.6.3.8] lightbox feature will be implemented to open and view photos.

Note: Any other requirements should be mentioned and discussed in detail before approval.

### VIDEOS

[RE-3.6.4.1] Admin will be able to manage (Add, Edit, Delete) videos and can add unlimited number of items

[RE-3.6.4.2] Sticky videos will be highlighted and will show on the homepage.

[RE-3.6.4.3] Videos list view will contain list of items with below basic information:

* Title
* Featured image.
* Watch button.
* Date
* Category

[RE-3.6.4.4] Search and filtration options will be provided on the listing:

* Search by keyword
* Date range
* By Category

[RE-3.6.4.5] The below form will be provided to admin in the backend for adding videos:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Title | Text Field | **** | - | - |
| Date | Date Picker | **** | - | - |
| YouTube Video ID | Text Field | **-** | - | User either will enter YouTube video ID or Upload a video |
| Description  | Text Editor – HTML Editor | **** | - | - |
| Category | Dropdown | **** | To be provided by NCNMA | Multiple Selection |
| Sticky  | Dropdown | - | Yes / No | - |

[RE-3.6.4.6] Video detail page will contain the below information:

* Title
* Date
* Video
* Description
* Watch video button.
* Related video
* Category

[RE-3.6.4.7] User should be able to share on social media channels.

Note: Any other requirements should be mentioned and discussed in detail before approval.

## PROJECTS

[RE-3.7.1] Projects will be created by the national taskforce team (project manager), and reviewed by the national committee members and they will have the below options:

* Save as draft: will not be sent to the committee for reviewal.
* Submit: will be submitted to the committee for reviewal.

[RE-3.7.2] National committee members will be able to create projects through the system as well and will have the below actions:

* Save as draft: will not be submitted to assigned members.
* Submit: will be submitted to the assigned members.

[RE-3.7.3] National committee members will review the project added by the national taskforce team (only) and take one of the below actions:

* **Approve**: in this case the national taskforce team will be notified, and the timeline of the project will start, and the members can work on the tasks and update the progress.
* **Reject with reason**: in this case the national taskforce team will be notified with the reason and the project will be closed.
* **Return for modification**: in this case the national committee will set the due date and add notes if any, then the national taskforce team will be notified, and the project will be editable. The national taskforce team will have time until the due date to update and send again for review and will be notified before 3 days from the period end date.

[RE-3.7.4] If the national taskforce team (project manager) didn’t submit the project modifications within specified period, the project will be closed automatically.

[RE-3.7.5] System admin should be able to do the following:

* Re-open and add a new due date to the project.
* Re-open and assign different team.

[RE-3.7.6] The projects added by the national committee don’t require reviewal / approval.

[RE-3.7.7] The user who created the project will be assigned as a project manager, and will be able to do the following:

* Update tasks budget while the project in progress
* Update tasks dates while the project in progress

[RE-3.7.8] System will notify national committee and members in case of any update.

[RE-3.7.9] A project listing page will be designed containing list of projects with the following details:

* Project’s title
* Start date.
* End date
* Progress (Calculated automatically according to tasks completed)
* Action (View, Edit): edit will be shown only before submitting the project to the national committee or in case of return for modification.
* Status (Pending for approval, Approved, rejected, requires modification, in progress, closed)

[RE-3.7.10] Project details will display the following in a dedicated page:

* Project’s title
* Strategic objective
* Target group
* Expected outcomes.
* Project indicator
* Indicator description
* Indicator target
* Steps
* Tasks within each step
* Members assigned to each task (users can see the team name of the members).
* Budget for each step (Budget and spends)
* Time for each task (Calculated automatically according to the specified start and end dates)
* Total time for each step (Calculated automatically according to the specified start and end dates)
* Total project time
* Status
* Project completion percentage (Calculated automatically according to tasks completed)
* Project Documents

[RE-3.7.11] All members engaged with the project will be able to add feedback, upload documents and update their tasks.

[RE-3.7.12] National committee and taskforce team (project manager) will be able to export statistics and progress anytime to pdf, excel and CVS including the following:

* Team members
* Tasks progress
* Project overall progress
* Project overall budget
* Reviewal until project approval time
* Approval until project completion time
* Feedback submitted by members.

[RE-3.7.13] Project manager will be able to see the history of all actions taken within the projects (submitting, approval, task actions, budget updates, time updates,etc)

[RE-3.7.14] System will notify users as below:

* System will notify members assigned to tasks before the due date.
* System will notify project manager in case of any delay (tasks not closed on time)
* System will notify the national committee once the project submitted by the taskforce team
* System will notify taskforce team (project manager) once the national committee take action.
* System will notify the national committee once the project is completed.
* System will notify the national committee in case if the project updated by the project manager.

Note: NCNMA should confirm if any other notifications are required.

[RE-3.7.15] The below form will be provided to national taskforce team and national committee to add projects:

Note: NCNMA team should confirm the fields.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH FIELD | ARABIC FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Project Title | **عنوان المشروع**  | Text Field | **** | - | - |
| Strategic Objectives  | **الأهداف الاستراتيجية** | Dropdown  | **** | To be provided by NCNMA  | Multiple selection |
| Target Group | **الفئة المستهدفة** | Text Area | **** | - | - |
| Expected Outcome | **المخرجات** | Text Area | **** | - | - |
| Project indicators * The below blue fields will be multiple
 |
| Indicator Title | **عنوان المؤشر** | Text Field | **** | - | - |
| Indicator description  | **التفاصيل** | Text Field | **** | - | - |
| Indicator target | **الهدف** | Text Field | **** | - | - |
| Attachments  | **المرفقات** | File uploader | - | - | Multiple files |
| Project Steps & Tasks Section: Business Rules:* The below green fields will be multiple that will allow user to add multiple steps and tasks related for each step.
 |
| Project Steps | **خطوات المشروع** | Text Field  | **** | - | - |
| Step Budget | **الميزانية** | Numeric Field | **** | - | - |
| Spent | **المصروفات** | Numeric Field | **** | - | Initially will be 0, then will be updated after activating the project |
| Project Tasks  | **مهمات المشروع** | Text Field | **** | - | User can add multiple  |
| Members  | **الأعضاء** | Dropdown | **** | Will show national taskforce team members and national committee | User can add multiple for each task. |
| Start Date | **تاريخ بدء المهمة** | Date Picker  | **** | - | Users should add for each task.Should not be old date |
| End Date | **تاريخ انتهاء المهمة** | Date Picker  | **** | - | Users should add for each task.Should not be before the start date |
| Time for Each Task  | **مد انجاز المهمة (أيام عمل)** | Text Field | **** | - | Auto filled.System will calculate the task duration in working days automatically |
| Time for Each Step | **المدة (أيام عمل)** | Numeric Field | **** | - | Auto filled.System will calculate the duration in working days automatically  |
| Total Project Time  | **مدة المشروع (أيام عمل)** | Numeric Field | **** | - | Auto filled.System will calculate the full project duration in working days automatically  |
| Total Project Budget  | **ميزانية المشروع** | Numeric Field | **** | - | Auto filled.System will calculate the full project budget automatically |

Note: Any other requirements should be mentioned and discussed in detail before approval.

## NATIONAL NURSING AND MIDWIFERY RESEARCH MENTORSHIP PROGRAM

[RE-3.8.1] Public users will be able to view program details and available mentors.

[RE-3.8.2] Users will be able to register in the program as a mentor, and mentees will select mentors and register with.

[RE-3.8.3] System will notify users as below:

* System will notify program coordinator regarding mentor registration.
* System will notify mentor regarding mentee registration.
* System will notify mentor regarding the introductory time, date, agenda, and avenue.
* System will notify mentee regarding the introductory time, date, agenda, and avenue.
* System will notify mentee once added to mentorship plan.
* System will notify mentor once the task updated by the mentee on the mentorship plan.
* System will notify mentee once the mentorship plan ends.

Note: NCNMA should confirm if any other notifications required.
Note: Any other requirements should be mentioned and discussed in detail before approval.

### MENTORS

[RE-3.8.1.1] Below is the mentor registration form. Google CAPTCHA version 3 will be used for form filling:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH FIELD | ARABIC FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| First Name | **الاسم الأول** | Text Field | **** | - | - |
| Second Name | **الاسم الثاني** | Text Field | **** | - | - |
| Last Name | **الاسم الأخير** | Text Field | **** | - | - |
| Phone Number | **رقم الهاتف** | Numeric Field | **** | - | - |
| Email | **البريد الإلكتروني** | Text Field | **** | - | Email format  |
| Gender | **الجنس** | Dropdown | **** | Male/Female | Single selection |
| Student? | **طالب؟** | Dropdown | **** | Yes, No | Single Selection |
| Workplace | **جهة العمل** | Text Field | **** |  | Will show if “student” = “No” |
| Emirate of Workplace | **الامارة** | Dropdown | **** | Abu Dhabi, Dubai, Sharjah, Ajman, Ras Al Khaimah, Um AlQuien, Fujairah | Single SelectionWill show if “student” = “No” |
| Job Title | **المسمى الوظيفي** | Text Field | **** | - | - |
| Name of the Academic Institution  | **اسم المؤسسة الأكاديمية** | Text Field | **** | - | Will show if “student” = “Yes” |
| Emirate  | **الامارة** | Dropdown | **** | Abu Dhabi, Dubai, Sharjah, Ajman, Ras Al Khaimah, Um AlQuien, Fujairah | Single SelectionWill show if “student” = “Yes” |
| Academic Level  | **المستوى الأكاديمي** | Dropdown | **** | foundation year, year 1, year 2, year 3, year 4 | Single SelectionWill show if “student” = “Yes” |
| Major | **التخصص** | Text Field | **** | - | Will show if “student” = “Yes” |
| Date of Birth | **تاريخ الميلاد** | Date Picker | **** | - | - |
| Nationality  | **الجنسية** | Dropdown | **** | All nationalities  | Single selection |
| Recent Academic Qualification | **المؤهل التعليمي الحالي** | Dropdown | **** | High School, Diploma, BSC, Master's, Ph.D.شهادة الثانوية العامة، دبلوم، بكالوريوس، ماجستير، دكتوراه | Single selection |
| Major | **التخصص** | Text Field | **** | - | - |
| Linked In URL  | **رابط لينكد ان** | Text Field | **** | - | - |
| Profile Picture | **صورة شخصية** | File Uploader | - | - | - |
| Brief Biography  | **نبذة** | Text Area | **** | - | - |
| Area of Interest in Research  | **مجال الاهتمام بالبحث** | Dropdown: Multi-selection | **** | Will be provided by NCNMA | - |
| Program Stream  | **نوع البرنامج** | Dropdown: Multi-selection | **** | One-to-one mentorship, group mentorship, limited mentorship | - |

[RE-3.8.1.2] On successful submission, email notification will be sent to submitter and program coordinator to take action.

[RE-3.8.1.3] Program coordinator should review the submissions and take one of the following actions:

* Approve
* Reject with reason.
* Return for modification.

[RE-3.8.1.4] The mentor can cancel the application after returning it by the project coordinator.

[RE-3.8.1.5] On approval, program coordinator should set the time, date and venue and agenda of the face-to-face introductory training and will be displayed in the mentor dashboard.

[RE-3.8.1.6] Once the program coordinator marks the training as done, a small form will be displayed to the mentor to evaluate.

[RE-3.8.1.7] Below are the form fields for evaluating the training:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Please rate the program effectiveness in meeting your expectations | Star rating | **** | - | - |
| National & International Directions in Nursing and Midwifery Research – Knowledge provided | Star rating | **** | - | - |
| National & International Directions in Nursing and Midwifery Research – Speaker competencies | Star rating | **** | - | - |
| Professional Development and Career Advancement – Knowledge provided | Star rating | **** | - | - |
| Professional Development and Career Advancement – Speaker competencies | Star rating | **** | - | - |
| Constructive and Transformational Mentorship – Knowledge provided | Star rating | **** | - | - |
| Constructive and Transformational Mentorship – Speaker competencies | Star rating | **** | - | - |
| Fostering Mentee Progress and Independence – Knowledge provided | Star rating | **** | - | - |
| Fostering Mentee Progress and Independence – Speaker competencies | Star rating | **** | - | - |
| Rewards and Challenges of Mentorship – Knowledge provided | Star rating | **** | - | - |
| Rewards and Challenges of Mentorship – Speaker competencies | Star rating | **** | - | - |
| Please provide your recommendations for program improvement | Text area | - | - | - |
| Additional comments | Text area | - | - | - |

[RE-3.8.1.8] After completing the introductory program evaluation, the system will show notification to the mentor to do the (MCA) questionnaire and the test result should be added in user profile.

[RE-3.8.1.9] Below are the form fields MCA questionnaire:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| 1. People Skills
 |
| Active listening | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Providing constructive feedback  | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Establishing a relationship based on trust  | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Identifying and accommodating different communication styles  | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Employing strategies to improve communication with mentees | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| 1. Setting Expectations
 |
| Working with mentees to set clear expectations of the mentoring relationship | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Aligning your expectations with your mentees’ | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Considering how personal and professional differences may impact expectations | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Working with mentees to set research goals   | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Helping mentees develop strategies to meet goals | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| 1. Personal Development
 |
| Accurately estimating your mentees’ level of scientific knowledge | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Accurately estimating your mentees’ ability to conduct research | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Employing strategies to enhance your mentees’ knowledge and abilities | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Helping your mentees network effectively | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Helping your mentees set career goals | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Helping your mentees acquire resources (e.g., grants, etc.)   | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| 1. Motivation and Encouragement
 |
| Motivating your mentees | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Building mentees’ confidence | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Stimulating your mentees’ creativity | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Helping your mentees balance work with their personal life | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Acknowledging your mentees’ professional contributions | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |

[RE-3.8.1.9] After completing the introductory program evaluation, mentor will be able to update their profile and select the available periods to mentor from a suggested list of periods. (Months, Years).)

[RE-3.8.1.10] Mentors will be provided with electronic badges by the program coordinator, and he/she can download or share on social media. Badges will be displayed in the mentor profile and all users can see it.

[RE-3.8.1.11] Mentor profile will be available for public users to view.
[RE-3.8.1.12] Mentors will be able to add the mentorship plan (Title, tasks, start data, end date of each task, assign mentees) and plan will be available in the assigned mentees dashboard to take action.

[RE-3.8.1.13] Below are the form fields for adding the mentorship plan:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH FIELD | ARABIC FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Research Title | **عنوان البحث** | Text Field | **** | - | - |
| Descriptions | **الوصف** | Text Area | **** | - | - |
| Attachments  | **المرفقات** | File uploader | - | - | - |
| Mentorship duration – Start date  | **تاريخ البدء** | Date picker | **** | - | - |
| Mentorship duration – End date | **تاريخ الانتهاء** | Date picker | **** | - | - |
| Business Rules:* The below green fields Below will be shown for each task:
 |
| Task | **المهمة** | Text Field | **** | - | - |
| Expected outcomes |  | Text area | **** | - | - |
| Learning need |  | Text area | **** | - | - |
| Start date | **تاريخ البدء** | Date picker | **** | - | - |
| End date | **تاريخ الانتهاء** | Date picker | **** | - | - |
| Mentee | **المتدرب/المتدربين** | Dropdown | **** | Registered mentees with the mentor | Multiple selectionWill show the available mentees within the selected start date and end date (have valid contract) |

[RE-3.8.1.14] Once the mentorship period ends, a program evaluation form will be displayed to the mentor to submit.

[RE-3.8.1.15] Below are the program evaluation form fields:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Please rate the program effectiveness in meeting your expectations | Star rating | **** | - | - |
| Are you interested to continue as mentor in the program? | Dropdown | **** | Yes, No | - |
| Please provide your recommendations for program improvement | Text area | - | - | - |
| Additional comments  | Text area | - | - | - |

[RE-3.8.1.16] After completing the mentorship period, mentor should do the (MCA) questionnaire again and test results should be added in the user profile.

[RE-3.8.1.17] Program coordinator will be able to show all mentors and their MCA results before and after the mentorship period. All data can be exported to Excel and CSV.

Note: Any other requirements should be mentioned and discussed in detail before approval.

### MENTEES

[RE-3.8.2.1] Mentee will be able to view mentors’ profiles and click on “Request mentorship” to register.

[RE-3.8.2.2] Below is the mentee registration form. Google CAPTCHA version 3 will be used for form filling:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH FIELD | ARABIC FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| First Name | **الاسم الأول** | Text Field | **** | - | - |
| Second Name | **الاسم الثاني** | Text Field | **** | - | - |
| Last Name | **الاسم الأخير** | Text Field | **** | - | - |
| Phone Number | **رقم الهاتف** | Text Field | **** | - | - |
| Email | **البريد الإلكتروني** | Text Field | **** | - | - |
| Gender | **الجنس** | Dropdown | **** | Male/Female | Single selection |
| Student? | **طالب؟** | Dropdown | **** | Yes, No | Single Selection |
| Workplace | **جهة العمل** | Text Field | **** |  | Will show if “student” = “No” |
| Emirate of Workplace | **الامارة** | Dropdown | **** | Abu Dhabi, Dubai, Sharjah, Ajman, Ras Al Khaimah, Um AlQuien, Fujairah | Single SelectionWill show if “student” = “No” |
| Job Title | **المسمى الوظيفي** | Text Field | **** | - | - |
| Name of the Academic Institution  | **اسم المؤسسة الأكاديمية** | Text Field | **** | - | Will show if “student” = “Yes” |
| Emirate  | **الامارة** | Dropdown | **** | Abu Dhabi, Dubai, Sharjah, Ajman, Ras Al Khaimah, Um AlQuien, Fujairah | Single SelectionWill show if “student” = “Yes” |
| Academic Level  | **المستوى الأكاديمي** | Dropdown | **** | foundation year, year 1, year 2, year 3, year 4 | Single SelectionWill show if “student” = “Yes” |
| Major | **التخصص** | Text Field | **** | - | Will show if “student” = “Yes” |
| Date of Birth | **تاريخ الميلاد** | Date Picker | **** | - | - |
| Nationality  | **الجنسية** | Dropdown | **** | All nationalities  | Single selection |
| Recent Academic Qualification | **المؤهل التعليمي الحالي** | Dropdown | **** | High School, Diploma, BSC, Master's, Ph.D.شهادة الثانوية العامة، دبلوم، بكالوريوس، ماجستير، دكتوراه | Single selection |
| Major | **التخصص** | Text Field | **** | - | - |
| Upload CV | **السيرة الذاتية** | File Uploader | **** | - | - |
| Linked In URL | **رابط لينكد ان** | Text Field | **** | - | - |
| Profile Picture | **صورة شخصية** | File Uploader | - | - | - |
| Brief Biography  | **نبذة** | Text Area | **** | - | - |
| Area of Interest in Research  | **مجال الاهتمام بالبحث** | Dropdown: Multi-selection | **** | Will show mentor’s area of research | Mentee will select one or more from the mentor’s research idea |
| Program Stream  | **نوع البرنامج** | Dropdown | **** | Will show the program streams offered by the selected mentor.One-to-one mentorship, group mentorship, limited mentorship | Single Selection |
| Mentor | **المدرب** | Text field | **** | Will show the available mentors in the selected program stream | Auto filled based on the mentor selected. |
| Mentorship Period | **الفترة الزمنية** | Dropdown: Multi-selection | **** | Will show the available periods in the selected mentor | Multi-selection |
| Cover Letter  | **رسالة** | File Uploader | **** | - | - |
| Research Idea | **فكرة البحث** | Text Area | **** | - | - |

[RE-3.8.2.2] On successful submission, email notification will be sent to submitter and selected mentor to take action.

[RE-3.8.2.3] Mentor should review the submissions and take one of the following actions:

* Approve: will set mentorship start date and end date
* Reject with reason.
* Return for modification.
* Recommend another stream / mentor (Will view a dropdown with a list of other streams/ mentors to select “single selection”)

[RE-3.8.2.4] In case of recommending another stream / mentor, application will be returned to mentee to review and submit again to the new selected mentor.

[RE-3.8.2.5] The mentee can cancel the application after returning it by the mentor.

[RE-3.8.2.6] On approval, mentor should set the time, date and venue and agenda of the face-to-face introductory meeting and will be displayed in the mentee dashboard.

[RE-3.8.2.7] During the meeting session the mentor will enable the “Sign Contract” button to the mentee. The mentee will enter the system, fill in the contract, and submit.

[RE-3.8.2.8] The below contract form will be provided to mentee to fill:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH FIELD | ARABIC FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Name of mentee | **اسم المتدرب** | Text Field | **** | - | Auto filled  |
| Name of mentor | **اسم المدرب** | Text Field | **** | - | Auto filled  |
| Period (From) | **تاريخ البدء** | Text Field | **** | - | Auto filled and could be changed |
| Period (To) | **تاريخ الانتهاء** | Text Field | **** | - | Auto filled and could be changed |
| Introduction  | **مقدمة** | Text Area | **** | - | Maximum100 words  |
| Area of Interest in Research  | **مجال الاهتمام بالبحث** | Text Area | **** | - | Auto filled  |
| Aim of research  | **الهدف من البحث** | Text Area | **** | - | - |
| Outcomes (minimum two or three) | **المخرجات (على الأقل اثنان او ثلاثة)** | Text Area | **** | - | - |
| Organizing meetings and record meetings (Terms and conditions) | **الشروط والاحكام لتسجيل وحضور الاجتماعات** | Checkbox | **** | - | - |

[RE-3.8.2.9] Once the mentee completes the contract will be submitted to the mentor for review. Mentor will take one of the following actions:

* Approve
* Return for modification.

[RE-3.8.2.10] Mentee will be able to add his feedback and upload attachments on the tasks assigned to him related to the research within the mentorship period.

[RE-3.8.2.11] Once the mentorship period ends, a program evaluation and mentor evaluation forms will be displayed to the mentee to submit.

[RE-3.8.2.12] Below are the program evaluation form fields:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Please rate the program effectiveness in meeting your expectations | Star rating | **** | - | - |
| Which research process step you feel that you benefited the most from the program | Dropdown | **** | Developing research Proposal, Completing Literature Review, Designing the Research Methodology, Collecting Research Data, Analyzing Research Results, Writing the Research Manuscript, Publishing the Research Study, Others | Multi Selection |
| Others  | Text field | **** | - | Will show in case selecting “others” |
| Mentee Self-evaluation: Research Skills   |
| Overall competency level in the research area | Star rating | **** | - | - |
| Expanding your professional network. | Star rating | **** | - | - |
| Ability to conduct research independently | Star rating | **** | - | - |
| Collaborating with a mentor | Star rating | **** | - | - |
| Please provide your recommendations for program improvement | Text area | - | - | - |

[RE-3.8.2.13] Below are the mentor evaluation form fields:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| 1. Interpersonal Skills
 |
| Active listening | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Providing constructive feedback | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Establishing a relationship based on trust | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Identifying and accommodating different communication styles | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Employing strategies to improve communication with mentees | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| 1. Setting Expectations
 |
| Working with mentees to set clear expectations of the mentoring relationship   | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Aligning your expectations with your mentees’ | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Considering how personal and professional differences may impact expectations | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Working with mentees to set research goals | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
| Helping mentees develop strategies to meet goals | Star rating | **** | - | highly skilled (5) to not at all skilled (1) |
|    Would you recommend your mentor for another mentee? | Dropdown | **** | Yes, No | - |
| Additional comments | Text area | - | - | - |

Note: Any other requirements should be mentioned and discussed in detail before approval.

## GUIDELINES

[RE-3.9.1]Module that will be managed (Add, delete) by the national committee to upload files (PDFs).

[RE-3.9.2] The below form will be provided to add guideline:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH FIELD | ARABIC FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Title | **العنوان** | Text Field | **** | - | - |
| Date  | **التاريخ** | Date Picker | **** | - | - |
| File | **الملف** | File Uploader | **** | - | - |
| Status | **الحالة** | Dropdown | **** | Under National Committee Review/ Under External Review/ Submitted for Regulatory/ Approved by Regulatory/ Returned for Modification/ Rejected by Regulatory | Single SelectionWill be updated manually  |
| Version Number  | **النسخة** | Text Field | **** | - | - |

[RE-3.9.3] Guidelines list view will contain list of guidelines with below basic information:

* Title
* Date
* Status
* Version number
* Download

[RE-3.9.4] Search and filtration options will be provided on the guidelines listing:

* Search by keyword
* Date range
* By status

Note: Any other requirements should be mentioned and discussed in detail before approval.

## USER DASHBOARDS

[RE-3.10.1] Customized dashboard will be implemented and will contain features depending on the user roles below:

* National Committee Members: will include the following sections:
	+ Tasks list
	+ Ongoing projects
	+ Guidelines
	+ Statistics about projects
* National Taskforce Members: will include the following sections:
	+ Projects list
	+ Guidelines
* Mentors: will include the following sections:
	+ Tasks list
	+ Research project statistics
	+ List of mentees
	+ List of mentorship sessions (schedule)
	+ Blogs
* Mentees
	+ Tasks list
	+ Research project statistics
	+ List of mentorship sessions the mentee registered in it.
	+ Blogs
* Program coordinators: will include the following sections:
	+ Tasks list
	+ Statistics about registered mentors and mentees
	+ Mentorship sessions
	+ Notifications and reminders
	+ Manage mentors and badges.

Note: Any other requirements should be mentioned and discussed in detail before approval.

Note: Updated design concepts will be provided in Figma for user dashboards.

## FAQs

[RE-3.11.1] Admin will be able to manage FAQs from the backend and can add unlimited number of FAQs.

[RE-3.11.2] Search will be provided on the FAQs page.

* Search by keyword

[RE-3.11.3] Users can view all published FAQs.

[RE-3.11.4] The below form will be provided to admin in the backend for adding FAQs:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Question - Title | Text Field | **** | - | - |
| Answer - Description | Text Editor – HTML Editor | **** | - | - |

Note: Any other requirements should be mentioned and discussed in detail before approval.

## RESEARCH HUB

[RE-3.12.1]Module that will be managed by the admin to upload files, resources, and URLs to the hub.

[RE-3.12.2] The below form will be provided to add items:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Title | Text Field | **** | - | - |
| Category | Dropdown: single selection | **** | Grants, educational material | - |
| File | File Uploader | - | - | Will show if category is educational materials |
| URL | Text Field | - | - | Will show if category is grants |
| Featured image | File Uploader | **** | - | - |

[RE-3.12.3] List view will contain list of guidelines with below basic information:

* Title
* Featured Image
* Date
* View more link (will open the file or the added URL)

[RE-3.12.4] Search and filtration options will be provided on the listing:

* Search by keyword
* By category

Note: Any other requirements should be mentioned and discussed in detail before approval.

## RESOURCES & PUBLICATIONS

[RE-3.13.1]Module that will be managed by the admin to upload files.

[RE-3.13.2] The below form will be provided to add items:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ENGLISH FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Title | Text Field | **** | - | - |
| File | File Uploader | - | - | Single file |
| Featured image | File Uploader | **** | - | - |

[RE-3.13.3] List view will contain list of guidelines with below basic information:

* Title
* Featured Image
* Date
* View more link (will open the file)

[RE-3.13.4] Search and filtration options will be provided on the listing:

* Search by keyword

Note: Any other requirements should be mentioned and discussed in detail before approval.

## CONTACT US

[RE-3.14.1] Contact us page will contain below information:

* **Contact Details**
	+ Contact number.
	+ Fax
	+ Email
	+ P.O. Box
	+ Offices Address
	+ GPS Coordinates
	+ Working time
* Contact Form
* **Location Map**: linked with google map.

[RE-3.14.2] A contact us form will be developed which will allow users to send enquiries.

[RE-3.14.3] Google CAPTCHA will be used for form filling.

[RE-3.14.4] All users submissions will be stored, and admin can view from the backend.

[RE-3.14.5] Submission will also be sent to an authorized person email provided by NCNMA.

[RE-3.14.6] Once the form is submitted, email notification will be sent to the user email with successful submission.

[RE-3.14.7] Email templates will be designed.

[RE-3.14.8] The below **Contact Us** form fields will be provided to the website users:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH FIELD | ARABIC FIELD | FIELD TYPE | MANDATORY | VALUES | BUSINESS RULES |
| Full Name | **الاسم بالكامل** | Text Field | **** | - | - |
| Email | **البريد الإلكتروني** | Text Field | **** | - |  Should be email format  |
| Phone | **رقم الهاتف** | Numeric Field | **** | - | - |
| Message | **الرسالة** | Text Box | **** | - | - |

Note: Any other requirements should be mentioned and discussed in detail before approval.

## USER MANAGEMENT

[RE-3.15.1] Admin should create accounts for the national committee members, program coordinators and national taskforce team members, and their credentials will be sent by email to login and start using the system.

[RE-3.15.2] Admin will be able to manage system users and their roles and permissions.

[RE-3.15.3] Below are the user roles in the system:

* Admin
* National committee members
* National taskforce members
* Program coordinator
* Mentors
* Mentees

[RE-3.15.4] Admin will be able to reset passwords or prompt to reset passwords.

## ACCESSIBILITY OPTIONS

[RE-3.16.1] UserWay (basic) plugin will be added to provide accessibility features to the website.

Note: NCNMA should decide to go with the paid version of UserWay for more features and updated. noting that any issues related to UserWay can't be reported to them if there is no subscription.

## ADVANCED SEARCH

[RE-3.17.1] Comprehensive search module will be implemented on the website which will help the users to find the content which they are looking for. User can filter search by:

* Pages
* News
* Events
* Videos
* Photos
* FAQs

[RE-3.17.2] Search features will be implemented on the search module such as:

* Auto Complete - Suggesting a search scope in autocomplete suggestions is ideal timing and help them finding the required products/groups easily.
* Suggested Keyword
* Quick Links

[RE-3.17.3] The search module will generate direct and related results.

## GOOGLE ANALYTICS

[RE-3.18.1] Google Analytics will be implemented on the website to generate statistical reports.

[RE-3.18.2] XML sitemap will be generated and submitted to major search engines.

[RE-3.18.3] Following features can be provided as part of google analytics:

* Users’ personas & common user’s behaviors
* User journey maps
* Number of clicks

## SEO FRIENDLY FEATURES

[RE-3.19.1] The website will be developed as SEO friendly based on the standards and guidelines.

[RE-3.19.2] Admin can add the below details on each page/module to enhance the website performance:

* **Tags** – used to find related items automatically.
* **Related Items** – Admin can manually select related items and attach with the page which will be a helpful tool to group the content and boost the search engines visibility.
* **Meta Keywords** –used by search engines to index the page.
* **Meta Description** – Brief description about the page that will be used by search engines and will be displayed in search results.

[RE-3.19.3] XML Sitemap – will be uploaded to Google search engines to help make NCNMA website pages rank first.