

Design, Requirements and Specifications Team Charge

Purpose and Scope

The purpose of the Design, Requirements and Specifications (DRS) team is to determine, articulate, record, and prioritize requirements for Hydra-in-a-Box. The scope includes information architecture and visual design, and encompasses functional and non-functional (technical) requirements and specifications.

Out of scope are the distinct technical requirements for the HydraDirect service; those technical requirements are the responsibility of the HydraDirect Technical Team.

The DRS team collaborates with, and reports out to, other teams, including:

- HydraDirect Technical Team, for non-functional requirements, and for alignment of HyBox functionality and scalability in hosted environments.
- Data Modeling Team, for alignment of models with requirements & design
- Marketing and Communications Team, for alignment of product design with service and product marketing and promotion
- Aggregation Tools Team *to be defined and charged*

The Requirements team's work involves:

- Gathering information through interviews with groups and individuals, a community survey, a literature review, and product and service analyses
- Selecting and applying tools to analyze that information
- Creating a UI/UX design for the HyBox product that reflects the needs of its users, expressed in design artifacts
- Developing user stories represented in tickets to form an issue backlog
- Prioritizing the tickets in conjunction with the Technical Manager and other team members
- Sharing the artifacts of its work with the larger community, and soliciting and responding to community feedback
- Identify needs for additional, or collaborating with existing, subteams related to non-functional/technical requirements
- Supporting any software piloting activities undertaken by the larger project team

Practices

The team carries out its work by:

- Holding online conference calls using Google Hangouts or BlueJeans meetings
 - with pre-defined and distributed agendas if needed

- or following the Agile stand-up model
- Documenting discussion and decisions in meeting notes that are recorded and filed in designated location in Project Documents on Google Drive
- Reporting out to other chartered teams as needed and project directors monthly
- Always following the project principles

Deliverables and Milestones

The bulk of the DSP team’s work will occur in the Design Phase of the project, with some carryover into the early stages of Development. After that point, the subteam will essentially be inactive. However as conditions change and new requirements come to light during Development, adjustments to requirements prioritization are expected, and the subteam may be enlisted for input in such cases.

The following table outlines key milestones relevant to the DRS team, associated deliverables, and a team RACI matrix.

Milestone	Deliverable	Product Manager (chair)	Technical Manager	Lead UX Designer	UX Designer	Metadata domain expert(s)	Project Manager
Environmental Scan	Product & service analysis documents	R/A	R	C	R	C	R
	Community survey results	R/A	C	R	C	C	C
	Content analysis of user interviews	R	C	R/A	R	R	C
	Content type priorities	R/A	R	R	C	R	R
Information Architecture	Personas	C	C	R/A	R	C	C
	Functional requirements	R/A	R/A	R	R	R	C
	Conceptual models	C	C	R/A	R	C	C
	Conceptual sitemap(s)	C	C	R/A	R	C	C
	Wireframes	C	C	R/A	R	C	C
Visual design	Visual design mockups and	C	C	R/A	R	C	C

	style guide						
	Guide for interaction design	C	C	R/A	R	C	I
Actionable Specifications and Requirements	Develop backlog of issues	R/A	R	R	R	R	C
	Groom backlog	R/A	R	C	C	C	C

Meeting Schedule

There are no regular calls or meetings currently scheduled. Ad hoc meetings are called as needed. As the Design Phase advances towards Development, frequent and/or regular meetings are more likely to occur. Regular meetings are expected to taper off when the bulk of the requirements are determined, expressed, and prioritized.

Current Membership

The current members of the DRS team are:

- Audrey Altman, UX Designer
- Hannah Frost, Product Manager, *Chair*
- Gary Geisler, UX Designer
- Mike Giarlo, Technical Manager
- Gretchen Gueguen, Metadata Specialist
- Mark Matienzo, Project Manager, *ex officio*