# SYSTEM REQUIREMENTS SPECIFICATION

## Post-Fund Management, Performance & Impact Management System

Innovation & NGO / Development Funding

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# Document Control

## Revision History

| Version | Date | Author | Description of Change |
|---|---|---|---|
| 1.0 | 7 Aug 2026 | S Phiri | Initial integrated SRS covering 25 functional modules. |
| 2.0 | 13 Aug 2026 | S Phiri (this revision) | Restructured to IEEE 830-aligned template, applied MoSCoW prioritisation and Given/When/Then acceptance criteria to all 304 requirements, added stakeholder analysis, data flow diagrams, ERD, user journey maps, wireframe recommendations and a high-level acceptance test plan. |

## Approval

| Role | Name & Signature | Date |
|---|---|---|
| Product Owner / Programme Sponsor | S Phiri | |
| Business Analyst | | |
| Solution / Technical Architect | | |
| Finance Lead | | |
| M&E Lead | | |

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# 1 Introduction

## 1.1 Purpose

This System Requirements Specification (SRS) defines the functional and non-functional requirements for the Post-Fund Management, Performance & Impact Management Platform ("the System"). The System supports organisations that manage Innovation, development, NGO/NPO, donor, grant, blended-finance and impact-funding portfolios, from the point of funding approval through contracting, disbursement, implementation monitoring, close-out, post-fund monitoring and portfolio-level performance and impact reporting.

This revision restructures the original integrated SRS into an best practice aligned format, converts every requirement into clear, testable "the system shall" language, applies MoSCoW prioritisation, adds Given/When/Then acceptance criteria to every requirement and adds the visual models (data flow diagrams, an entity relationship diagram, user journey maps and UI wireframes) needed to validate the design with stakeholders before build.

## 1.2 Intended Audience

- Business analysts and product owners, to validate requirements against stakeholder needs.
- Solution architects and developers, to design and build against unambiguous, testable requirements.
- Quality assurance engineers, to derive detailed test cases from the acceptance criteria and the high-level acceptance test plan.
- Programme, finance, M&E, risk, compliance and portfolio stakeholders, to confirm the system will meet their operational needs.
- Auditors and assurance reviewers, to confirm traceability and control design.

## 1.3 Document Conventions

Requirement identifiers follow the pattern FR-Mxx-### (Functional Requirement, Module xx, sequence number). Business rules use BR-###. Each requirement is stated using the mandatory keyword "shall" to indicate a binding, testable obligation, following common SRS convention.

### MoSCoW Prioritisation

Every requirement is prioritised using the MoSCoW method, agreed with stakeholders based on the Minimum Viable Product (MVP) roadmap defined in Section 12:

| Priority | Meaning |
|---|---|
| **Must Have** | Mandatory for go-live. The system is not viable without it (e.g. approval and disbursement controls, audit trail, budget integrity). |
| **Should Have** | Important, but the system can go live without it for a short period; typically delivered in the release immediately following MVP. |
| **Could Have** | Desirable and differentiating (e.g. NSI innovation tracking, beneficiary management) but can be deferred without preventing core operation. |
| **Won't Have (this phase)** | Explicitly out of scope for the current phase (e.g. deep ERP/GIS integration) and re-considered in a later phase. |

### Acceptance Criteria Format

Each requirement carries at least one acceptance criterion in Given/When/Then format so that it can be converted directly into a test case:

- Given — the precondition / system state before the action.
- When — the triggering user action or system event.
- Then — the observable, testable outcome, including validation and error-handling behaviour.

## 1.4 Definitions, Acronyms and Abbreviations

| Term | Definition |
|---|---|
| **NSI** | National System of Innovation (South Africa) |
| **M&E** | Monitoring & Evaluation |
| **MEAL** | Monitoring, Evaluation, Accountability and Learning |
| **TRL** | Technology Readiness Level |
| **KPI** | Key Performance Indicator |
| **ESG** | Environmental, Social and Governance |
| **DFI** | Development Finance Institution |
| **RBAC / ABAC** | Role-Based / Attribute-Based Access Control |
| **RPO / RTO** | Recovery Point Objective / Recovery Time Objective |
| **SRS** | System Requirements Specification |
| **MoSCoW** | Must / Should / Could / Won't have prioritisation method |
| **MVP** | Minimum Viable Product |
| **DFD** | Data Flow Diagram |
| **ERD** | Entity Relationship Diagram |

# 2 Overall Description

## 2.1 Product Perspective

The System is a new, standalone platform that begins its managed lifecycle at the point of funding APPROVAL. Upstream processes, call for applications, application submission, eligibility screening, technical and financial assessment, due diligence and investment/approval committee decisions are external and may be integrated via API or imported as an approved award, but are not part of the controlled workflow specified here.

**Figure 1 — High-Level System Architecture**

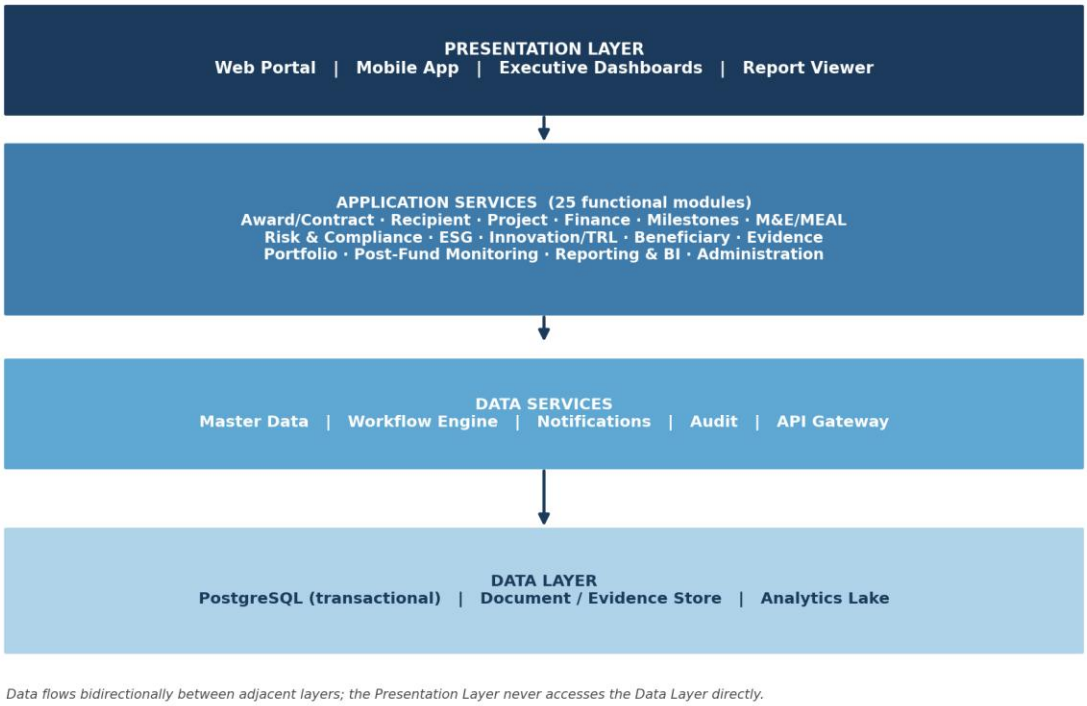


*Figure 1 — High-level layered architecture: Presentation, Application Services (25 modules), Data Services and Data Layer.*

## 2.2 Scope Boundary

The System begins when an authorised user records an APPROVED FUNDING AWARD, the system then automatically creates the Contract/Agreement workflow. Everything from Contract/Agreement through to Portfolio Performance & Impact reporting is in scope.

**Figure 4 — Funding Lifecycle & System Scope Boundary**

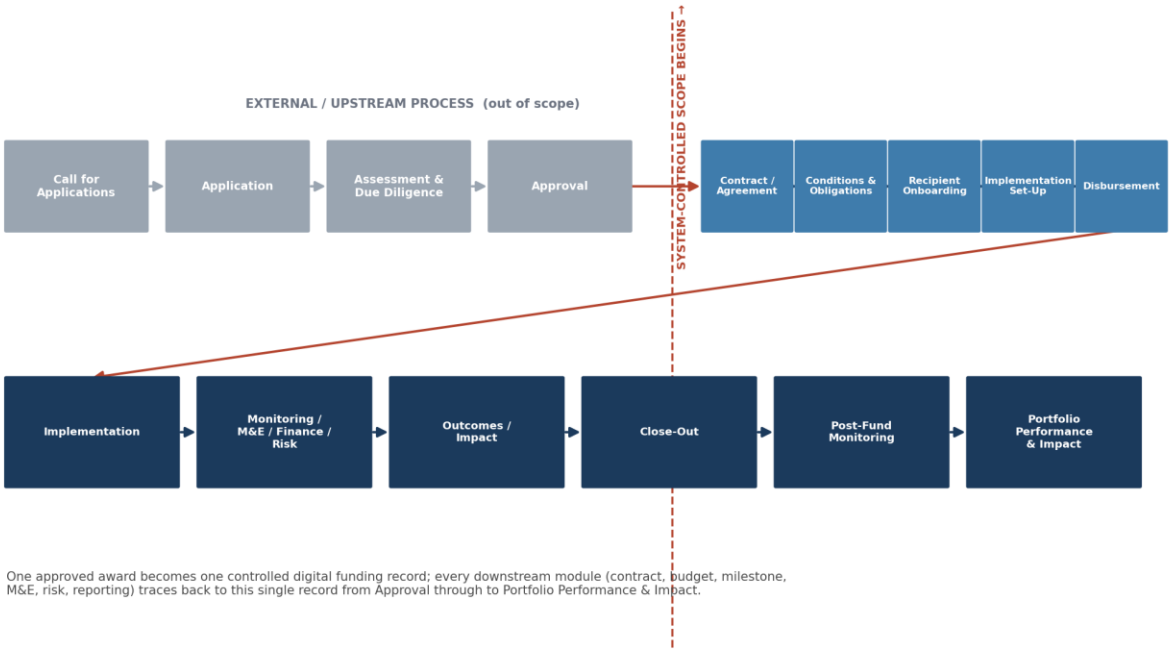


*Figure 4 — Funding lifecycle showing the external/upstream process (out of scope, grey) and the system-controlled scope (blue/navy) from Contract/Agreement through to Portfolio Performance & Impact.*

| In Scope | Out of Scope |
|---|---|
| Contract/agreement management, recipient onboarding, project & budget management, disbursement control, milestone & deliverable tracking, M&E/MEAL, risk & compliance, ESG, innovation/TRL, beneficiary management, evidence management, change control, issue management, site monitoring, close-out, post-fund monitoring, portfolio management, knowledge & learning, reporting/BI, administration, integration, audit. | Call for applications, application intake, eligibility screening, technical/financial assessment, due diligence, and investment/approval committee deliberation. These may be integrated at the boundary via API or bulk import of an approved award record. |

## 2.3 User Classes and Characteristics

The following stakeholder groups were identified from the functional requirements, user stories and dashboard specifications in the source material. Each stakeholder's primary interest is used to prioritise requirements and to validate the user journey maps in Section 6.

| Stakeholder | Type | Primary Interest / Success Criteria | Related Modules |
|---|---|---|---|
| **Funding Administrator / Award Officer** | Internal | Registers approved awards accurately and quickly. | M01 Award Intake |
| **Programme Manager** | Internal | Single view of contracts, milestones, budget, risk for their portfolio slice. | M02–M09, M15–M18, D02 |
| **Finance Manager / Officer** | Internal | Controlled disbursement, accurate budget tracking, audit-ready records. | M05, M06, M25, D03 |
| **M&E / MEAL Manager** | Internal | Reliable indicator data from baseline to impact, minimal manual aggregation. | M08, D04 |
| **Risk & Compliance Officer** | Internal | Visibility of risk exposure and overdue compliance obligations across the portfolio. | M09, M10, D05 |
| **Legal / Contracts Officer** | Internal | Enforceable, versioned agreements with a clear audit trail of amendments. | M02 |

| Stakeholder | Type | Primary Interest / Success Criteria | Related Modules |
|---|---|---|---|
| **Innovation Manager** | Internal | Track technology readiness and commercialisation outcomes distinct from grant compliance. | M12, D06 |
| **ESG / Sustainability Manager** | Internal | Environmental, social and governance indicators tracked consistently across projects. | M11 |
| **Knowledge & Learning Manager** | Internal | Lessons learned captured and reusable for future programme design. | M21 |
| **Portfolio / Executive Manager** | Internal | Real-time, trustworthy portfolio KPIs for board and funder reporting. | M20, M22, D01 |
| **System Administrator** | Internal | Configure organisations, users, roles, taxonomies without vendor involvement. | M23 |
| **Integration Administrator** | Internal | Reliable, monitored data exchange with ERP, banking and other systems. | M24 |
| **Internal / External Auditor** | Internal/External | Complete, tamper-evident transaction history for every material decision. | M25 |
| **Recipient / Grantee Administrator** | External | Simple onboarding, clear evidence requirements, fast payment turnaround. | M03, M06, M07, M14 (recipient portal) |
| **Monitoring / Field Officer** | Internal/External | Digital site-visit tools that work in low-connectivity environments. | M17 |
| **Beneficiary (indirect)** | External (indirect) | Personal information protected, outcomes reflected accurately without exposure. | M13 |
| **Donor / Funder / Investment Committee** | External | Assurance that approved funding is controlled, monitored and delivering impact. | M20, M22, upstream interface |
| **Government Department / DFI (tenant)** | External | Tenant-level data isolation with optional aggregated national reporting. | Multi-tenancy, M22 |

## 2.4 Operating Environment

- Web-based portal (desktop and tablet) as the primary interface, with a mobile-optimised recipient/field experience.
- Multi-tenant SaaS deployment supporting government departments, DFIs, science councils, NGOs, donors, corporate CSI, development agencies and impact investors as distinct tenants.
- PostgreSQL for transactional data, a document/evidence store for unstructured evidence and an analytics store for portfolio-level reporting.
- REST/JSON APIs with event-driven integration for ERP, banking, GIS and research-database connections.

## 2.5 Design and Implementation Constraints

- BR-001: No contract may be created without an approved funding award.
- BR-003: No payment may be released unless applicable contractual and financial conditions are satisfied.
- BR-005: A data element is captured once and reused throughout the lifecycle (single source of truth).
- Data protection: recipient banking details and beneficiary personal information require field-level protection and role-restricted access (POPIA-aligned).

## 2.6 Assumptions and Dependencies

- An approved-award reference number is unique and supplied by the upstream approval process (manually entered or imported via API).
- Recipient organisations have or can obtain the digital literacy and connectivity to use a web-based onboarding and evidence-submission portal, field data collection must tolerate intermittent connectivity.

- Configurable funding-instrument rules (grant, development finance, impact investment, blended finance, NGO programme, innovation funding) are defined by administrators before the relevant programme goes live.

# 3 System Architecture and Data Models

This section presents the visual models used to validate system structure and data flow with stakeholders ahead of detailed design.

## 3.1 Context Diagram (DFD Level 0)

The context diagram shows the System as a single process exchanging data with external entities. It confirms the scope boundary from Section 2.2 in data-flow terms.

**Figure 2 — Context Diagram (DFD Level 0)**

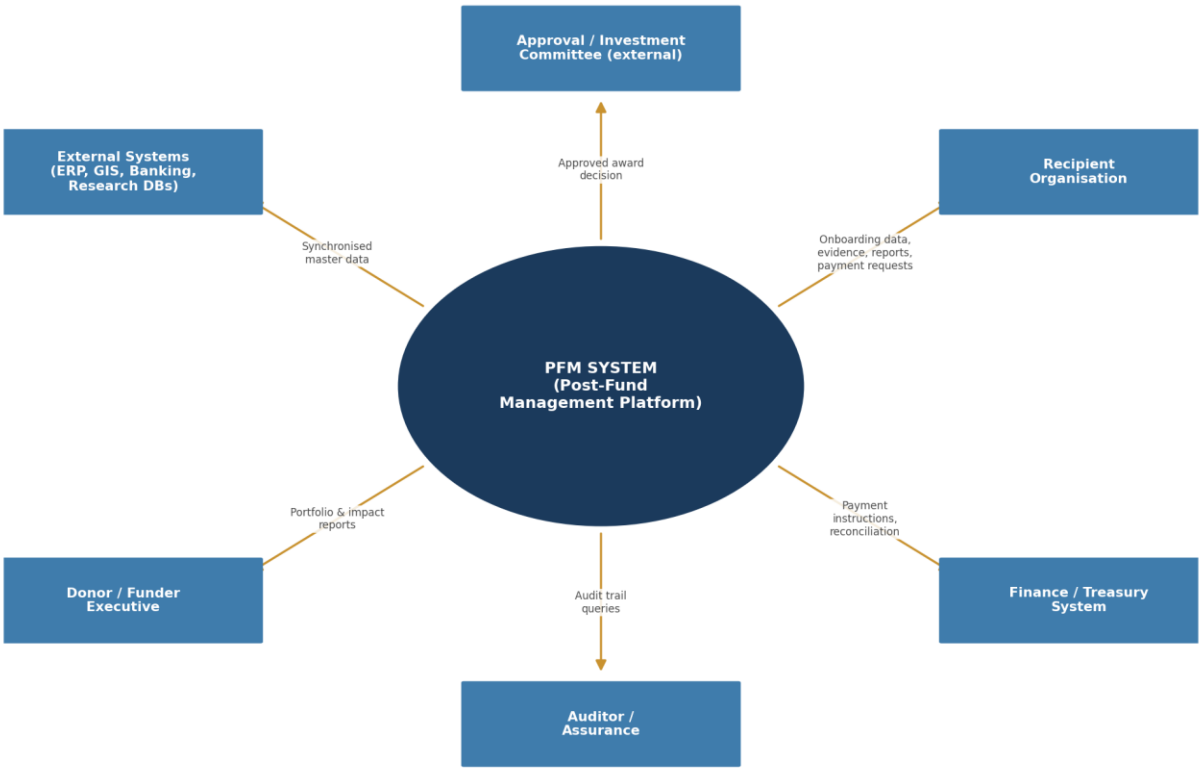


*Figure 2 — Context Diagram (DFD Level 0): the System and its six external entities.*

## 3.2 Data Flow Diagram — Level 1

The Level 1 DFD decomposes the System into eight core processes aligned to module groups and five primary data stores. This is the reference diagram for module-to-module data handover used throughout Section 7.

**Figure 3 — Data Flow Diagram, Level 1 (Core Funding Lifecycle)**

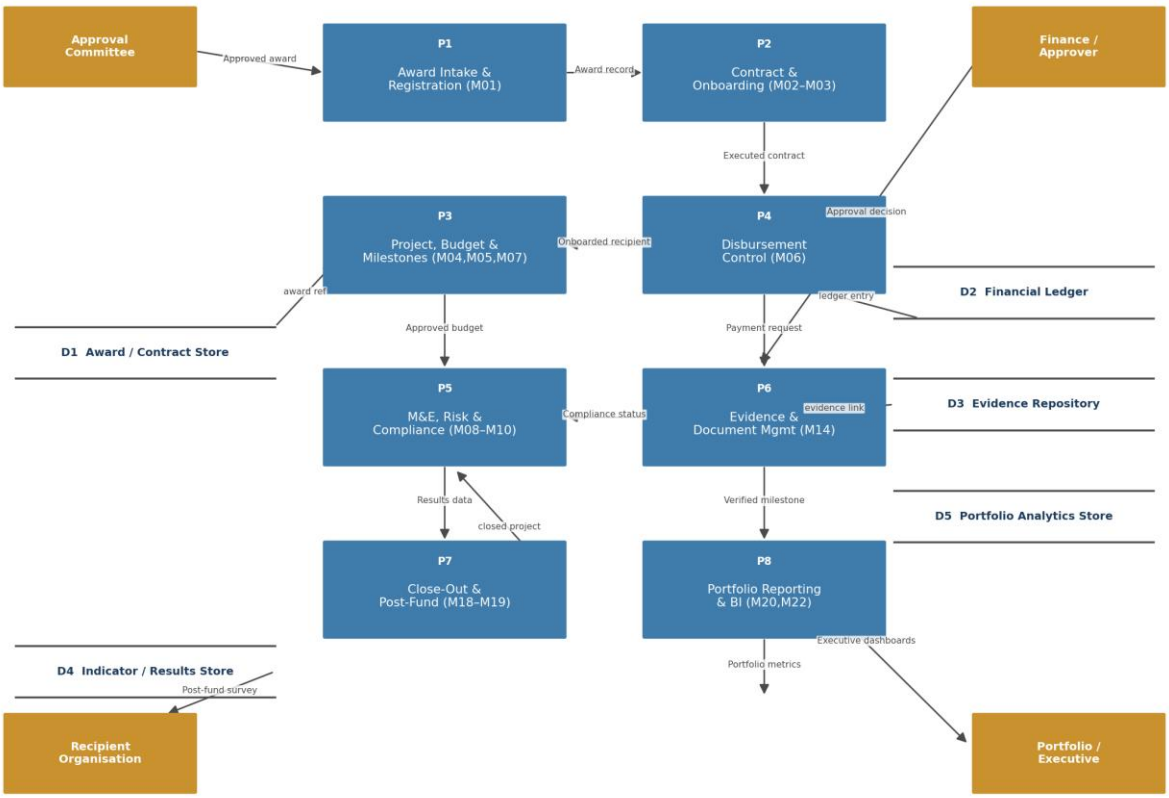


*Figure 3 — Data Flow Diagram, Level 1: core funding-lifecycle processes (P1–P8) and data stores (D1–D5).*

## 3.3 Entity Relationship Diagram

The simplified ERD below shows the core entities and cardinalities that underpin the module data model described in Section 12 (Appendices). It is deliberately simplified for stakeholder validation; the full logical data model is maintained separately by the solution architect.

**Figure 5 — Simplified Entity Relationship Diagram (Core Entities)**

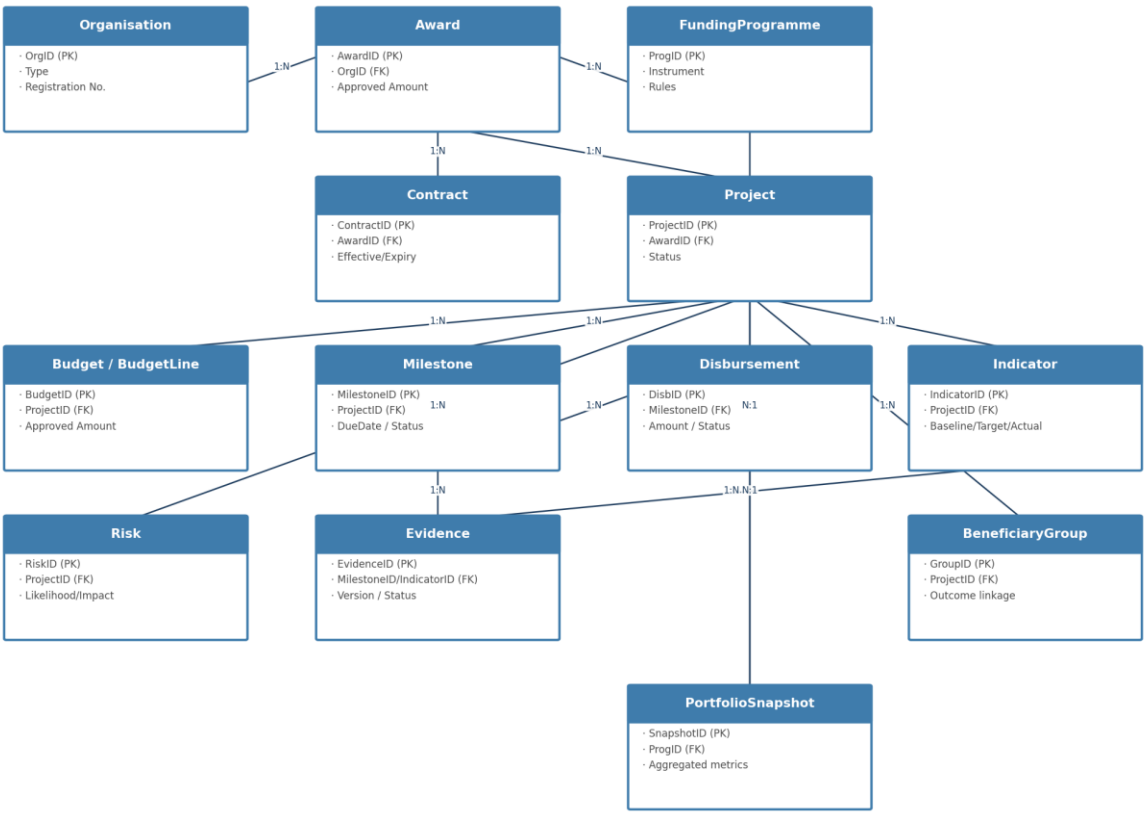


*Figure 5 — Simplified Entity Relationship Diagram of core entities (Organisation, Award, Contract, Project, Budget, Milestone, Disbursement, Indicator, Evidence, Risk, Beneficiary, Portfolio).*

# 4 User Journey Maps

Three representative journeys validate that the module sequence in Section 7 matches how each primary persona actually experiences the system and surface pain points that should inform UI design and release sequencing.

## 4.1 Programme Manager — Award to Disbursement

**Figure 6 — User Journey Map: Programme Manager (Award to Disbursement)**

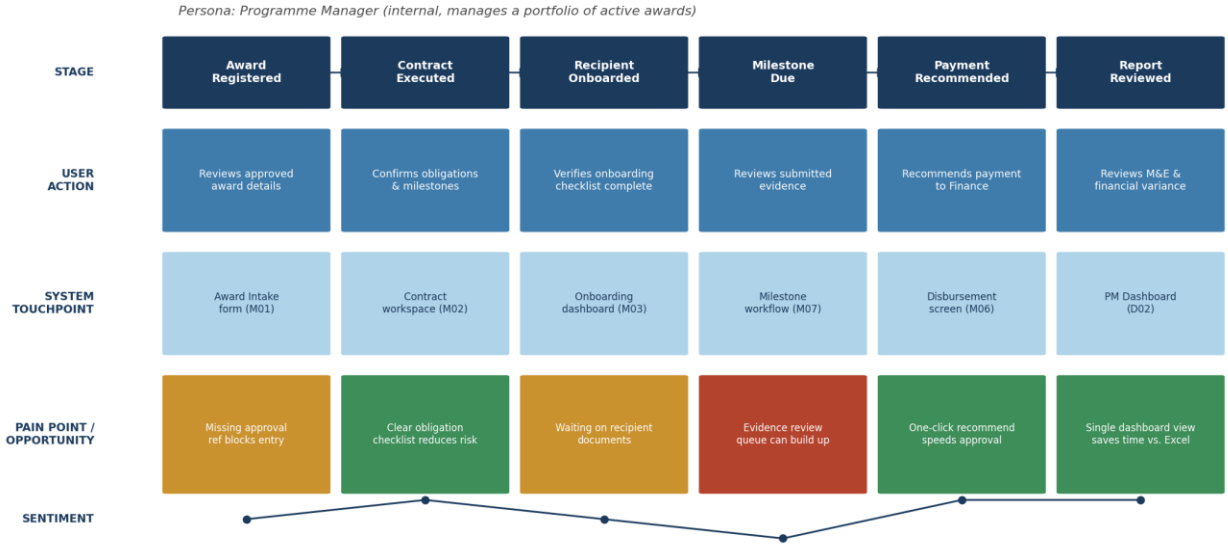


*Figure 6 — Programme Manager journey from award registration to report review.*

## 4.2 Recipient Organisation — Onboarding to Payment

**Figure 7 — User Journey Map: Recipient Organisation (Onboarding to Payment)**

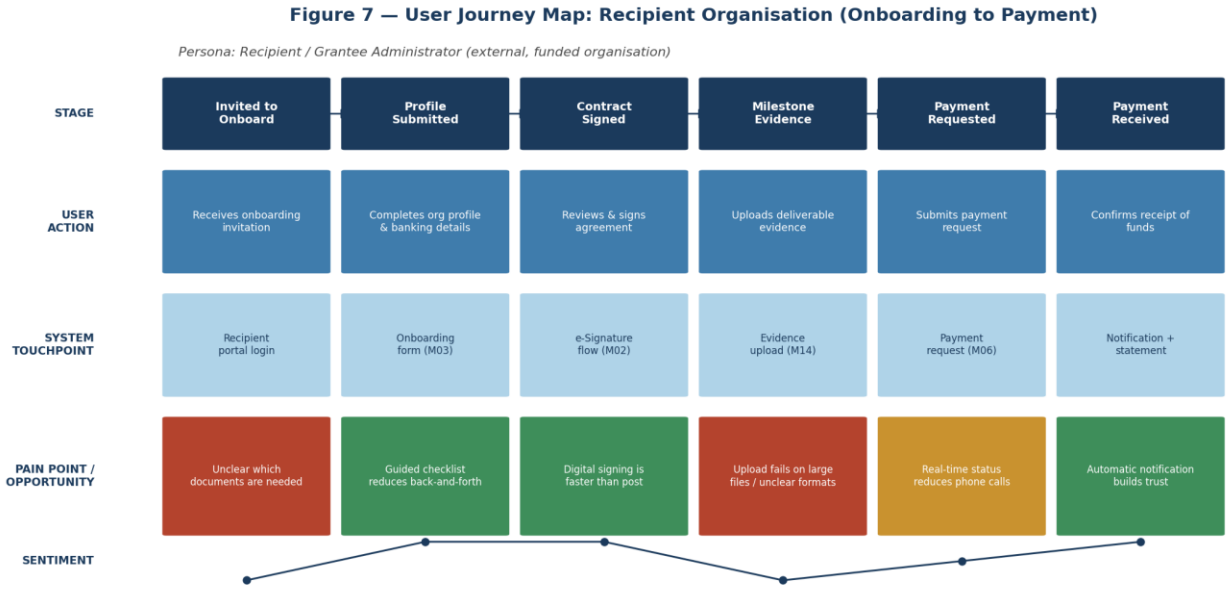


*Figure 7 — Recipient/grantee journey from onboarding invitation to payment receipt.*

## 4.3 Portfolio / Executive User — Quarterly Review

**Figure 8 — User Journey Map: Portfolio / Executive User (Quarterly Review)**

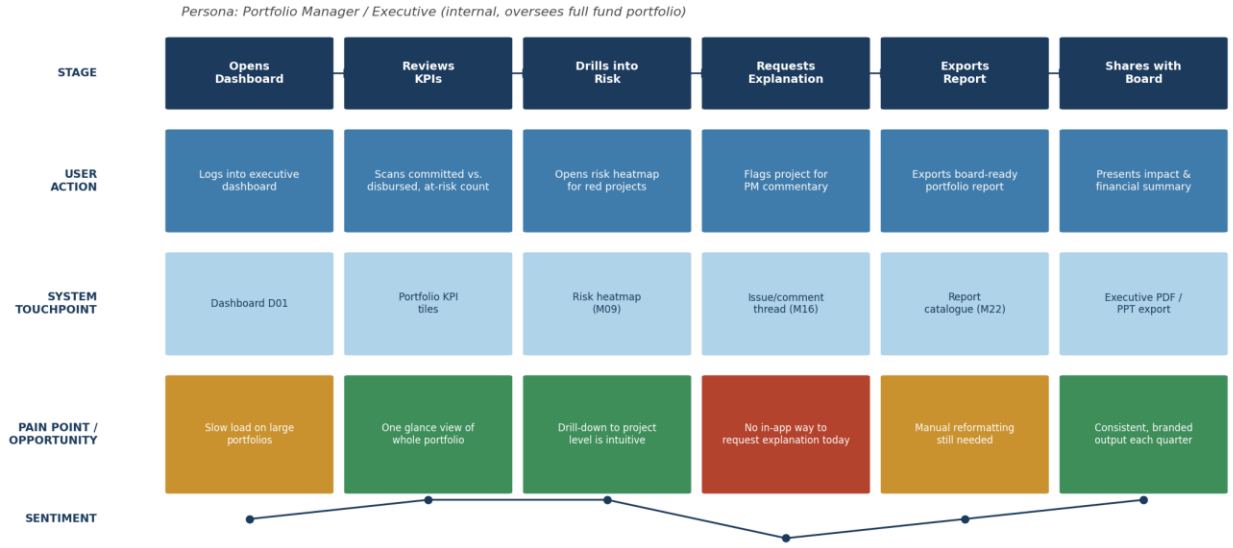


*Figure 8 — Portfolio manager / executive journey through a quarterly portfolio review.*

### Design Implications

- The Programme Manager journey shows a sentiment dip at "Milestone Due" caused by evidence-review queue buildup, Section 5 (M07, M14) requirements for reviewer queues and escalation should be prioritised as Must Have.
- The Recipient journey document requirements and upload, the wireframe in Figure 10 addresses this with an explicit accepted-format and size guide.
- The Portfolio/Executive journey identifies a in-app requirement to request PM commentary on a flagged project. This is captured as a Should Have enhancement to M16 (Issue, Exception & Escalation) in Section 7.

# 5 Functional Requirements by Module

Requirements are grouped into the 25 functional modules identified in the original specification. Each module lists its purpose, its functional requirements (restated in testable "the system shall" language, each with a MoSCoW priority and Given/When/Then acceptance criteria) and where the source material specified one, its state workflow.

*Note on traceability: requirement IDs follow the pattern FR-Mxx-###. Where a requirement originated from a user story in the source document, the underlying intent (role and rationale) is preserved in the requirement statement itself.*

## 5.1 Module M01 — Award Intake & Funding Registration

Create the controlled system record following funding approval.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **FR-M01-001** | The system shall allow authorised users to register an approved award. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to register an approved award.<br>Then: Then the system shall register an approved award only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M01-002** | The system shall require an external approval/reference number. | **Must Have** | Given: Given a user is completing the record.<br>When: When the user attempts to submit without a mandatory field populated.<br>Then: Then the system shall block submission and highlight the missing field. |
| **FR-M01-003** | The system shall capture approved funding amount. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture approved funding amount.<br>Then: Then the system shall capture approved funding amount only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M01-004** | The system shall capture approved funding period. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture approved funding period.<br>Then: Then the system shall capture approved funding period only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M01-005** | The system shall capture funding programme and instrument. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture funding programme and instrument.<br>Then: Then the system shall capture funding programme and instrument only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M01-006** | The system shall capture recipient organisation. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture recipient organisation.<br>Then: Then the system shall capture recipient organisation only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M01-007** | The system shall capture project/programme title. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture project/programme title.<br>Then: Then the system shall capture project/programme title only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-** | The system shall capture approved objectives. | **Must** | Given: Given the user holds a role authorised for this action and any |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| M01-008 | | Have | prerequisite record exists.<br>When: When the user attempts to capture approved objectives.<br>Then: Then the system shall capture approved objectives only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M01-009 | The system shall capture approved outcomes. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture approved outcomes.<br>Then: Then the system shall capture approved outcomes only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M01-010 | The system shall import approved KPIs where available. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to import approved KPIs where available.<br>Then: Then the system shall import approved KPIs where available only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M01-011 | The system shall enable authorised users to register an approved award, so that the funded intervention enters the controlled lifecycle. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to register an approved award.<br>Then: Then the system shall register an approved award only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M01-012 | The system shall enable authorised users to record the approved funding amount, so that all downstream financial controls use the authorised value. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record the approved funding amount.<br>Then: Then the system shall record the approved funding amount only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M01-013 | The system shall enable authorised users to record the approved funding period, so that the system can calculate contractual deadlines. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record the approved funding period.<br>Then: Then the system shall record the approved funding period only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M01-014 | The system shall ensure that every award is linked to a programme and funding instrument, so that portfolio analysis is possible. | Must Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall every award is linked to a programme and funding instrument and prevent the association if either record is missing or not yet approved. |
| FR-M01-015 | The system shall ensure that approved objectives are imported into the award record, so that implementation is measured against the approved purpose. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "is approved objectives imported into the award record" occurs.<br>Then: Then the system shall ensure that is approved objectives imported into the award record, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M01-016 | The system shall ensure that duplicate award numbers are rejected, so that duplicate funding records cannot be created. | Must Have | Given: Given a new record is being created.<br>When: When the identifying fields match an existing record.<br>Then: Then the system shall block creation and present the matching existing record for review. |
| FR-M01-017 | The system shall capture and maintain the system to automatically initiate Contract/Agreement after award registration. | Must Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall trigger the system to automatically initiate Contract/Agreement after award registration without manual intervention and record the transition in the record history. |

### Module-Level Acceptance Notes (source-defined gate conditions)

- Award cannot be activated without approval reference.
- Recipient must exist in master data.
- Approved amount must be greater than zero.
- Funding start/end dates are mandatory.
- Contract workflow is automatically created.
- All creation activity is logged.

## 5.2 Module M02 — Contract & Agreement Management

Convert the approved funding decision into legally and operationally enforceable obligations.

### Workflow: Contract status: DRAFT → UNDER REVIEW → EXECUTED → AMENDED (versioned) → EXPIRED / TERMINATED.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **FR-M02-001** | The system shall create a contract record from an approved award. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to create a contract record from an approved award.<br>Then: Then the system shall create a contract record from an approved award only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-002** | The system shall support contract templates. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to contract templates.<br>Then: Then the system shall contract templates only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-003** | The system shall support configurable clauses. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to configurable clauses.<br>Then: Then the system shall configurable clauses only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-004** | The system shall record contract version. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record contract version.<br>Then: Then the system shall record contract version only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-005** | The system shall capture signing parties. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture signing parties.<br>Then: Then the system shall capture signing parties only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-006** | The system shall capture effective date. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture effective date.<br>Then: Then the system shall capture effective date only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-** | The system shall capture expiry date. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **007** | | | record exists.<br>When: When the user attempts to capture expiry date.<br>Then: Then the system shall capture expiry date only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-008** | The system shall capture contractual obligations. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture contractual obligations.<br>Then: Then the system shall capture contractual obligations only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-009** | The system shall capture reporting requirements. | **Must Have** | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| **FR-M02-010** | The system shall capture payment conditions. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture payment conditions.<br>Then: Then the system shall capture payment conditions only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-011** | The system shall capture termination conditions. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture termination conditions.<br>Then: Then the system shall capture termination conditions only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-012** | The system shall support electronic or scanned signatures. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to electronic or scanned signatures.<br>Then: Then the system shall electronic or scanned signatures only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-013** | The system shall ensure that a contract automatically is generated from an approved award, so that approved terms are transferred accurately. | **Must Have** | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall generate a contract automatically from an approved award without manual intervention and record the transition in the record history. |
| **FR-M02-014** | The system shall enable authorised users to review contract clauses before execution. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to review contract clauses before execution.<br>Then: Then the system shall review contract clauses before execution only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-015** | The system shall enable authorised users to record contractual obligations, so that they become monitorable obligations. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record contractual obligations.<br>Then: Then the system shall record contractual obligations only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M02-016** | The system shall ensure that payment conditions are linked to the agreement, so that disbursements are controlled. | **Must Have** | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall payment conditions are linked to the agreement and prevent the association if either record is missing or not yet approved. |
| **FR-M02-** | The system shall ensure that reporting obligations are captured as compliance tasks. | **Must Have** | Given: Given the requesting user holds a role permitted to view the dashboard or report. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| 017 | | | When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M02-018 | The system shall enable authorised users to review the agreement before signing. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to review the agreement before signing.<br>Then: Then the system shall review the agreement before signing only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M02-019 | The system shall enable authorised users to approve the final agreement. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to approve the final agreement.<br>Then: Then the system shall approve the final agreement only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M02-020 | The system shall capture and maintain the executed agreement locked as the authoritative contractual version. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "the executed agreement locked as the authoritative contractual version".<br>Then: Then the system shall persist the executed agreement locked as the authoritative contractual version against the correct record, with mandatory fields validated before save. |
| FR-M02-021 | The system shall ensure that subsequent amendments are maintained as separate versions. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "subsequent amendments are maintained as separate versions" occurs.<br>Then: Then the system shall ensure that subsequent amendments are maintained as separate versions, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M02-022 | The system shall capture and maintain contract expiry alerts, so that renewals or close-out can be initiated. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "contract expiry alerts".<br>Then: Then the system shall persist contract expiry alerts against the correct record, with mandatory fields validated before save. |

### Module-Level Acceptance Notes (source-defined gate conditions)

- A contract cannot become EXECUTED unless:
- approved award exists;
- authorised parties are identified;
- agreement has a version;
- required signatures are present;
- effective date exists.

## 5.3 Module M03 — Recipient Onboarding

Verify and register the recipient organisation, its personnel and banking details before funds can flow.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M03-001 | Organisation profile shall be established. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to be established.<br>Then: Then the system shall be established only after validating mandatory data and role permissions, and shall reject or flag the transaction with a clear error message if |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | validation fails. |
| **FR-M03-002** | Key personnel shall be registered. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to be registered.<br>Then: Then the system shall be registered only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M03-003** | Banking details shall be captured. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to be captured.<br>Then: Then the system shall be captured only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M03-004** | Compliance documents shall be captured. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to be captured.<br>Then: Then the system shall be captured only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M03-005** | Project team shall be registered. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to be registered.<br>Then: Then the system shall be registered only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M03-006** | Recipient onboarding checklist shall be configurable. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to be configurable.<br>Then: Then the system shall be configurable only after validating mandatory data and role permissions, and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M03-007** | The system shall enable authorised users to complete onboarding electronically. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to complete onboarding electronically.<br>Then: Then the system shall complete onboarding electronically only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M03-008** | The system shall enable authorised users to verify recipient banking information. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to verify recipient banking information.<br>Then: Then the system shall verify recipient banking information only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M03-009** | The system shall enable authorised users to see outstanding onboarding requirements. | **Must Have** | Given: Given a user is completing the record.<br>When: When the user attempts to submit without a mandatory field populated.<br>Then: Then the system shall block submission and highlight the missing field. |
| **FR-M03-010** | The system shall ensure that missing compliance documents are flagged. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "missing compliance documents are flagged" occurs.<br>Then: Then the system shall ensure that missing compliance documents are flagged, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M03-011** | The system shall enable authorised users to assign project personnel. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to assign project personnel.<br>Then: Then the system shall assign project personnel only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M03-012 | The system shall capture and maintain onboarding completion to be a prerequisite for first disbursement. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "onboarding completion to be a prerequisite for first disbursement".<br>Then: Then the system shall persist onboarding completion to be a prerequisite for first disbursement against the correct record, with mandatory fields validated before save. |
| FR-M03-013 | The system shall capture and maintain recipient records reused across multiple awards. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "recipient records reused across multiple awards".<br>Then: Then the system shall persist recipient records reused across multiple awards against the correct record, with mandatory fields validated before save. |

## 5.4 Module M04 — Project & Programme Management

Plan, execute and monitor the approved implementation plan at activity level.

### Workflow: Project status: SET-UP → READY FOR IMPLEMENTATION → ACTIVE → AT RISK → SUSPENDED → COMPLETED → CLOSED → POST-FUND → ARCHIVED.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M04-001 | The system shall support project creation. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to project creation.<br>Then: Then the system shall project creation only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-002 | The system shall support work breakdown structure. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to work breakdown structure.<br>Then: Then the system shall work breakdown structure only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-003 | The system shall support activities. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to activities.<br>Then: Then the system shall support activities only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-004 | The system shall support tasks. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to tasks.<br>Then: Then the system shall support tasks only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-005 | The system shall support responsible persons. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to assign responsible persons.<br>Then: Then the system shall assign responsible persons only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-006 | The system shall support dependencies. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to add dependencies.<br>Then: Then the system shall dependencies only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M04-007 | The system shall support timelines. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to timelines.<br>Then: Then the system shall timelines only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-008 | The system shall support deliverables. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to deliverables.<br>Then: Then the system shall deliverables only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-009 | The system shall support resources. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to resources.<br>Then: Then the system shall resources only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-010 | The system shall support project status. | Must Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall project status without manual intervention and record the transition in the record history. |
| FR-M04-011 | The system shall enable authorised users to create the approved implementation plan. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to create the approved implementation plan.<br>Then: Then the system shall create the approved implementation plan only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-012 | The system shall enable authorised users to break the project into activities. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to break the project into activities.<br>Then: Then the system shall break the project into activities only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-013 | The system shall enable authorised users to assign activities to personnel. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to assign activities to personnel.<br>Then: Then the system shall assign activities to personnel only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-014 | The system shall enable authorised users to establish activity dependencies. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to establish activity dependencies.<br>Then: Then the system shall establish activity dependencies only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M04-015 | The system shall enable authorised users to monitor planned versus actual completion. | Must Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M04-016 | The system shall enable authorised users to update project status. | Must Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall update project status without manual intervention and record the transition in the record history. |
| FR-M04-017 | The system shall ensure that delayed activities automatically are identified. | Must Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall delayed activities automatically are identified without manual |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | intervention and record the transition in the record history. |
| FR-M04-018 | The system shall ensure that project progress is calculated from approved milestones. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "project progress is calculated from approved milestones" occurs.<br>Then: Then the system shall ensure that project progress is calculated from approved milestones, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M04-019 | The system shall capture and maintain project managers to submit progress reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M04-020 | The system shall capture and maintain programme managers to review progress reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M04-021 | The system shall ensure that project data is rolled up to programme level. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "project data is rolled up to programme level" occurs.<br>Then: Then the system shall ensure that project data is rolled up to programme level, enforcing this consistently and shall flag any record where the condition is not met. |

## 5.5 Module M05 — Budget & Financial Management

Maintain the approved budget and track commitments, expenditure, variance and leverage.

### Key Calculations

- Budget Utilisation: Actual Expenditure ÷ Approved Budget × 100
- Variance: Approved Budget − Actual/Committed Expenditure
- Leverage Ratio: Additional External Capital ÷ Funding Award

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M05-001 | The system shall maintain approved budget. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to maintain approved budget.<br>Then: Then the system shall maintain approved budget only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-002 | The system shall maintain budget categories. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to maintain budget categories.<br>Then: Then the system shall maintain budget categories only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-003 | The system shall maintain budget revisions. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to maintain budget revisions.<br>Then: Then the system shall maintain budget revisions only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05- | The system shall maintain commitments. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| 004 | | | When: When the user attempts to maintain commitments.<br>Then: Then the system shall maintain commitments only after validating mandatory data and role permissions, and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-005 | The system shall maintain expenditure. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to maintain expenditure.<br>Then: Then the system shall maintain expenditure only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-006 | The system shall maintain forecasts. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to maintain forecasts.<br>Then: Then the system shall maintain forecasts only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-007 | The system shall maintain variances. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to maintain variances.<br>Then: Then the system shall maintain variances only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-008 | The system shall maintain co-funding. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to maintain co-funding.<br>Then: Then the system shall maintain co-funding only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-009 | The system shall maintain leveraged investment. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to maintain leveraged investment.<br>Then: Then the system shall maintain leveraged investment only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-010 | The system shall enable authorised users to load the approved budget. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to load the approved budget.<br>Then: Then the system shall load the approved budget only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-011 | The system shall ensure that expenditure categorised against is approved budget lines. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "expenditure categorised against is approved budget lines" occurs.<br>Then: Then the system shall ensure that expenditure categorised against is approved budget lines, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M05-012 | The system shall enable authorised users to monitor budget utilisation. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to monitor budget utilisation.<br>Then: Then the system shall monitor budget utilisation only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-013 | The system shall enable authorised users to record commitments. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record commitments.<br>Then: Then the system shall record commitments only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M05-014 | The system shall enable authorised users to compare commitments with expenditure. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to compare commitments with expenditure.<br>Then: Then the system shall compare commitments with expenditure only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-015 | The system shall enable authorised users to submit a budget variance explanation. | Must Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M05-016 | The system shall enable authorised users to forecast expenditure. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to forecast expenditure.<br>Then: Then the system shall forecast expenditure only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-017 | The system shall enable authorised users to track co-funding. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to track co-funding.<br>Then: Then the system shall track co-funding only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-018 | The system shall enable authorised users to track private-sector investment leveraged by public funding. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to track private-sector investment leveraged by public funding.<br>Then: Then the system shall track private-sector investment leveraged by public funding only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M05-019 | The system shall ensure that is aggregated financial performance. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "is aggregated financial performance" occurs.<br>Then: Then the system shall ensure that is aggregated financial performance, enforcing this consistently and shall flag any record where the condition is not met. |

## 5.6 Module M06 — Disbursement Management

Control the release of funds against verified conditions and milestones.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M06-001 | Create disbursement schedules. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to Create disbursement schedules.<br>Then: Then the system shall Create disbursement schedules only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M06-002 | Link disbursements to milestones. | Must Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall Link disbursements to milestones and prevent the association if either record is missing or not yet approved. |
| FR-M06-003 | Validate conditions precedent. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to Validate conditions precedent.<br>Then: Then the system shall Validate conditions precedent only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | if validation fails. |
| **FR-M06-004** | Capture payment request. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to Capture payment request.<br>Then: Then the system shall Capture payment request only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M06-005** | Support approval workflow. | **Must Have** | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall Support approval workflow without manual intervention and record the transition in the record history. |
| **FR-M06-006** | Record payment. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to Record payment.<br>Then: Then the system shall Record payment only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M06-007** | Reconcile payment. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to Reconcile payment.<br>Then: Then the system shall Reconcile payment only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M06-008** | The system shall enable authorised users to create the approved payment schedule. | **Must Have** | Given: Given a payment request exists with all conditions precedent satisfied.<br>When: When an authorised approver reviews and approves the request.<br>Then: Then the system shall release the payment, update the disbursement ledger, and block a second approval of the same request. |
| **FR-M06-009** | The system shall enable authorised users to submit a payment request. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to submit a payment request.<br>Then: Then the system shall submit a payment request only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M06-010** | The system shall enable authorised users to verify milestone completion before recommending payment. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to verify milestone completion before recommending payment.<br>Then: Then the system shall verify milestone completion before recommending payment only after validating mandatory data and role permissions, and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M06-011** | The system shall capture and maintain As finance, I want compliance conditions checked before payment. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "As finance, I want compliance conditions checked before payment".<br>Then: Then the system shall persist As finance, I want compliance conditions checked before payment against the correct record, with mandatory fields validated before save. |
| **FR-M06-012** | The system shall enable authorised users to approve the payment. | **Must Have** | Given: Given a payment request exists with all conditions precedent satisfied.<br>When: When an authorised approver reviews and approves the request.<br>Then: Then the system shall release the payment, update the disbursement ledger and block a second approval of the same request. |
| **FR-M06-013** | The system shall enable authorised users to record payment reference. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record payment reference.<br>Then: Then the system shall record payment reference only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-** | The system shall ensure that unpaid is | **Must** | Given: Given the user holds a role authorised for this action and any prerequisite record |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| M06-014 | approved amounts visible. | Have | exists.<br>When: When the triggering user action related to "unpaid is approved amounts visible" occurs.<br>Then: Then the system shall ensure that unpaid is approved amounts visible, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M06-015 | The system shall ensure that committed versus disbursed funding is displayed. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "committed versus disbursed funding is displayed" occurs.<br>Then: Then the system shall ensure that committed versus disbursed funding is displayed, enforcing this consistently and shall flag any record where the condition is not met. |

## 5.7 Module M07 — Milestone & Deliverable Management

Track contractual milestones and deliverables through evidence-based verification.

### Workflow: Milestone workflow: PLANNED → IN PROGRESS → SUBMITTED → UNDER REVIEW → (REWORK REQUIRED | VERIFIED) → PAID → CLOSED.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M07-001 | The system shall enable authorised users to define contractual milestones. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to define contractual milestones.<br>Then: Then the system shall define contractual milestones only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M07-002 | The system shall ensure that each milestone is linked to a deliverable. | Must Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall each milestone is linked to a deliverable and prevent the association if either record is missing or not yet approved. |
| FR-M07-003 | The system shall ensure that each deliverable is linked to evidence requirements. | Must Have | Given: Given a user is completing the record.<br>When: When the user attempts to submit without a mandatory field populated.<br>Then: Then the system shall block submission and highlight the missing field. |
| FR-M07-004 | The system shall ensure that milestone due dates are monitored. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "milestone due dates are monitored" occurs.<br>Then: Then the system shall ensure that milestone due dates are monitored, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M07-005 | The system shall capture and maintain recipients to submit milestone evidence. | Must Have | Given: Given a milestone, deliverable or indicator requiring evidence.<br>When: When the recipient uploads a supporting document or dataset.<br>Then: Then the system shall store the evidence with version, timestamp and uploader identity, link it to the relevant record and make it available for reviewer approval or rejection. |
| FR-M07-006 | The system shall enable authorised users to approve milestone evidence. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to approve milestone evidence.<br>Then: Then the system shall approve milestone evidence only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M07-007 | The system shall enable authorised users to reject inadequate evidence. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to reject inadequate evidence.<br>Then: Then the system shall reject inadequate evidence only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | validation fails. |
| FR-M07-008 | The system shall ensure that payment conditions are linked to milestones. | Must Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall payment conditions are linked to milestones and prevent the association if either record is missing or not yet approved. |
| FR-M07-009 | The system shall ensure that overdue milestones automatically are escalated. | Must Have | Given: Given an item (risk, issue, compliance task or milestone) has breached its configured threshold or due date.<br>When: When the escalation rule is evaluated (on schedule or on status change).<br>Then: Then the system shall automatically notify the configured escalation owner and mark the item as escalated on the relevant dashboard. |
| FR-M07-010 | The system shall capture and maintain milestone performance reported at programme level. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |

## 5.8 Module M08 — Monitoring, Evaluation, Accountability & Learning (M&E / MEAL)

Track results from output through outcome to impact against baselines and targets.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M08-001 | The system shall support Theory of Change. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to Theory of Change.<br>Then: Then the system shall support Theory of Change only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M08-002 | The system shall support Logical Framework. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to Logical Framework.<br>Then: Then the system shall Logical Framework only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M08-003 | The system shall support indicators. | Must Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M08-004 | The system shall support baseline. | Must Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M08-005 | The system shall support targets. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to targets.<br>Then: Then the system shall targets only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M08-006 | The system shall support actuals. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to actuals.<br>Then: Then the system shall actuals only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **FR-M08-007** | The system shall support evidence. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to evidence.<br>Then: Then the system shall evidence only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M08-008** | The system shall support outcome tracking. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to outcome tracking.<br>Then: Then the system shall outcome tracking only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M08-009** | The system shall support impact assessment. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to impact assessment.<br>Then: Then the system shall impact assessment only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M08-010** | The system shall support evaluation. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to evaluation.<br>Then: Then the system shall evaluation only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M08-011** | The system shall enable authorised users to define indicators. | **Must Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-012** | The system shall ensure that each indicator is linked to an outcome. | **Must Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-013** | The system shall enable authorised users to record baseline values. | **Must Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-014** | The system shall enable authorised users to establish targets. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to establish targets.<br>Then: Then the system shall establish targets only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M08-015** | The system shall capture and maintain recipients to submit actual results. | **Must Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-016** | The system shall ensure that supporting evidence is attached to actual values. | **Must Have** | Given: Given a milestone, deliverable or indicator requiring evidence.<br>When: When the recipient uploads a supporting document or dataset.<br>Then: Then the system shall store the evidence with version, timestamp and uploader identity, link it to the relevant record and make it available for reviewer approval or rejection. |
| **FR-M08-017** | The system shall capture and maintain the system to calculate variance. | **Must Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-018** | The system shall ensure that indicator status automatically are calculated. | **Must Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-019** | The system shall ensure that indicators are aggregated from project to programme. | **Should Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-020** | The system shall ensure that programme indicators are aggregated to portfolio. | **Should Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-021** | The system shall ensure that outcome indicators are distinguished from output indicators. | **Must Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M08-022** | The system shall ensure that impact indicators are tracked beyond project closure. | **Must Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |

## 5.9 Module M09 — Risk Management

Identify, assess, mitigate and escalate risk across the funding lifecycle.

*Risk Categories: strategic, financial, operational, technical, commercial, governance, regulatory, reputational, cyber security, fraud, ESG, sustainability.*

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **FR-M09-001** | The system shall capture and maintain a risk register for every project. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "a risk register for every project".<br>Then: Then the system shall persist a risk register for every project against the correct record, with mandatory fields validated before save. |
| **FR-M09-002** | The system shall ensure that risks are assigned to owners. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "risks are assigned to owners" occurs.<br>Then: Then the system shall ensure that risks are assigned to owners, enforcing this consistently, and shall flag any record where the condition is not met. |
| **FR-M09-003** | The system shall capture and maintain likelihood and impact scores. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "likelihood and impact scores".<br>Then: Then the system shall persist likelihood and impact scores against the correct record, with mandatory fields validated before save. |
| **FR-M09-004** | The system shall capture and maintain mitigation actions. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "mitigation actions".<br>Then: Then the system shall persist mitigation actions against the correct record, with |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | mandatory fields validated before save. |
| **FR-M09-005** | The system shall ensure that residual risk is calculated. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "residual risk is calculated" occurs.<br>Then: Then the system shall ensure that residual risk is calculated, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M09-006** | The system shall ensure that high risks are escalated. | **Must Have** | Given: Given an item (risk, issue, compliance task or milestone) has breached its configured threshold or due date.<br>When: When the escalation rule is evaluated (on schedule or on status change).<br>Then: Then the system shall automatically notify the configured escalation owner and mark the item as escalated on the relevant dashboard. |
| **FR-M09-007** | The system shall ensure that overdue mitigation actions are flagged. | **Must Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "overdue mitigation actions are flagged" occurs.<br>Then: Then the system shall ensure that overdue mitigation actions are flagged, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M09-008** | The system shall capture and maintain portfolio risk heatmaps. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "portfolio risk heatmaps".<br>Then: Then the system shall persist portfolio risk heatmaps against the correct record, with mandatory fields validated before save. |
| **FR-M09-009** | The system shall capture and maintain risk trends over time. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "risk trends over time".<br>Then: Then the system shall persist risk trends over time against the correct record, with mandatory fields validated before save. |
| **FR-M09-010** | The system shall ensure that risks are linked to affected milestones and budgets. | **Must Have** | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall risks are linked to affected milestones and budgets and prevent the association if either record is missing or not yet approved. |

## 5.10 Module M10 — Compliance Management

Track obligations across contractual, financial, statutory and reporting compliance areas.

*Compliance areas: contract, financial, procurement, tax, statutory, reporting, audit, ESG, data protection, safeguarding, IP..*

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **FR-M10-001** | The system shall enable authorised users to define obligations. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to define obligations.<br>Then: Then the system shall define obligations only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M10-002** | The system shall ensure that obligations are assigned to responsible persons. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "obligations are assigned to responsible persons" occurs.<br>Then: Then the system shall ensure that obligations are assigned to responsible persons, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M10-003** | The system shall capture and maintain due dates. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "due dates".<br>Then: Then the system shall persist due dates against the correct record, with mandatory fields validated before save. |
| **FR-** | The system shall ensure that evidence | **Should** | Given: Given a milestone, deliverable or indicator requiring evidence. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| M10-004 | is submitted. | Have | When: When the recipient uploads a supporting document or dataset.<br>Then: Then the system shall store the evidence with version, timestamp and uploader identity, link it to the relevant record and make it available for reviewer approval or rejection. |
| FR-M10-005 | The system shall ensure that compliance status automatically are calculated. | Should Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall compliance status automatically are calculated without manual intervention and record the transition in the record history. |
| FR-M10-006 | The system shall ensure that overdue compliance tasks are escalated. | Should Have | Given: Given an item (risk, issue, compliance task or milestone) has breached its configured threshold or due date.<br>When: When the escalation rule is evaluated (on schedule or on status change).<br>Then: Then the system shall automatically notify the configured escalation owner and mark the item as escalated on the relevant dashboard. |
| FR-M10-007 | The system shall ensure that compliance exceptions are recorded. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "compliance exceptions are recorded" occurs.<br>Then: Then the system shall ensure that compliance exceptions are recorded, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M10-008 | The system shall capture and maintain compliance dashboards. | Should Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |

## 5.11 Module M11 — ESG & Sustainability

Track environmental, social and governance indicators and post-funding sustainability.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M11-001 | The system shall capture and maintain environmental indicators. | Should Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M11-002 | The system shall capture and maintain social indicators. | Should Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M11-003 | The system shall capture and maintain governance indicators. | Should Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M11-004 | The system shall ensure that ESG risks are linked to projects. | Should Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall ensure ESG risks are linked to projects and prevent the association if either record is missing or not yet approved. |
| FR-M11-005 | The system shall capture and maintain sustainability plans. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "sustainability plans".<br>Then: Then the system shall persist sustainability plans against the correct record, with mandatory fields validated before save. |
| FR-M11-006 | The system shall capture and maintain projects assessed for post-funding sustainability. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "projects assessed for post-funding sustainability". |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | Then: Then the system shall persist projects assessed for post-funding sustainability against the correct record, with mandatory fields validated before save. |
| FR-M11-007 | The system shall capture and maintain sustainability scores. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "sustainability scores".<br>Then: Then the system shall persist sustainability scores against the correct record, with mandatory fields validated before save. |
| FR-M11-008 | The system shall ensure that ESG performance is aggregated by portfolio. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "ESG performance is aggregated by portfolio" occurs.<br>Then: Then the system shall ensure that ESG performance is aggregated by portfolio, enforcing this consistently and shall flag any record where the condition is not met. |

## 5.12 Module M12 — Innovation & Technology

Track technology readiness, IP, prototypes and commercialisation for innovation funding. This module differentiates the platform from ordinary grant-management software.

*Data: technology, TRL, IP, patents, prototype, research institution, technology owner, commercialisation, licensing, investment, market.*

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M12-001 | The system shall enable authorised users to create an Innovation Passport. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to create an Innovation Passport.<br>Then: Then the system shall create an Innovation Passport only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-002 | The system shall enable authorised users to record starting TRL. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record starting TRL.<br>Then: Then the system shall record starting TRL only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-003 | The system shall enable authorised users to record current TRL. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record current TRL.<br>Then: Then the system shall record current TRL only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-004 | The system shall enable authorised users to track TRL progression. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to track TRL progression.<br>Then: Then the system shall track TRL progression only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-005 | The system shall enable authorised users to record prototypes. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record prototypes.<br>Then: Then the system shall record prototypes only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-006 | The system shall enable authorised users to record IP assets. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record IP assets. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | Then: Then the system shall record IP assets only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-007 | The system shall enable authorised users to track technology validation. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to track technology validation.<br>Then: Then the system shall track technology validation only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-008 | The system shall enable authorised users to track certification. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to track certification.<br>Then: Then the system shall track certification only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-009 | The system shall enable authorised users to record commercialisation status. | Could Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall record commercialisation status without manual intervention and record the transition in the record history. |
| FR-M12-010 | The system shall enable authorised users to record licensing agreements. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to record licensing agreements.<br>Then: Then the system shall record licensing agreements only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-011 | The system shall enable authorised users to track follow-on investment. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to track follow-on investment.<br>Then: Then the system shall track follow-on investment only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-012 | The system shall enable authorised users to identify technologies stalled at a TRL. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to identify technologies stalled at a TRL.<br>Then: Then the system shall identify technologies stalled at a TRL only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M12-013 | The system shall enable authorised users to identify technologies ready for scale. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to identify technologies ready for scale.<br>Then: Then the system shall identify technologies ready for scale only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |

## 5.13 Module M13 — Beneficiary & Stakeholder Management

Register and track beneficiaries and their outcomes for NGO/development programmes. Primarily for NGO/development and social-impact programmes.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M13-001 | The system shall enable authorised users to register beneficiaries. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to register beneficiaries.<br>Then: Then the system shall register beneficiaries only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M13-002 | The system shall capture and maintain beneficiary groups. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "beneficiary groups".<br>Then: Then the system shall persist beneficiary groups against the correct record, with mandatory fields validated before save. |
| FR-M13-003 | The system shall capture and maintain beneficiary geography. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "beneficiary geography".<br>Then: Then the system shall persist beneficiary geography against the correct record, with mandatory fields validated before save. |
| FR-M13-004 | The system shall ensure that participation is tracked. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "participation is tracked" occurs.<br>Then: Then the system shall ensure that participation is tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M13-005 | The system shall ensure that outcomes are linked to beneficiary groups. | Could Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall outcomes are linked to beneficiary groups and prevent the association if either record is missing or not yet approved. |
| FR-M13-006 | The system shall ensure that duplicate beneficiary records are detected. | Could Have | Given: Given a new record is being created.<br>When: When the identifying fields match an existing record.<br>Then: Then the system shall block creation and present the matching existing record for review. |
| FR-M13-007 | The system shall ensure that sensitive personal information is protected. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "sensitive personal information is protected" occurs.<br>Then: Then the system shall ensure that sensitive personal information is protected, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M13-008 | The system shall ensure that beneficiary feedback is captured. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "beneficiary feedback is captured" occurs.<br>Then: Then the system shall ensure that beneficiary feedback is captured, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M13-009 | The system shall ensure that beneficiary outcomes are aggregated without exposing unnecessary personal information. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "beneficiary outcomes are aggregated without exposing unnecessary personal information" occurs.<br>Then: Then the system shall ensure that beneficiary outcomes are aggregated without exposing unnecessary personal information, enforcing this consistently and shall flag any record where the condition is not met. |

## 5.14 Module M14 — Evidence & Document Management

Manage the capture, review, versioning and retention of supporting evidence.

*Evidence types: invoice, bank statement, progress report, research output, photograph, attendance register, survey, prototype, certification, patent, financial statement, beneficiary record, audit report..*

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M14-001 | The system shall enable authorised users to upload evidence against milestones. | Must Have | Given: Given a milestone, deliverable or indicator requiring evidence.<br>When: When the recipient uploads a supporting document or dataset.<br>Then: Then the system shall store the evidence with version, timestamp and uploader identity, link it to the relevant record and make it available for reviewer approval or rejection. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M14-002 | The system shall capture and maintain evidence associated with indicators. | Must Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M14-003 | The system shall capture and maintain document version control. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "document version control".<br>Then: Then the system shall persist document version control against the correct record, with mandatory fields validated before save. |
| FR-M14-004 | The system shall capture and maintain documents categorised. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "documents categorised".<br>Then: Then the system shall persist documents categorised against the correct record, with mandatory fields validated before save. |
| FR-M14-005 | The system shall capture and maintain access permissions. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "access permissions".<br>Then: Then the system shall persist access permissions against the correct record, with mandatory fields validated before save. |
| FR-M14-006 | The system shall capture and maintain document retention rules. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "document retention rules".<br>Then: Then the system shall persist document retention rules against the correct record, with mandatory fields validated before save. |
| FR-M14-007 | The system shall capture and maintain an audit trail for document changes. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "an audit trail for document changes".<br>Then: Then the system shall an audit trail for document changes and write a permanent, timestamped, user-attributed entry to the audit log that cannot be edited or deleted. |
| FR-M14-008 | The system shall ensure that evidence is reviewed and approved. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "evidence is reviewed and approved" occurs.<br>Then: Then the system shall ensure that evidence is reviewed and approved, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M14-009 | The system shall ensure that is rejected evidence returned for correction. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "is rejected evidence returned for correction" occurs.<br>Then: Then the system shall ensure that is rejected evidence returned for correction, enforcing this consistently and shall flag any record where the condition is not met. |

## 5.15 Module M15 — Change Control & Variation Management

Manage requested changes to scope, budget, duration or KPIs against the approved baseline.

*Change Types: budget, duration, scope, KPI, milestone, beneficiary, personnel, geography, deliverable.*

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M15-001 | The system shall enable authorised users to request a project change. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to request a project change.<br>Then: Then the system shall request a project change only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M15-002 | The system shall enable authorised users to request a budget reallocation. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to request a budget reallocation.<br>Then: Then the system shall request a budget reallocation only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M15- | The system shall enable authorised users to request an extension. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to request an extension. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| 003 | | | Then: Then the system shall request an extension only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M15-004 | The system shall enable authorised users to provide justification. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to provide justification.<br>Then: Then the system shall provide justification only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M15-005 | The system shall enable authorised users to assess the impact. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to assess the impact.<br>Then: Then the system shall assess the impact only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M15-006 | The system shall enable authorised users to approve or reject changes. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to approve or reject changes.<br>Then: Then the system shall approve or reject changes only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M15-007 | The system shall ensure that is approved changes reflected in the baseline. | Should Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M15-008 | The system shall ensure that the original approved baseline is retained. | Should Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |

## 5.16 Module M16 — Issue, Exception & Escalation

Log, assign, escalate and resolve operational issues.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M16-001 | The system shall enable authorised users to log an issue. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to log an issue.<br>Then: Then the system shall log an issue and write a permanent, timestamped, user-attributed entry to the audit log that cannot be edited or deleted. |
| FR-M16-002 | The system shall ensure that an issue is assigned to an owner. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "an issue is assigned to an owner" occurs.<br>Then: Then the system shall ensure that an issue is assigned to an owner, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M16-003 | The system shall capture and maintain a due date. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "a due date".<br>Then: Then the system shall persist a due date against the correct record, with mandatory fields validated before save. |
| FR-M16-004 | The system shall ensure that issues are escalated according to severity. | Should Have | Given: Given an item (risk, issue, compliance task or milestone) has breached its configured threshold or due date.<br>When: When the escalation rule is evaluated (on schedule or on status change).<br>Then: Then the system shall automatically notify the configured escalation owner and mark the item as escalated on the relevant dashboard. |
| FR-M16-005 | The system shall capture and maintain unresolved issues visible on dashboards. | Should Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M16-006 | The system shall ensure that issues are linked to risks. | Should Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall issues are linked to risks and prevent the association if either record is missing or not yet approved. |
| FR-M16-007 | The system shall ensure that issues are linked to milestones. | Should Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall ensure issues are linked to milestones and prevent the association if either record is missing or not yet approved. |

## 5.17 Module M17 — Site / Field Monitoring

Support in-field verification of project delivery through digital site visits.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M17-001 | The system shall enable authorised users to schedule site visits. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to schedule site visits.<br>Then: Then the system shall schedule site visits only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M17-002 | The system shall capture and maintain a digital site-visit checklist. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "a digital site-visit checklist".<br>Then: Then the system shall persist a digital site-visit checklist against the correct record, with mandatory fields validated before save. |
| FR-M17-003 | The system shall enable authorised users to capture observations. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to capture observations.<br>Then: Then the system shall capture observations only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M17-004 | The system shall capture and maintain photographs/geolocation where appropriate. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "photographs/geolocation where appropriate".<br>Then: Then the system shall persist photographs/geolocation where appropriate against the correct record, with mandatory fields validated before save. |
| FR-M17-005 | The system shall ensure that findings are linked to project indicators. | Should Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M17-006 | The system shall ensure that corrective actions are assigned. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "corrective actions are assigned" occurs.<br>Then: Then the system shall ensure that corrective actions are assigned, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M17-007 | The system shall ensure that site-visit reports are generated automatically. | Should Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M17-008 | The system shall ensure that follow-up actions are tracked. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "follow-up actions are tracked" occurs.<br>Then: Then the system shall ensure that follow-up actions are tracked, enforcing this |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | consistently and shall flag any record where the condition is not met. |

## 5.18 Module M18 — Close-Out Management

Formally close a project once all contractual and financial obligations are settled.

*Close-out conditions: final technical report, final financial report, asset reconciliation, final M&E results, outstanding risks, compliance, audit, sustainability plan, lessons learned.*

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **FR-M18-001** | The system shall enable authorised users to initiate project close-out. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to initiate project close-out.<br>Then: Then the system shall initiate project close-out only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M18-002** | The system shall capture and maintain the system to identify outstanding obligations. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "the system to identify outstanding obligations".<br>Then: Then the system shall persist the system to identify outstanding obligations against the correct record, with mandatory fields validated before save. |
| **FR-M18-003** | The system shall capture and maintain the recipient to submit final reports. | **Should Have** | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| **FR-M18-004** | The system shall capture and maintain final financial reconciliation. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "final financial reconciliation".<br>Then: Then the system shall persist final financial reconciliation against the correct record, with mandatory fields validated before save. |
| **FR-M18-005** | The system shall capture and maintain final performance assessment. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "final performance assessment".<br>Then: Then the system shall persist final performance assessment against the correct record, with mandatory fields validated before save. |
| **FR-M18-006** | The system shall capture and maintain sustainability assessed. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "sustainability assessed".<br>Then: Then the system shall persist sustainability assessed against the correct record, with mandatory fields validated before save. |
| **FR-M18-007** | The system shall ensure that lessons learned is recorded. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "lessons learned is recorded" occurs.<br>Then: Then the system shall ensure that lessons learned is recorded, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M18-008** | The system shall capture and maintain authorised management approval for closure. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "authorised management approval for closure".<br>Then: Then the system shall persist authorised management approval for closure against the correct record, with mandatory fields validated before save. |
| **FR-** | The system shall ensure that closed projects | **Should** | Given: Given the record meets the configured transition conditions. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **M18-009** | automatically are transferred to Post-Fund Monitoring where applicable. | **Have** | When: When the triggering event occurs.<br>Then: Then the system shall closed projects automatically are transferred to Post-Fund Monitoring where applicable without manual intervention and record the transition in the record history. |

## 5.19 Module M19 — Post-Fund Monitoring

Track recipient sustainability and impact at fixed intervals after project closure. This module is fundamental to the proposed solution.

*Standard follow-up points: 6 months, 12 months, 24 months, 36 months, 60 months.*

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| **FR-M19-001** | The system shall ensure that closed projects are enrolled in post-fund monitoring. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "closed projects are enrolled in post-fund monitoring" occurs.<br>Then: Then the system shall ensure that closed projects are enrolled in post-fund monitoring, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M19-002** | The system shall ensure that follow-up schedules automatically are generated. | **Should Have** | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall follow-up schedules automatically are generated without manual intervention and record the transition in the record history. |
| **FR-M19-003** | The system shall capture and maintain recipients to submit post-fund performance. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "recipients to submit post-fund performance".<br>Then: Then the system shall persist recipients to submit post-fund performance against the correct record, with mandatory fields validated before save. |
| **FR-M19-004** | The system shall ensure that organisation survival is tracked. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "organisation survival is tracked" occurs.<br>Then: Then the system shall ensure that organisation survival is tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M19-005** | The system shall ensure that revenue is tracked. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "revenue is tracked" occurs.<br>Then: Then the system shall ensure that revenue is tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M19-006** | The system shall ensure that jobs are tracked. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "jobs are tracked" occurs.<br>Then: Then the system shall ensure that jobs are tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M19-007** | The system shall ensure that additional investment is tracked. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "additional investment is tracked" occurs.<br>Then: Then the system shall ensure that additional investment is tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| **FR-M19-008** | The system shall ensure that technology adoption is tracked. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "technology adoption is tracked" occurs.<br>Then: Then the system shall ensure that technology adoption is tracked, enforcing this |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | consistently and shall flag any record where the condition is not met. |
| FR-M19-009 | The system shall ensure that commercialisation is tracked. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "commercialisation is tracked" occurs.<br>Then: Then the system shall ensure that commercialisation is tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M19-010 | The system shall ensure that beneficiary outcomes are tracked. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "beneficiary outcomes are tracked" occurs.<br>Then: Then the system shall ensure that beneficiary outcomes are tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M19-011 | The system shall ensure that long-term impact is tracked. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "long-term impact is tracked" occurs.<br>Then: Then the system shall ensure that long-term impact is tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M19-012 | The system shall capture and maintain sustainability trends analysed. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "sustainability trends analysed".<br>Then: Then the system shall persist sustainability trends analysed against the correct record, with mandatory fields validated before save. |

## 5.20 Module M20 — Portfolio Management

Provide aggregated, cross-project visibility for portfolio-level decision-making.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M20-001 | The system shall enable authorised users to view all active awards. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to view all active awards.<br>Then: Then the system shall view all active awards only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M20-002 | The system shall capture and maintain funding by sector. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "funding by sector".<br>Then: Then the system shall persist funding by sector against the correct record, with mandatory fields validated before save. |
| FR-M20-003 | The system shall capture and maintain funding by geography. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "funding by geography".<br>Then: Then the system shall persist funding by geography against the correct record, with mandatory fields validated before save. |
| FR-M20-004 | The system shall capture and maintain funding by organisation type. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "funding by organisation type".<br>Then: Then the system shall persist funding by organisation type against the correct record, with mandatory fields validated before save. |
| FR-M20-005 | The system shall capture and maintain funding by technology/sector. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "funding by technology/sector".<br>Then: Then the system shall persist funding by technology/sector against the correct record, with mandatory fields validated before save. |
| FR-M20-006 | The system shall capture and maintain funding by TRL. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "funding by TRL".<br>Then: Then the system shall persist funding by TRL against the correct record, with mandatory fields validated before save. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M20-007 | The system shall capture and maintain funding by programme. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "funding by programme".<br>Then: Then the system shall persist funding by programme against the correct record, with mandatory fields validated before save. |
| FR-M20-008 | The system shall capture and maintain funding by status. | Must Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall funding by status without manual intervention and record the transition in the record history. |
| FR-M20-009 | The system shall capture and maintain high-risk projects. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "high-risk projects".<br>Then: Then the system shall persist high-risk projects against the correct record, with mandatory fields validated before save. |
| FR-M20-010 | The system shall capture and maintain underperforming projects. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "underperforming projects".<br>Then: Then the system shall persist underperforming projects against the correct record, with mandatory fields validated before save. |
| FR-M20-011 | The system shall capture and maintain high-performing projects. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "high-performing projects".<br>Then: Then the system shall persist high-performing projects against the correct record, with mandatory fields validated before save. |
| FR-M20-012 | The system shall capture and maintain projects requiring follow-on funding. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "projects requiring follow-on funding".<br>Then: Then the system shall persist projects requiring follow-on funding against the correct record, with mandatory fields validated before save. |
| FR-M20-013 | The system shall capture and maintain funding concentration analysis. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "funding concentration analysis".<br>Then: Then the system shall persist funding concentration analysis against the correct record, with mandatory fields validated before save. |
| FR-M20-014 | The system shall capture and maintain portfolio-level impact. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "portfolio-level impact".<br>Then: Then the system shall persist portfolio-level impact against the correct record, with mandatory fields validated before save. |
| FR-M20-015 | The system shall capture and maintain portfolio-level sustainability. | Must Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "portfolio-level sustainability".<br>Then: Then the system shall persist portfolio-level sustainability against the correct record, with mandatory fields validated before save. |

## 5.21 Module M21 — Knowledge & Learning

Capture lessons learned and feed them back into future programme design.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M21-001 | The system shall ensure that lessons learned is captured. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "lessons learned is captured" occurs.<br>Then: Then the system shall ensure that lessons learned is captured, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M21-002 | The system shall ensure that successful practices are classified. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "successful practices are classified" occurs.<br>Then: Then the system shall ensure that successful practices are classified, enforcing this consistently and shall flag any record where the condition is not met. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M21-003 | The system shall ensure that failure causes are classified. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "failure causes are classified" occurs.<br>Then: Then the system shall ensure that failure causes are classified, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M21-004 | The system shall ensure that lessons are linked to funding instruments. | Could Have | Given: Given both related records exist.<br>When: When the user creates the association.<br>Then: Then the system shall lessons are linked to funding instruments and prevent the association if either record is missing or not yet approved. |
| FR-M21-005 | The system shall ensure that case studies are generated. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "case studies are generated" occurs.<br>Then: Then the system shall ensure that case studies are generated, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M21-006 | The system shall ensure that recommendations from evaluations are recorded. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "recommendations from evaluations are recorded" occurs.<br>Then: Then the system shall ensure that recommendations from evaluations are recorded, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M21-007 | The system shall ensure that management responses are tracked. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "management responses are tracked" occurs.<br>Then: Then the system shall ensure that management responses are tracked, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M21-008 | The system shall capture and maintain lessons incorporated into future programme design. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "lessons incorporated into future programme design".<br>Then: Then the system shall persist lessons incorporated into future programme design against the correct record with mandatory fields validated before save. |

## 5.22 Module M22 — Reporting & Business Intelligence

Produce structured, role-based reports and executive dashboards.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M22-001 | The system shall capture and maintain project performance reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-002 | The system shall capture and maintain programme performance reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-003 | The system shall capture and maintain portfolio reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22- | The system shall capture and maintain financial reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| 004 | | | When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-005 | The system shall capture and maintain M&E reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-006 | The system shall capture and maintain risk reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-007 | The system shall capture and maintain compliance reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-008 | The system shall capture and maintain ESG reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-009 | The system shall capture and maintain innovation reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-010 | The system shall capture and maintain impact reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-011 | The system shall capture and maintain post-fund reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-012 | The system shall capture and maintain executive dashboards. | Should Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M22-013 | The system shall capture and maintain national/sector reports. | Must Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |

## 5.23 Module M23 — Administration & Configuration

Configure organisations, users, roles, programmes and taxonomies.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M23-001 | The system shall enable authorised users to create organisations. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to create organisations.<br>Then: Then the system shall create organisations only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M23-002 | The system shall enable authorised users to create users. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to create users.<br>Then: Then the system shall create users only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| FR-M23-003 | The system shall capture and maintain roles. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "roles".<br>Then: Then the system shall persist roles against the correct record, with mandatory fields validated before save. |
| FR-M23-004 | The system shall capture and maintain permissions. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "permissions".<br>Then: Then the system shall persist permissions against the correct record, with mandatory fields validated before save. |
| FR-M23-005 | The system shall capture and maintain programmes configured. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "programmes configured".<br>Then: Then the system shall persist programmes configured against the correct record, with mandatory fields validated before save. |
| FR-M23-006 | The system shall capture and maintain funding instruments configured. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "funding instruments configured".<br>Then: Then the system shall persist funding instruments configured against the correct record, with mandatory fields validated before save. |
| FR-M23-007 | The system shall capture and maintain workflow rules configured. | Could Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall workflow rules configured without manual intervention and record the transition in the record history. |
| FR-M23-008 | The system shall capture and maintain indicator libraries configured. | Should Have | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| FR-M23-009 | The system shall capture and maintain notification rules. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "notification rules".<br>Then: Then the system shall persist notification rules against the correct record, with mandatory fields validated before save. |
| FR-M23-010 | The system shall capture and maintain reporting templates. | Could Have | Given: Given the requesting user holds a role permitted to view the dashboard or report.<br>When: When the user opens the dashboard or requests the report.<br>Then: Then the system shall render the output using current data (or the last successful refresh) within the performance target defined in the Non-Functional Requirements, with figures traceable to source records. |
| FR-M23-011 | The system shall capture and maintain configurable taxonomies. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "configurable taxonomies".<br>Then: Then the system shall persist configurable taxonomies against the correct record, with mandatory fields validated before save. |

## 5.24 Module M24 — Integration & API Management

Exchange data with external systems (ERP, GIS, research databases, banking).

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M24- | The system shall ensure that external | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| 001 | award information is imported. | | exists.<br>When: When the triggering user action related to "external award information is imported" occurs.<br>Then: Then the system shall ensure that external award information is imported, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M24-002 | The system shall ensure that organisation information is synchronised. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "organisation information is synchronised" occurs.<br>Then: Then the system shall ensure that organisation information is synchronised, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M24-003 | The system shall ensure that payment information is synchronised. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "payment information is synchronised" occurs.<br>Then: Then the system shall ensure that payment information is synchronised, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M24-004 | The system shall ensure that ERP transactions are imported. | Won't Have (this phase) | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "ERP transactions are imported" occurs.<br>Then: Then the system shall ensure that ERP transactions are imported, enforcing this consistently, and shall flag any record where the condition is not met. |
| FR-M24-005 | The system shall capture and maintain external research data integrated. | Won't Have (this phase) | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "external research data integrated".<br>Then: Then the system shall persist external research data integrated against the correct record, with mandatory fields validated before save. |
| FR-M24-006 | The system shall capture and maintain GIS information integrated. | Won't Have (this phase) | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "GIS information integrated".<br>Then: Then the system shall persist GIS information integrated against the correct record, with mandatory fields validated before save. |
| FR-M24-007 | The system shall ensure that API failures are logged. | Could Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "API failures are logged" occurs.<br>Then: Then the system shall ensure that API failures are logged, enforcing this consistently and shall flag any record where the condition is not met. |
| FR-M24-008 | The system shall ensure that integration status are monitored. | Could Have | Given: Given the record meets the configured transition conditions.<br>When: When the triggering event occurs.<br>Then: Then the system shall integration status are monitored without manual intervention and record the transition in the record history. |

## 5.25 Module M25 — Audit & Assurance

Provide auditors with a complete, traceable transaction history.

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| FR-M25-001 | The system shall capture and maintain complete transaction history. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user records or updates "complete transaction history".<br>Then: Then the system shall persist complete transaction history against the correct record, with mandatory fields validated before save. |
| FR-M25-002 | The system shall enable authorised users to see who approved payments. | Should Have | Given: Given the user holds a role authorised for this action and any prerequisite record exists. |

| ID | Requirement (testable statement) | Priority | Acceptance Criteria (Given / When / Then) |
|---|---|---|---|
| | | | When: When the user attempts to see who approved payments.<br>Then: Then the system shall see who approved payments only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M25-003** | The system shall enable authorised users to see who changed budgets. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to see who changed budgets.<br>Then: Then the system shall see who changed budgets only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M25-004** | The system shall enable authorised users to see contract versions. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the user attempts to see contract versions.<br>Then: Then the system shall see contract versions only after validating mandatory data and role permissions and shall reject or flag the transaction with a clear error message if validation fails. |
| **FR-M25-005** | The system shall enable authorised users to trace indicators to evidence. | **Should Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M25-006** | The system shall enable authorised users to trace portfolio indicators to project records. | **Should Have** | Given: Given an indicator has a defined baseline and target.<br>When: When an actual value is recorded.<br>Then: Then the system shall calculate variance and status (e.g. On Track / At Risk / Off Track) automatically and shall block submission of an actual value with no supporting evidence where evidence is mandatory. |
| **FR-M25-007** | The system shall ensure that audit exceptions are recorded. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "audit exceptions are recorded" occurs.<br>Then: Then the system shall audit exceptions are recorded and write a permanent, timestamped, user-attributed entry to the audit log that cannot be edited or deleted. |
| **FR-M25-008** | The system shall ensure that audit findings are tracked. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "audit findings are tracked" occurs.<br>Then: Then the system shall audit findings are tracked and write a permanent, timestamped, user-attributed entry to the audit log that cannot be edited or deleted. |
| **FR-M25-009** | The system shall ensure that management responses are tracked. | **Should Have** | Given: Given the user holds a role authorised for this action and any prerequisite record exists.<br>When: When the triggering user action related to "management responses are tracked" occurs.<br>Then: Then the system shall ensure that management responses are tracked, enforcing this consistently and shall flag any record where the condition is not met. |

# 6 Non-Functional Requirements

Non-functional requirements are restated here in testable form with MoSCoW priority and acceptance criteria, consistent with the functional requirements in Section 5.

| ID | Category | Requirement | Priority | Acceptance Criteria (G/W/T) |
|---|---|---|---|---|
| **NFR-001** | **Performance — standard pages** | The system shall render standard transactional pages within 3 seconds under normal load (defined as up to the contracted concurrent-user baseline). | **Must Have** | Given: Given a standard page (e.g. award, project or milestone record) under normal load.<br>When: When an authorised user navigates to the page.<br>Then: Then the page shall fully render within 3 seconds, measured at the 95th percentile. |
| **NFR-002** | **Performance — dashboards** | The system shall render standard dashboard queries within 5 seconds and shall process heavy reports asynchronously with user notification on completion. | **Must Have** | Given: Given a dashboard with standard filters.<br>When: When a user requests the dashboard.<br>Then: Then results shall render within 5 seconds, or the system shall queue the request and notify the user when a heavier report is ready. |
| **NFR-003** | **Availability** | The system shall maintain at least 99.5% availability for production environments, with a higher target for financial-transaction components. | **Must Have** | Given: Given the production environment over a calendar month.<br>When: When availability is measured.<br>Then: Then uptime shall be at least 99.5%, excluding pre-agreed maintenance windows. |
| **NFR-004** | **Security — authentication & access** | The system shall enforce multi-factor authentication, encryption in transit and at rest, role-based (RBAC) and attribute-based (ABAC) access control, secure API access, and full audit logging. | **Must Have** | Given: Given a user without the required role or attribute for a resource.<br>When: When the user attempts to access that resource via UI or API.<br>Then: Then the system shall deny access, and log the attempt with user, timestamp and resource identifiers. |
| **NFR-005** | **Scalability** | The system architecture shall support thousands of organisations, tens of thousands of projects, and millions of indicator and document/evidence records without degradation of the performance targets in NFR-001/002. | **Should Have** | Given: Given the system is scaled to its target data volumes.<br>When: When standard performance tests are executed.<br>Then: Then NFR-001 and NFR-002 targets shall continue to be met. |
| **NFR-006** | **Disaster recovery** | The system shall support a Recovery Point Objective (RPO) of no more than 1 hour and a Recovery Time Objective (RTO) of no more than 4 hours for production environments. | **Should Have** | Given: Given a simulated production outage.<br>When: When disaster-recovery procedures are executed.<br>Then: Then data loss shall not exceed 1 hour and full service shall be restored within 4 hours. |
| **NFR-007** | **Multi-tenancy isolation** | The system shall logically isolate each tenant's users, programmes, funding instruments, awards, projects, indicators and reports, while allowing a central administrator to aggregate authorised data without exposing restricted tenant-level detail. | **Must Have** | Given: Given two or more tenants provisioned on the platform.<br>When: When a tenant user queries any record.<br>Then: Then only that tenant's data shall be returned, unless the user holds an explicit cross-tenant aggregation role. |
| **NFR-008** | **Auditability** | The system shall maintain a complete, immutable audit trail of all approvals, payments, budget changes, contract versions, KPI changes, milestone approvals, risk-rating changes, project closures and report approvals. | **Must Have** | Given: Given any of the listed material transactions.<br>When: When the transaction is committed.<br>Then: Then an immutable, timestamped, user-attributed audit entry shall be created and shall remain queryable by authorised |

| ID | Category | Requirement | Priority | Acceptance Criteria (G/W/T) |
|---|---|---|---|---|
| | | | | auditors indefinitely. |
| **NFR-009** | **Configurability** | The system shall allow administrators to configure funding-instrument rules (milestones, payment rules, KPIs, reporting periods, compliance conditions, risk thresholds) without vendor code changes. | **Should Have** | Given: Given an administrator with configuration rights.<br>When: When they define a new funding instrument or amend thresholds.<br>Then: Then the new configuration shall apply to new awards under that instrument without a system deployment. |
| **NFR-010** | **Usability — mobile & low connectivity** | The system shall provide a mobile-optimised experience for field/site-visit data capture that tolerates intermittent connectivity and synchronises on reconnection. | **Should Have** | Given: Given a field user with no active data connection.<br>When: When they capture a site-visit observation.<br>Then: Then the observation shall be stored locally and synchronised automatically once connectivity is restored, without data loss. |

# 7 Recommended Visual Proofs for the User Interface

The following low-fidelity wireframes are recommended as the first visual proofs to validate with stakeholders before high-fidelity UI design begins. Each addresses a friction point identified in the user journey maps (Section 4).

## 7.1 Award Registration (Module M01)

Validates that mandatory fields (approval reference, amount, dates, recipient) are unambiguous and that duplicate-reference validation is visible at the point of entry, directly addressing FR-M01-002 and the module acceptance condition that an award cannot be activated without an approval reference.

**Figure 9 — Recommended Wireframe: Award Registration (Module M01)**

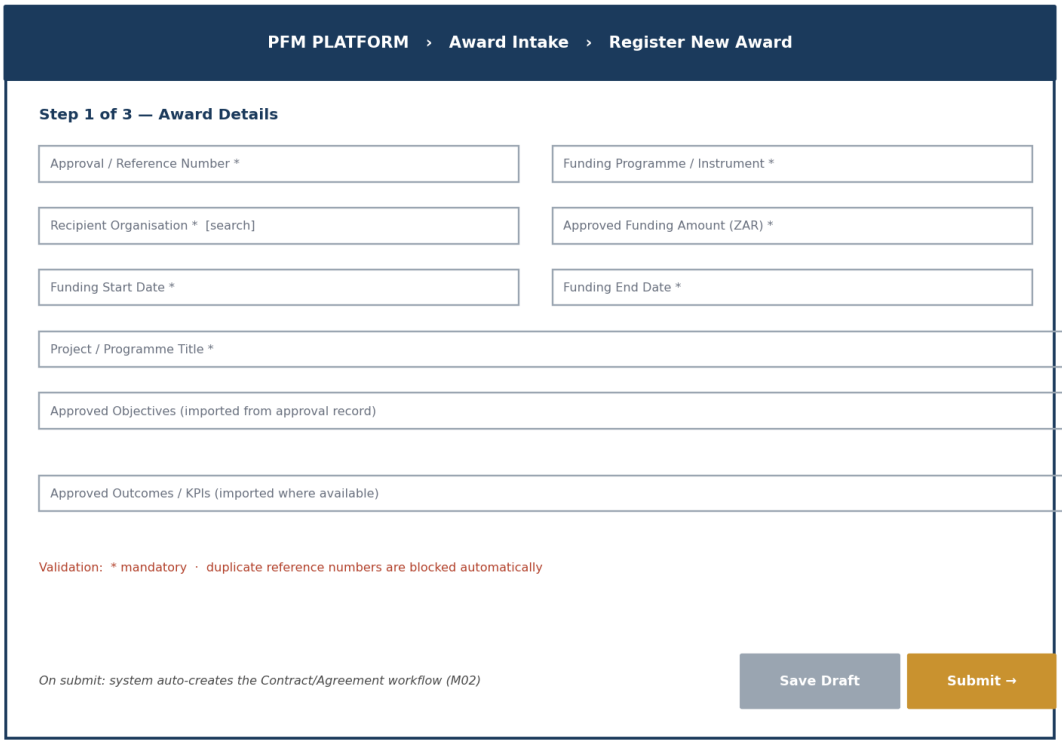


*Figure 9 — Recommended wireframe: Award Registration form (M01).*

## 7.2 Milestone Evidence Submission (Modules M07 / M14)

Validates the recipient-facing evidence upload experience and the reviewer approve/reject decision, directly addressing the "unclear document requirements" and "upload failures" pain points surfaced in the Recipient journey map (Figure 7).

**Figure 10 — Recommended Wireframe: Milestone Evidence Submission (Modules M07 / M14)**

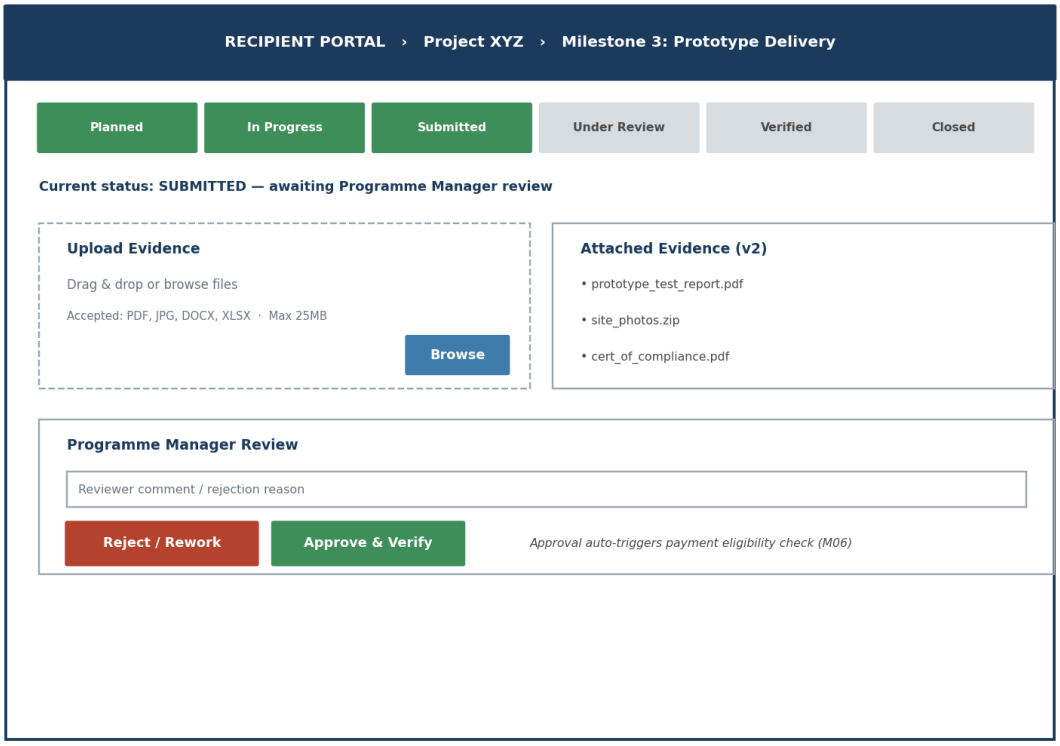


*Figure 10 — Recommended wireframe: Milestone status tracker and evidence submission/review (M07/M14).*

## 7.3 Executive Portfolio Dashboard (Dashboard D01, Modules M20/M22)

Validates that the six headline portfolio KPIs, sector distribution, risk heatmap, funding-to-impact trend and an actionable "projects requiring attention" list can be shown on a single screen without scrolling, addressing the Portfolio/Executive journey (Figure 8).

**Figure 11 — Recommended Wireframe: Executive Portfolio Dashboard (D01, Modules M20/M22)**

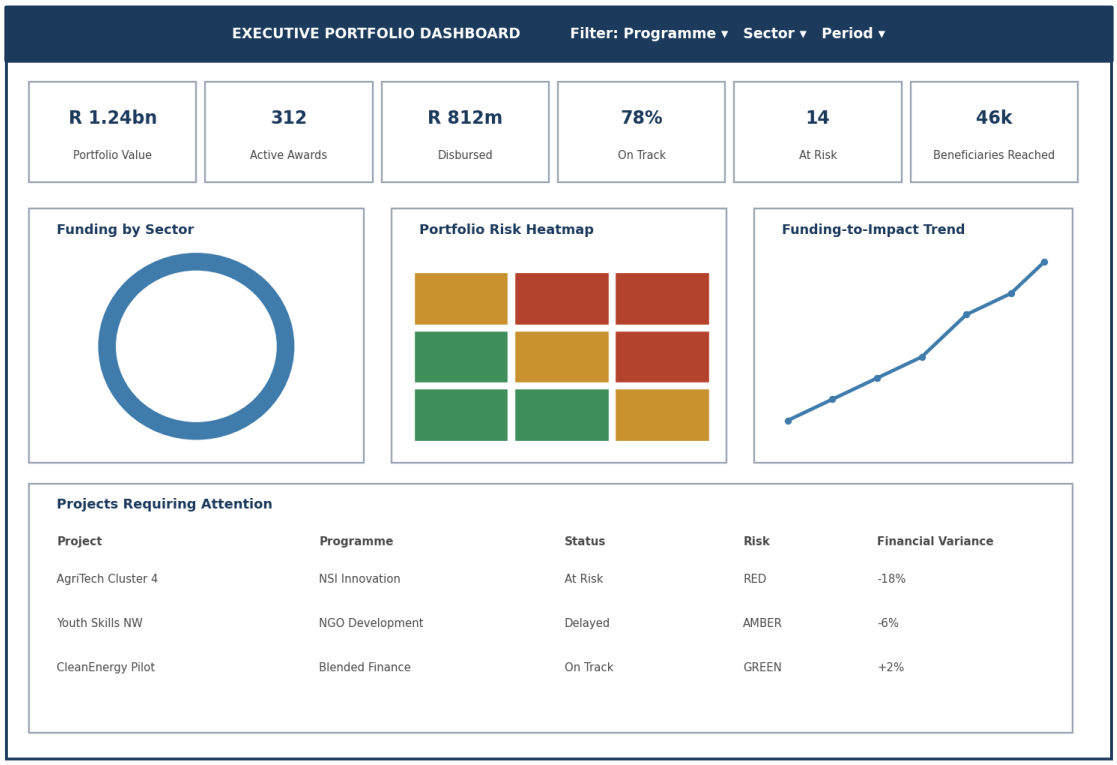


*Figure 11 — Recommended wireframe: Executive Portfolio Dashboard (D01).*

## Recommended Validation Approach

- Walk each wireframe through the relevant journey map with 2–3 representative users per persona before high-fidelity design.
- Use the wireframes as the basis for clickable prototypes to validate the milestone approve/reject flow and the payment-eligibility trigger described in AT-05.
- Re-validate the Executive Dashboard wireframe once real portfolio data volumes are known, to confirm the 5-second render target in NFR-002 is achievable with the proposed visual density.

# 8 High-Level Acceptance Test Plan

The following high-level acceptance tests validate the core controls of the funding lifecycle end-to-end, across multiple modules. They complement, but do not replace the requirement-level acceptance criteria in Section 5. Each should be expanded into detailed test scripts during test design.

## AT-01 Award to Contract

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given an authorised Funding Administrator has a valid approval reference and approved amount > 0 | When they submit a new award registration | Then the system creates the award record, rejects duplicate reference numbers, and automatically initiates the Contract/Agreement workflow |
| 2 | Given an award exists without a signed contract | When a user attempts to record a disbursement against it | Then the system blocks the transaction and displays the reason (no executed contract) |

## AT-02 Contract Execution

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given a contract has all required parties, an effective date and required signatures | When the authorised signatory executes the agreement | Then the system locks the agreement as the authoritative version and enables downstream modules (budget, milestones) |
| 2 | Given a contract is missing a required signature | When a user attempts to mark it EXECUTED | Then the system prevents the status change and lists the missing condition |

## AT-03 Onboarding Gate

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given a recipient has outstanding mandatory onboarding items (e.g. banking details unverified) | When a Finance Officer attempts to process the first disbursement | Then the system blocks the payment until onboarding is marked complete |

## AT-04 Budget Control

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given an approved budget line of a fixed amount | When cumulative commitments plus expenditure would exceed the approved amount | Then the system flags the overrun and requires an approved budget revision before further commitment is recorded |

## AT-05 Milestone-Linked Disbursement

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given a milestone has been verified with approved evidence | When Finance reviews the linked payment request | Then the system displays the payment as eligible for approval; if the milestone is not yet verified, the payment request cannot be approved |
| 2 | Given a payment has already been approved once | When a second approval is attempted on the same payment request | Then the system blocks the duplicate approval |

## AT-06 Evidence & Indicators

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given an indicator requires evidence for an actual value | When a recipient submits an actual value with no attached evidence | Then the system blocks submission and prompts for the required evidence |

| # | Given | When | Then |
|---|---|---|---|
| 2 | Given baseline and target values exist for an indicator | When an actual value is recorded | Then the system automatically calculates variance and a status of Green (≥90%), Amber (70–89%) or Red (<70%), using configurable thresholds |

## AT-07 Risk Escalation

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given a risk is rated High and assigned to an owner with a mitigation due date | When the mitigation due date passes without resolution | Then the system automatically escalates the risk and surfaces it on the Risk Dashboard (D05) and the responsible Programme Manager's dashboard (D02) |

## AT-08 Compliance Tracking

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given a contractual reporting obligation has a due date | When the due date passes without a compliant submission | Then the system marks the obligation overdue and escalates per the configured compliance workflow |

## AT-09 Change Control

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given a recipient requests a budget reallocation exceeding the configured threshold | When a Programme Manager assesses and an authorised approver decides | Then the system updates the approved baseline only after approval is recorded, and retains the original baseline for audit |

## AT-10 Close-Out

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given a project has outstanding obligations (e.g. unresolved risk, missing final report) | When a Programme Manager attempts to close the project | Then the system blocks closure and lists each outstanding condition |
| 2 | Given a project is closed and flagged for post-fund monitoring | When closure is confirmed | Then the system automatically enrols the project in Post-Fund Monitoring with the standard follow-up schedule (6/12/24/36/60 months) |

## AT-11 Portfolio Roll-Up

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given indicator actuals are captured and verified at project level | When a Portfolio Manager opens the Portfolio Dashboard | Then figures are aggregated to programme and portfolio level within the performance target and are traceable back to source project records |

## AT-12 Audit Trail Integrity

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given any material transaction occurs (approval, payment, budget change, status change) | When the transaction is committed | Then the system writes an immutable, timestamped, user-attributed audit log entry that cannot subsequently be edited or deleted by any user role, including administrators |

## AT-13 Role-Based Access

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given a user role without payment-approval permission | When that user attempts to approve a payment via the API or UI | Then the system denies the action and logs the attempted access |

## AT-14 Multi-Tenancy Isolation

| # | Given | When | Then |
|---|---|---|---|
| 1 | Given two tenants (e.g. two government departments) use the platform | When a user from Tenant A queries award or project data | Then the system returns only Tenant A's data unless the user holds an explicit cross-tenant aggregation role |

# 9 Appendices

## 9.1 Requirement Priority Summary by Module

This table summarises MoSCoW distribution per module, derived from the requirement-level prioritisation in Section 5, and is intended to directly inform release planning.

| Module | Name | Must | Should | Could | Won't | Total |
|---|---|---|---|---|---|---|
| **M01** | Award Intake & Funding Registration | 17 | 0 | 0 | 0 | 17 |
| **M02** | Contract & Agreement Management | 22 | 0 | 0 | 0 | 22 |
| **M03** | Recipient Onboarding | 13 | 0 | 0 | 0 | 13 |
| **M04** | Project & Programme Management | 21 | 0 | 0 | 0 | 21 |
| **M05** | Budget & Financial Management | 18 | 1 | 0 | 0 | 19 |
| **M06** | Disbursement Management | 14 | 1 | 0 | 0 | 15 |
| **M07** | Milestone & Deliverable Management | 10 | 0 | 0 | 0 | 10 |
| **M08** | Monitoring, Evaluation, Accountability & Learning (M&E / MEAL) | 20 | 2 | 0 | 0 | 22 |
| **M09** | Risk Management | 8 | 2 | 0 | 0 | 10 |
| **M10** | Compliance Management | 0 | 8 | 0 | 0 | 8 |
| **M11** | ESG & Sustainability | 0 | 8 | 0 | 0 | 8 |
| **M12** | Innovation & Technology (NSI) | 0 | 9 | 4 | 0 | 13 |
| **M13** | Beneficiary & Stakeholder Management | 0 | 0 | 9 | 0 | 9 |
| **M14** | Evidence & Document Management | 9 | 0 | 0 | 0 | 9 |
| **M15** | Change Control & Variation Management | 0 | 8 | 0 | 0 | 8 |
| **M16** | Issue, Exception & Escalation | 0 | 7 | 0 | 0 | 7 |
| **M17** | Site / Field Monitoring | 0 | 7 | 1 | 0 | 8 |
| **M18** | Close-Out Management | 0 | 9 | 0 | 0 | 9 |
| **M19** | Post-Fund Monitoring | 0 | 10 | 2 | 0 | 12 |
| **M20** | Portfolio Management | 15 | 0 | 0 | 0 | 15 |
| **M21** | Knowledge & Learning | 0 | 0 | 8 | 0 | 8 |
| **M22** | Reporting & Business Intelligence | 12 | 1 | 0 | 0 | 13 |
| **M23** | Administration & Configuration | 0 | 3 | 8 | 0 | 11 |
| **M24** | Integration & API Management | 0 | 2 | 3 | 3 | 8 |
| **M25** | Audit & Assurance | 0 | 9 | 0 | 0 | 9 |

## 9.2 Recommended Implementation Roadmap

Consistent with the source specification's MVP definition, the recommended build sequence follows the single-thread path below; remaining Should/Could modules layer onto the same data model once this thread is proven end to end:

**Award (M01) → Contract (M02) → Onboarding (M03) → Budget (M05) → Disbursement (M06) → Project (M04) → Milestone (M07) → Evidence (M14) → M&E (M08) → Risk (M09) → Financial Reporting → Project Report → Portfolio Dashboard (M20/M22).**

### Release Phasing

- Release 1 (MVP — Must Have): M01, M02, M03, M04, M05, M06, M07, M08 (core), M09 (core), M14, M20, M22 — establishes the controlled award-to-portfolio-reporting thread.
- Release 2 (Should Have): M10 Compliance, M11 ESG, M15 Change Control, M16 Issue & Escalation, M17 Site Monitoring, M18 Close-Out, M19 Post-Fund Monitoring, M25 Audit & Assurance.
- Release 3 (Could Have — differentiators): M12 Innovation/TRL, M13 Beneficiary Management, M21 Knowledge & Learning, remainder of M23/M24.
- Deferred (Won't Have this phase): deep ERP transaction sync, external research-data integration, GIS enrichment — revisit once core integration patterns are proven.

## 9.3 Master Business Rules

| ID | Rule | Statement | Priority |
|---|---|---|---|
| BR-001 | **Approval is the lifecycle entry point** | No contract may be created without an approved funding award. | Must Have |
| BR-002 | **Contract is the first controlled process** | Once approval is captured, the system automatically initiates Contract/Agreement. | Must Have |
| BR-003 | **No uncontrolled disbursement** | No payment may be released unless the applicable contractual and financial conditions are satisfied. | Must Have |
| BR-004 | **Evidence-based performance** | Reported performance must be supported by evidence where required. | Must Have |
| BR-005 | **Single source of truth** | A data element is captured once and reused throughout the lifecycle. | Must Have |
| BR-006 | **Configurable funding instruments** | Different programmes may define different milestones, payment rules, KPIs, reporting periods, compliance conditions and risk thresholds. | Should Have |
| BR-007 | **Full auditability** | Material decisions and changes must be auditable. | Must Have |
| BR-008 | **Results hierarchy** | Input → Activity → Output → Outcome → Impact. | Must Have |
| BR-009 | **Baseline/target/actual** | All measurable indicators support Baseline → Target → Actual → Variance → Evidence. | Must Have |
| BR-010 | **Portfolio roll-up** | Project information automatically rolls up to Programme → Portfolio → Institution → National/Donor reporting level. | Must Have |

## 9.4 Role-Permission Legend

Every module enforces role-based access using the following action legend; the detailed role-by-module matrix should be finalised during solution design and reviewed by the Risk & Compliance Officer.

| Code | Action |
|---|---|
| **C** | Create |
| **R** | Read |
| **U** | Update |
| **A** | Approve |
| **V** | Verify |
| **X** | Export |

## 9.5 Configurable Funding Instruments

The data model must not hard-code a single grant model. The following instrument patterns shall be configurable (BR-006):

- Grant: Award → Milestone → Disbursement → Reporting.
- Development finance: Investment → Drawdown → Conditions → Repayment/Performance.
- Impact investment: Investment → KPI → Impact → Financial/Impact Return.
- Blended finance: Grant + Debt + Equity + Technical Assistance.
- NGO programme: Grant → Activities → Beneficiaries → Outcomes → Impact.
- Innovation funding: Funding → TRL → Prototype → Validation → Commercialisation.

## 9.6 M&E Indicator Status Thresholds (default, configurable)

| Status | Threshold |
|---|---|
| **Green** | ≥ 90% of target |
| **Amber** | 70–89% of target |
| **Red** | < 70% of target |

*These thresholds must be configurable per programme/funding instrument (FR-M08 series, Should Have).*

## 9.7 Change Log Against Source Document

- Restructured into an IEEE 830-aligned SRS template (Introduction, Overall Description, Architecture, Requirements, NFRs, Appendices).
- Converted 304 functional requirements from mixed FR-statement / user-story format into consistent, testable "the system shall" statements.
- Applied MoSCoW prioritisation to all 304 functional requirements and 10 business rules, aligned to the source document's own MVP roadmap.
- Added Given/When/Then acceptance criteria to every functional and non-functional requirement.
- Added a documented stakeholder analysis (18 stakeholder groups) linking each to its primary interest and related modules.
- Added five architecture and data diagrams (layered architecture, DFD Level 0, DFD Level 1, funding-lifecycle/scope diagram, simplified ERD).
- Added three user journey maps (Programme Manager, Recipient, Portfolio/Executive) with sentiment tracking and identified design implications.
- Added three recommended UI wireframes (award registration, milestone evidence submission, executive dashboard) as visual proofs.
- Added a 14-scenario, cross-module high-level acceptance test plan.
- Restated non-functional requirements in testable form with MoSCoW priority and acceptance criteria.