

Number	Feature	Role	User Story	Acceptance Criteria	Priority Level
1	Notifications - Electronic Filling System	CHRO Reviewer	As a CHRO Reviewer I want to send a notification to agencies so that agencies can begin filling their plan using an electronic system.	Given that a system is in place to file plans electronically (Sec. 46a-68-76 Submission of a plan electronically), then the system must allow reviewers to send a notification to agencies notifying them to file using this system.	Eliminate
2	Application Submission - Timestamp	CHRO Reviewer	As a CHRO Reviewer I want to view the timestamp for when the AA plan was submitted so that I can verify when the plan was submitted.	Given that the agency submits its plan, the system must display the date and time the plan was submitted. Plans submitted on or before the filling date will be labeled: Timely Plans submitted after the filing date will be labeled: Untimely	Nice to Have
3	Notifications - Plan Received	CHRO Reviewer	As a CHRO Reviewer I want to notify agencies that their plan has been received so that they know when the Commission will vote on their plan.	Given that a agency plan was submitted, then the system must notify the agency: 1.) Date when the plan was received 2.) Date when the plan will be presented to the Commission	Nice to Have
4	Application Creation - Plan Elements	EEO	As an EEO I want to view the sections of the plan so that I can complete the plan.	The elements of the plan detailed in the Sec. 46a-68-77 Elements of an affirmative action plan must be present: 1. Policy statement; 2. Internal communication; 3. External communication and recruitment strategies; 4. Assignment of responsibility and monitoring; 5. Organizational analysis; 6. Workforce analysis; 7. Availability analysis; 8. Utilization analysis and hiring and promotion goals; 9. Employment analyses; 10. Identification of problem areas; 11. Upward mobility program and goals; 12. Good faith efforts; 13. Program goals; 14. Discrimination complaint process; 15. Goals analysis; 16. Innovative programs; and 17. Concluding statement and signature.	Required
5	Analysis - Organizational Analysis	EEO	As an EEO I want to complete an organizational analysis so that I am in compliance with the law.	The system must allow the submission of an Organization Chart.	Required
6	Analysis - Workforce Analysis	EEO	As an EEO I want to complete a workforce analysis so that I am in compliance with the law.	Given that the data is present in the system, then the system must produce the workforce analysis according to Sec. 46a-68-83 Workforce analysis.	Required

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7	Analysis - Availability Analysis	EEO	As an EEO I want to complete an availability analysis so that I am in compliance with the law.	Given that the data is present in the system, then the system must produce the availability analysis according to Sec. 46a-68-84 Availability analysis.	Required
8	Analysis - Utilization analysis and hiring and promotion goals	EEO	As an EEO I want to complete a utilization analysis and hiring and promotional goals so that I am in compliance with the law.	Given that the data is present in the system, then the system must produce the utilization analysis and hiring and promotional goals according to Sec. 46a-68-85 Utilization analysis and hiring and promotion goals.	Required
9	Analysis - Employment Analysis	EEO	As an EEO I want to complete a employment analysis so that I am in compliance with the law.	Given that the data is present in the system, then the system must produce the employment analysis according to Sec. 46a-68-86 Employment analysis.	Required
10	Notifications - Recommendation	CHRO Reviewer	As a CHRO Reviewer I want to send a letter with a summary for the plan so that the agency has a copy of the recommendation.	Given that the recommendation is finalized, the system must transit the recommendation to the agency.	Nice to Have
11	Plan Creation - Access	EEO	As an EEO I want to view my agency's plan so that I can complete my agency's plan.	Given that the user has access to the system, they must only be able to view their agency's plan.	Required
12	Plan Review - Access	CHRO Reviewer	As a CHRO Reviewer I want to view all agency plans submitted so I can review the plans.	Given that the user has access to the system, they must be able to view all agency plans submitted.	Required
13	Plan Creation - Data	EEO	As an EEO I want the data needed for the various analyses present so that I can be compliant with the law.	<p>Given that the system is availability for users, the following data must be made available in the system:</p> <ul style="list-style-type: none"> - (Employment Figures aka Availability) Census 2014-2018 EEO tabulations (https://www.census.gov/acs/www/data/eo-data/eo-tables-2018/tableview.php?geotype=state&state=04000us09&filetype=all1r&geoName=Connecticut) - 2014 - 2018 Census EEO Tabulation Occupation Codes - Job Titles for the state (CORE) determined By DAS - Position Classifications (CORE) determined by DAS (EEO Groups) - Salary (CORE) --and Range(CORE) - Workforce Age (CORE) - Workforce Sex (CORE) - Workforce Race (CORE) - Number of individuals in the workforce with a disability (CORE) - Client population (Optional) - IPEDS 	Required
14	Plan Review - Workflow	EEO	As a EEO I want to track the status of the plan so that the plan is submitted.	TBD	Nice to Have
15	System Workflow	System Admin	As the System Admin, I want the system to follow the workflow to that system runs smoothly.	The system should facilitate the attached workflow.	Nice to Have

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16	Plan Submission - Corrections	EEO	As an EEO I want to make changes to my submitted plan so that can correct my plan with the window for correction.	Given that the plan was submitted by the filling date and within the window for correction detailed in Sec. 46a-68-97 "Affirmative action plan reporting periods", then the system must allow the user to make change to any part of their submission.	Required
17	Plan Submission - Corrections	CHRO Reviewer	As a CHRO reviewer I want to view the changes made by an agency during the window for correction so that I can thoroughly review the agency's plan.	Given that an agency made changes to their original submission of their plan, the system must identify where changes have been made.	Required
18	Plan Review - Analysis	CHRO Reviewer	As a CHRO Reviewer I want to compare sections of the plan so that I can ensure that there are no mistakes in the analyses for the plan.	Given that a plan is submitted, the system must compare the following values to ensure the following values across the plan match: (TBD)	Nice to Have
19	Plan Archive	CHRO Reviewer	As a CHRO Reviewer, I want to archive the plan, evaluation, and letter of commitment (it applicable) so that I am in compliance with the record retention policy.	Given that an agency has completed the process, the system must retain all related documents according to the record retention policy.	Required
20	Notification - Submission Deadline	CHRO Reviewer	As a CHRO Reviewer, I want to alert agencies about upcoming and past deadlines to so that they are reminded to submit their plan.	Given the current filling schedule, the system must notify agencies 30 days prior to their filling date and 1 day after missing the deadline and each week afterwards (confirm notification cadence with CHRO)	Nice to Have
21	Reporting	CHRO Reviewer	As a CHRO Reviewer, I want to annually report on the plan submissions so that I can report to the governor's office.	Given the end of the fiscal year, the system must produce a report containing the following information for each agency's' plan: - Agency Name - Filling Status - timeliness of Filling - Staff Recommendation - Commission Action - Diversity & Inclusion Requirements Met - Justification (A, B 1-3, B4)	Nice to Have
22	Notification - Signed Summary	CHRO Reviewer	As a CHRO Reviewer, I want to send the summary to the members of the commission so that the members have the documents in preparation for the commission meeting.	Given that the CHRO reviewers have written a summary and the CHRO leadership has signed off on the summary, the system must transmit the signed summary to all the members of the commission.	Nice to Have