THE SOLUTION MUST ADDRESS THE FOLLOWING BUSINESS REQUIREMENTS

The purpose of a website revamp business requirements specification (BRS) is to clearly define and document the specific needs and objectives of a business for their website development or redesign project. The BRS serves as a comprehensive guide that outlines the functional and non-functional requirements, features, and desired outcomes of the website.

1 The key purposes of a BRS are:

- 1.1 **Clarity and Alignment:** The BRS helps ensure that all stakeholders have a common understanding of the project's goals, objectives, and scope. It aligns the business needs with the website development team, facilitating effective communication and collaboration.
- 1.2 **Requirement Documentation:** The BRS documents the specific features, functionalities, and technical requirements that the website should have. It provides a detailed overview of what the website should accomplish and how it should function.
- **1.3** Basis for Development: The BRS serves as a foundation for the website development process. It provides developers with a clear roadmap and set of instructions to follow, ensuring that the final product meets the business requirements.
- 1.4 **Project Management:** The BRS helps in project planning and management by defining project timelines, milestones, and deliverables. It sets expectations for both the business and development team, ensuring that the project progresses smoothly and stays on track.
- 1.5 **Evaluation and Validation:** The BRS serves as a benchmark for evaluating the success of the website development project. It enables stakeholders to assess whether the delivered website meets the specified requirements and objectives.

Overall, a well-defined BRS helps minimize misunderstandings, reduces development iterations, and ensures that the final website meets the business needs and objectives effectively.

2 Purpose of the website revamp:

Clearly define the purpose of the website revamp, including what the website is intended to achieve and how it supports the HPCSA's overall goals.

(Website to be informative, interactive, user-friendly, and eye-catching, as well as attractive and professional, and must clearly communicate the objectives of HPCSA as well as highlighting projects, events, quarterly newsletters, subscribe to newsletter, distribute newsletter via a database linked to the website, and resources).

2.1 Target audience:

Identify the target audience for the website, including any specific demographics, interests, or needs that the website should address.

2.2 Website User

A website user refers to an individual who accesses and interacts with a website. They can be visitors, customers, or members of a website, depending on the nature and purpose of the site. Website users typically browse web pages, consume content, perform actions, and engage with various features and functionalities provided by the website. Their interactions can include reading articles, making purchases, submitting forms, leaving comments, participating in discussions, and more.

2.3 Website Owners and Administrators

Website owners and administrators often analyse user behaviour and preferences to improve the user experience and optimize their website's performance.

2.4 Other HPCSA Portals

HPCSA has two main portals:

- a) **HPCSA Online Service** based on Oracle Service Cloud (OSvC), used by practitioners to apply for registration, renew registration, upload and view exams, upload, and view CPDs; public to search for registered practitioners, log complaints against a practitioner, report bogus practitioners.
- b) Online claims used by HPCSA employees, Committee and Board member to submit claims.

The business requirements specification for the HPCSA Website revamp as per the Stakeholders, Users and Business owners' specific needs and goals.

Business Requirements Number	Role Is: Player/Stakeholder	Issues Raised	What Must be Done/Expectation	Reasons	IT Recommendation
BRMS – 001	Practitioners	 Website is slow and NOT intuitive. The setup is not logical. Not easier access to information. No clear and easy navigation instructions. Information is readily available but hard to navigate through. Generally difficult to find what you are looking for. Not obvious where certain items are buried. 	 The user will have the ability to view HPCSA biography information. View renewal notices. Ability to print forms. Ability to Search for information. Ability to Search for information. Ability to access links to the following portals: OSvC, I- register, Exam Results portal. Ability for the users to log complaints 	Ability to access links to the following portals: OSvC, I- register, Exam Results portal: - To Update selected information (OSvC) - To view registration status (OSvC) - To view CPD Status (OSvC) - To view CPD Status (OSvC) - To view Profile Information (OSvC)	 Provide easy access to the HPCSA Online Service to: Maintaining registration Renewing Registration Uploading and viewing CPD Viewing Exam results

The layout is not very	about the website to	- Account	
user friendly or logical.	the webmaster.	Overview	
Forms listed not linked	 Indicate results 	(OSvC)	
on all documents.	chronologically and	- To make	
on all documents.	allow for printing.	payment	
A homepage doesn't		(OSvC)	
have dropdown menus		 to view and print 	
that take you wherever		practicing card	
you need to be.		(OSvC)	
 The search function doesn't take you straight to the pages you are looking for. Unable to upload CPD reports and marks. Search the register in chronological order and if a practitioner is DECEASED then it must be indicated as DECEASED and not terminated or erased. 		- To view and upload CPD points (OSvC)	

BRM - 002	Public	Quick access to confirm registration status of a practitioner.Information not easy to access.Difficulties in navigating the website (Information is readily available but hard to navigate through).Not clear instructions where information is located.	 Ability to access information. Ability to download forms. Ability to access links to the following portals: OSvC, I- register. 	Ability to access links to the following portals: OSvC, I- register: - Ability to lodge a complaint (OSvC). - Able to check if the Practitioner is registered (I- register).	 Provide easy access to the HPCSA Online Service to: search registered practitioners. Log a complaint against a practitioner. Report a bogus practitioner.
BRM - 003	Webmaster	Webmaster Requirements	 Ability to Monitor online traffic and direct traffic. Ability to collect and analyse web analytics and similar data. Ability to access and address complaints lodged by the users against the website. 	Allows the webmaster to easily update and manage website content (text, pdf, Ms word, excel, power point, images, videos)	

BRM - 004	IT-Technical	IT-Technical Requirements	 Ability to Update website content (Admin). Ability to review Search Engine Optimization (SEO). Ability to do technical admin and general support. Ability to do maintenance and support to ensure the website can be updated and fixed quickly if issues arise. Ability to manage user's access. 	Maintenance and support: - To manage web pages	Enable HPCSA IT to provide first line support
BRM - 005	Secretariat	Information not easy	Ability to search for	Fully deliver to the PB	Provide easy access to
	(Departments)	access.	information.Ability to Access the	mandate as captured in the Health Professions	the HPCSA Online Service to:
		The search box doesn't	Website and online	Council of South Africa.	Maintaining
		give proper results.	system links.		registration
					Renewing
					Registration
					Uploading CPD

					Upload Exam results
BRM - 006	Council and Professional Board Members	Information not easy to access. Difficulties in navigating the website (Information is readily available but hard to navigate through). Not clear instructions where information is located.	 Ability to access links to the following portals: OSvC, I- register, claims. Ability to access information. Ability to search for information. 	Ability to access links to the following portals: OSvC, I- register, Exam Results portal: - To Update selected information (OSvC) - To view registration status (OSvC) - To view CPD Status (OSvC) - To view Profile Information (OSvC) - Account Overview (OSvC) - To make payment (OSvC)	 Provide easy access to the HPCSA Online Service to: search registered practitioners. Log a complaint against a practitioner. Report a bogus practitioner. Provide easy access to the HPCSA Online Claims to: Submit claims.

BRM - 007	Higher Education Institutions	Information not easy to access. Difficulties in navigating the website (Information is readily available but hard to navigate through). Not clear instructions where information is located.	 Ability to access links to the following portals: OSvC, I- register. Ability to access information. Ability to search for information. 	 to view and print practicing card (OSvC) To view and upload CPD points (OSvC) Ability to access links to the following portals: OSvC, I- register: Ability to lodge a complaint (OSvC). Able to check if the Practitioner is registered (I- register) 	 Provide easy access to the HPCSA Online Service for: To search registered practitioners Log a complaint against a practitioner. Report a bogus practitioner.
BRM – 008	Professional Associations	Information not easy to access. Difficulties in navigating the website (Information is readily available but	 Ability to access links to the following portals: OSvC, I- register. Ability to access information. Ability to search for information. 	Ability to access links to the following portals: OSvC, I- register: - Ability to lodge a complaint (OSvC). - Able to check if the Practitioner	 Provide easy access to the HPCSA Online Service for: To search registered practitioners Log a complaint against a practitioner.

BRM – 009	Government Departments	 hard to navigate through). Not clear instructions where information is located. Information not easy to access. Difficulties in navigating the website (Information is readily available but hard to navigate through). Not clear instructions where information is located. 	 Ability to access links to the following portals: OSvC, I- register. Ability to access information. Ability to search for information. 	is registered (I- register) Ability to access links to the following portals: OSvC, I- register: - Ability to lodge a complaint (OSvC). - Able to check if the Practitioner is registered (I- register)	 Report a bogus practitioner. Provide easy access to the HPCSA Online Service for: To search registered practitioners Log a complaint against a practitioner. Report a bogus practitioner.
BRM – 010	Media	Information not easy to access. Difficulties in navigating the website (Information is readily available but	Ability to Register to receive latest news.	View latest news, featured articles, hearings, communications, statutory. statistics	

		hard to navigate through). Not clear instructions where information is located.			
BRM – 011	Employers of Practitioners	Information not easy to access. Difficulties in navigating the website (Information is readily available but hard to navigate through). Not clear instructions where information is located.	 Ability to access the I-Register. Lodge a complaint. Recent convictions/ Judgements. Ability to view statistics. 	 File a complaint. View recent convictions and court rulings. Use I-Register. Look at statistics of registered practitioners. 	

BRM – 012	Website entry point	Currently the website	•	Use the website as the	Allow users to use the	Have descriptive links to
	requirements	and portal (OSvC) are		main entry point and link	website as the entry	the portals and their
		split – this causes		the online systems	point and have a user	subsections e.g.,
		confusion with the users		services (OSvC portal,	portal section on the	Exams, iRegister
		as there is information on		claims systems, I-	website which will allow	
		the website which the		register, exam results)	users to have access to	
		portal access point does		to the website.	all information via one	
		not provide for.			central point.	
			•	Build portal section into		
		Has 2 portals with 2 login		the current website		
		requirements.				
BRM – 013	Website Content			A user-friendly	Define the types of	
	requirements			content	content that will be	
				management	included on the	
				system (CMS) that	website.	
				allows the	 Specify any 	
				webmaster to easily	requirements for	
				update and manage	the tone, style,	
				website content	or branding of	
				(text, pdf, Ms word,	the content.	
				excel, power point,		
				images, videos)		

BRM – 014	Website Device	Difficult to use different	•	Users be able to use	A responsive design	
	capability	devices.		different devices to	that works well on	
	requirements			access and view the	desktop, tablet, and	
				website (e.g., Desktop,	mobile devices.	
				laptop, mobile and		
				tablet)	Fully functional, both	
			•	Cross browser	viewing and editing on	
				compatibility	all the browsers.	
BRM – 015	Website search	Not easy to access	•	A search function that	allows users to	Provide search
	function	information.		allows users to quickly	easily find the	functionality to use
				find the information they	information they are	keywords to search
				are looking for.	looking for.	website content
			•	Indicate results		
				chronologically and		
				allow for printing.		
			•	Indicate documents		
				search for in		
				chronological order.		

BRM – 016	Website Contact form	Current forms are not working.	•	 A contact form that allows users to send messages to the website owner: Service delivery form Health Committee form Webmaster form 	Online forms and fields that will be included on the HPCSA website. The form must direct a request to the relevant division.
BRM – 017	Communication Channels, Response and Feedback	Latest news is not easy to access.	•	Ability to link to HPCSA social media platforms (Twitter, Facebook, LinkedIn) A blog (e-bulletin) A news section that allows the website owner to publish regular updates.	The solution shouldhave the ability for useto post press releases,features stories and"what's new" content onthe site.News content shouldhave an auto archivingfunctionality to archiveposts after a certaintime frame.The News should alsohave RSS feedsautomatically availableif desired by websitevisitors.

BRM – 018	Search/Finding Information Requirements	Search function that takes you straight to the page. Not easier access to information. Information is readily available but hard to navigate through.	 On website homepage with a filter search feature for quick information access retrieval. Content on the site List practitioners chronologically. 	
BRM – 019	Navigation and Site Content	No clear and easy navigation instructions 1072 of websites users find the website not easy to navigate. Simpler navigation – too many pages and divisions (simplify whole site). No back arrow that allows the users to go back to the page they were initially at. 3 click rule not followed.	 Site Map Easy access to locate any of the 12 Professional boards. Continuous updates to outdated content – (archive older content on the SharePoint). 	Simpler navigation – too many pages and divisions (simplify whole site). Ensure ease of navigation especially pertaining to the personal information section.

BRM – 020	I-Register	-The iRegister is not	Display search	System	Have descriptive links to
	Requirements	easy to use.	information on the public	Integrations/Viewing.	iRegister which is a
		It asks for too much information. -No easy to retrieve registered members.	website (Homepage).		subsections functionality on HPCSA Online service Portal.
		-Not easy register check			
		using ID number.			
BRM – 021	Exam Results	Unable to view exam	Display results on the	Viewing/Access	Have descriptive links to
	requirements	results.	website under each	Information.	view Exam Results
			Professional Board Exam		which is a subsections
			Page.		functionality on HPCSA
			Access to exam results		Online service Portal.
			request.		

BRM – 022		Make it easier to log onto	Have dedicated panel a	rea A client portal which	Make it easier and use
	Requirements	the online portal from the	for users to login once -	- as caters for all the user's	friendly for the user to
		website.	indicated -	information and	access the portals.
		Create a 1-STOP portal for all requirements with easy login steps. Easier log-in process.	let users access the sys via the website so that t is just one access point one login place. Online Payment and Renewal system. Access to card – reques Immediate profile updat	there with Registrations Payment and renewal.	
		NON-FUNCT	IONAL REQUIREMENTS		
	(Are charac	teristics that the revamped v	vebsite must have to meet	certain quality standards.)	
Non- Functional	Functions/	Issue Rases/ Actual	Description of the	Reasons	IT Recommendation
Requirement	Features	requirements r	equirement		
number					
BRM – 023	Securities	Website was hacked. •	Latest IIS Windows	To ensure that confidentiality	Provide Secured Websit
	Requirements		server (dedicated or	of information and ensure	
			VPS).	integrity of the system.	
		•	Location of the		

website must be

known.

Ensure site security – one

central SSL for the website.

Unlimited traffic
Failover and backup
to isolated
environment
Back image
not more than
five days old.
Latest SQL
database.
Web application
firewall.
DoS / DDoS
protection.
Encryption (SSL -
webservices).
Access Control
(Authentication
(MFA), Accountability
and Authorisation).
Cyber Security
Insurance.
Data Loss
prevention.

BRM – 024 BRM – 025	Capacity Requirements Usability	Limited capacity	 Storage Capacity. Data Volume. To ensure that the 	The licenced environment must have capacity to store the documents as per HPCSA processes.	Scalable storage to accommodate future growth and changes.
	Experience) Requirements		friendly – o Ease of use o Ease of navigation (backward and forwards)		
			 Uniformity of pages Easy language to understand. 		
			 Website accessibility to all people (Persons with disabilities 		
BRM – 026	Design requirements	The site design should ensure that images do	Overall look and feel,	Define any design requirements for the website,	

		not stratch wider then	a colour	including the overall leak and	
		not stretch wider than	∘ colour	including the overall look and	
		the screen area – that.	scheme,	feel, colour scheme,	
		they resize correctly in	 typography, 	typography, and layout.	
		response to the	and		
		different screen sizes.	o layout.		
			(Check the HPCSA		
			Corporate identify (CI)		
			Manual, designer to		
			provide 3 colours)		
			Comply to the 13		
			logos available in the		
			HPCSA.		
			Comply to the		
			different colours		
			applicable to each		
			board.		
BRM – 027	Performance		Fast loading times to	Specify any performance	
	requirements		ensure a positive	requirements for the website,	
			user experience.	such as load times, uptime,	
			(Must load speed of	and scalability.	
			2 seconds).		
			Unlimited concurrent		
			users.		
BRM – 028	Compatibility		Compatibility with all	Access through all "smart"	Compatibility with all web
	Requirements		web browsers and	gadgets and browsers.	browsers, personal
			Compatibility with all		computers, and mobile
			Devices (Laptop,		devices

		Desktop, Ensure site compatibility for
		Smartphones and mobile and large screen
		Tablets). viewing
		The solution must be
		interoperable.
BRM – 029	Scalability	Scalability to To ensure that total technical
		accommodate future infrastructure allows for
		growth and changes. scalability up or down or
		lateral without or with limited-
		service degradation
BRM – 030	Compliance	Compliance with Specify any legal or
	Requirements	relevant laws and regulatory requirements that
		regulations (e.g., the website must comply
		POPIA, PAIA). with, such as POPIA, PAIA).
BRM – 031	Availability	99.999 availability. To ensure the website is
	Requirements	99.999 reliability. always accessible.
BRM - 032	Maintenance and	Easy maintenance To ensure that solution is
	support	and support to easy to maintain and
	requirements	ensure the website support - resolutions of
		can be updated and (SRs) within timelines all
	(Define any	fixed quickly if issues the time.
	requirements for	arise.
	ongoing	Specific Object for the
	maintenance and	

	support of the			Solution, plus Standard	
	website, including			Solution Documentation).	
	who will be				
	responsible for				
	updates and how				
	issues will be				
	addressed)				
		d has any the standburn many	ton monus and footor wi	ill depend on the specific need	ds and goals
The	information that should	d be on the landing page	, top menus, and tooter wi	in depend on the speeme need	us and goals.
The	information that should	d be on the landing page			
The Business	Features	Process	Description of the	Reasons	IT Recommendation
Business		Process	Description of the		
Business Requirement		Process	Description of the		
Business Requirement number	Features	Process requirements	Description of the requirement		
Business Requirement number	Features	Process requirements Website Landing Page	Description of the requirement • A clear and		
Business Requirement number	Features	Process requirements Website Landing Page	Description of the requirement A clear and concise headline		
Business Requirement number	Features	Process requirements Website Landing Page	Description of the requirement • A clear and concise headline that		
Business Requirement number	Features	Process requirements Website Landing Page	Description of the requirement • A clear and concise headline that communicates		
Business Requirement number	Features	Process requirements Website Landing Page	Description of the requirement • A clear and concise headline that communicates the purpose of		
Business Requirement number	Features	Process requirements Website Landing Page	Description of the requirement • A clear and concise headline that communicates the purpose of the website.		
Business Requirement number	Features	Process requirements Website Landing Page	Description of the requirement • A clear and concise headline that communicates the purpose of the website.		
Business Requirement number	Features	Process requirements Website Landing Page	Description of the requirement • A clear and concise headline that communicates the purpose of the website. • A brief introduction that		

		1	1		1	I
				and how it can		
				benefit the user.		
			•	A prominent call-		
				to-action (CTA)		
				that encourages		
				the user to take a		
				specific action		
				(e.g., sign up for		
				a newsletter,		
				contact the		
				company, etc.).		
			•	An overview of		
				the website's		
				main features.		
			•	Links to other		
				important pages		
				on the website.		
BRM - 034	Top Menus	Website Top Menus	•	Navigation links		
		Requirements		to the most		
				important pages		
				on the website		
				(e.g., Home,		
				Registrations,		
				Professional		
				Boards, Contact		
				Us, etc.).		
L	1	L				1

			Dropdown menus
			that provide
			additional
			navigation
			options.
BRM - 035	Footer	Website Footer	Contact
		Requirements	information (e.g.,
			phone number,
			email, physical
			address).
			Links to important
			pages on the
			website (e.g.,
			About Us,
			Privacy Policy,
			Terms of Service,
			etc.).
			Social media
			icons and links.
			Copyright
			information.
			Legal disclaimers
			or other required
			information.