

**MARSS Requirements for Supporting a
General Rulemaking Proceeding without a Public Hearing**

A narrative description of functional requirements presented in the context of a specific Rulemaking Proceeding Type and its process to aid user understandability.

Scenario 1: Use MARSS as Archiving Repository

User Story

- As an agency user, I wish to upload the official Rulemaking Record including all Rulemaking Record Items and, if I choose, Supplemental Items, to the system so that I am meeting my Statutory obligation to retain the Rulemaking Record in a secure, accessible and permanent manner for reference by the public, the Legislature, the agencies and other entities interested in rulemaking.
 - All details described in scenario 2 below, e.g. metadata about any document uploaded for a rulemaking proceeding, can be supported in this scenario aside from detail that is the result of workflow support being utilized.

Scenario 2: Enlist MARSS for Workflow & Development

Workflow Section 1: Initiation of a General Rulemaking Proceeding without a Public Hearing

User Stories

- As an agency user, I wish to be able to create a new rulemaking proceeding of type Without a Public Hearing that includes a Rule Revision with a status of Possible Proposed, accessible by only those users for whom I later grant review access, so that I and others may review and update the Possible Proposed Rule Revision or upload Rulemaking Records Items or Supplemental Items as part of our development process. *(U001)*
 - The system will authenticate the user's identify through the use of login credentials. *(U019)*
 - The user will be able to recover a forgotten password, such as through the establishment of a hint and/or validation questions.
 - The user will be able to change his or her password. *(U019/R002)*
 - The system will authorize access to system functions and data only if the appropriate permissions have been assigned to the user. *(U019/R003)*
 - The system will enforce that all required data has been provided and validated before allowing the creation of the proceeding record. *(U001/R002)*
 - The user will select the applicable rulemaking proceeding type of General Rulemaking Proceeding without Public Hearing. *(U003)*
 - The user will select the status of Possible Proposed Rule Revision. *(null)*
 - Note: The user may skip this status and create a Rule Revision starting with Draft or Proposed. *(Lifecycles)*
 - Note: Based on the rulemaking proceeding type, the list of statuses will be adjusted to those which are appropriate choice for the rulemaking proceeding type. *(Lifecycles)*

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- Question: Agency Admin or Revisor Admin maintenance of these controlling pairs?
- The user will enter a Rulemaking Revision description. (U001/R004)
- The user will enter the statutory authority and effective dates of this authority (no end date for permanent). (U001/R004)
- The user will supply as much of the metadata about a rulemaking proceeding as they choose at creation time. The same features for updating a rulemaking proceeding apply. (U001/R005, U002)
- Based on the user's selection of a rulemaking proceeding type, the user will be presented with a list of standard rulemaking events with associated rulemaking record items, other rulemaking events associated with the rulemaking event, projected deadlines where possible for rulemaking events, roles with permissions for each rulemaking event, and an indication of whether an electronic signature will be required. (U003/R001)
 - The controls described above are managed by an agency admin user with more complex configurations, such as calculations, provided with assistance from a Revisor Admin User. (U033)
- The user will be able to update a standard default list of rulemaking events and associated rulemaking record items for a specific rulemaking proceeding without affecting the standard list displayed for other users creating a rulemaking proceeding. (U004/R001)
 - The user will be allowed to adjust the projected completion dates for each rulemaking event. (U004/R002)
 - The user will be allowed to update which planned rulemaking events are associated with other rulemaking events. (U004/R003)
 - The user will be presented with the role(s) with permissions for a specific rulemaking event but will not be allowed to update the associated role(s). (U004/R004)
 - The user will be presented with default designations of the need for an electronic signature and the role(s) with signatory authority for a specific rulemaking record item associated with a rulemaking event and be allowed to adjust the designation but not the role(s). (U004/R005)
 - The user will be able to select for a publicly viewable schedule the planned rulemaking events with associated data for the specific rulemaking proceeding. Items not selected will be viewable by users with permissions to view. (U004/R006)
 - Upon entry of a rulemaking event, the user may be presented with a suggested associated rulemaking event type and, if applicable, a deadline based on a business rule for a rulemaking event type. (U004/R007)
 - For example, the event type of "Issue a Response" after a rulemaking event of "Receive Comments" is entered. (U004/R007)

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- The user may choose to add and/or adjust the suggested event type with corresponding data and associations, including electronic signature requirements. (U004/R007)
- More than one user from different agencies might need permissions for the same rulemaking proceeding for instances where the ownership is shared across agencies. (U001/R006)
 - Question: Authorization at Rulemaking Proceeding level provide by agency user (extending abilities of ability to assign a user to Rulemaking Event or Rulemaking Item) or by Revisor Admin?
- An agency user will be able to get a user-friendly/clean URL permalink from the system's webpage that is specific to the rulemaking proceeding to add to an agency website. (U001/R007)
- User entered citations to Revisor documents (Statutes, Laws, Rules) will link to the cited documents located on the Revisor of Statutes website provided that the correct algorithm is used (citation algorithm available from Revisor's Office). (U001/R008)
- The Agency Admin User creating the Rulemaking Proceeding will maintain access to review and update the Rule Proceeding at any point, unless permissions or role changes are made for this user. (U021/R001)
- The user will be able to update any part of the rulemaking record if has not reached the formal adoption status. (U000/R011)
 - An agency user will be able to delete events, items and documents which the agency user or someone within the agency user's group has entered prior to the formal adoption of a rule revision. After formal adoption of a rule revision, records will be locked for the rule proceeding for any agency user. (U000/R011)
 - The Revisor Admin User would need to be enlisted for changes or deletions after the formal adoption status has been reached. (U000/R011)
- The user will select or enter topics and tags for a particular rulemaking proceeding or rulemaking record item, useful for later searches and reports. (U010/U011)
 - Topics may be selected from a controlled list maintained by an agency admin user. (U010)
 - Tags may be entered freeform as unique keywords. (U011)

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Core Processes: 3.1. Use Cases/Requirements: U019-U021, UC001-UC004, U012.

Workflow Section 2: Ensure Authority

User Stories

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- As an agency user, I would like to associate my Proposed Rule Revision with a Statute or Law citation, to be linkable to the corresponding Revisor document located on the Revisor of Statutes website (citation link algorithm available from Revisor's Office), so that anyone with rights to review the rule proceeding will be able to use the clickable link to the source authority or related Statutes or Laws. (U001/R008)

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Core Processes: 1.1. Use Cases/Requirements: U001/R008.

Workflow Section 3: Revisor ID

User Stories

- As an agency user, when I enter a new rulemaking proceeding with Statutory authority, I expect that a Revisor ID will be assigned to it, provided that it is the initial entry, so that I and others will have a reliable sequenced reference number for use. (001/R001)
 - The Revisor ID will be produced sequentially in the format of R-#####. (001/R001)

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Core Processes: 3.1. Use Cases/Requirements: U001/R001.

Workflow Section 4: Initial Governor Review

User Stories

- As an Agency User, I would like to assign a Governor's Office user to a review of a Rulemaking Event or a Rulemaking Record Item for which the Governor's Office user can interact with the system to document and communicate their approval or changes to the Possible Proposed Rule Revision. (U012)
 - The user will assign reviews or other activities to other users in the form of a Rulemaking Event, e.g. a Governor's Office User may be assigned the Rulemaking Event type of Review Possible Proposed Rulemaking Proceeding. (U012)
 - The assignment of a user will be constrained to roles that are appropriate to the Rulemaking Event and Rulemaking Item pairing, as managed by an agency admin user. (U012/R001, U033/R004)
- As an Agency User, I would like to download one or many IRC Approved Templates, such as a Notice Plan Template. (U006)

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- The Notice Plan Rulemaking Item may be assigned to the Governor for review. (U012)
- The system will present the user with the IRC approved template(s) appropriate for a rulemaking record item. A Notice Plan Template, for instance, corresponds to a Notice Plan Rulemaking Item. (U006/R001)
- The user will select the template for download, update it for their specific rulemaking, and later upload in a completed state as a rulemaking record item. (U006/R001)
- Downloaded templates will be pre-populated with known data at the point of download, e.g. Agency name or Rulemaking Proceeding Revisor ID. (U006/R002)
- The assignment of templates to Rulemaking Record Items will be maintained by an Agency Admin User. (U034)
- As a Governor's Office user, I will be able to receive a configured notification that my review of a Possible Proposed Rule Revision is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U012, U000/R009)
- As a Governor's Office user, I would like to update the Possible Proposed Rule Revision record with my completed review data and upload any related documents, such as modifications, along with descriptive information about the documents, so that I may document and communicate my alignment with or without changes to the Possible Proposed Rule Revision. (U005)
- As a Governor's Office user, I would like to rely on the completion of my Possible Proposed Rule Revision review to be sent via notification to the agency owner so that the process may continue. (U012/R002)
- As an agency user, I would like to configure the Governor's Office review to either be a halt of the process until its completion or to allow the process to move forward without waiting for this Initial Governor's Review's completion. (U000/R008)
- As an agency user, I would like to rely on the classification of a **Rule Revision in the status of Possible Proposed** to default to non-public along with its associated documents so that I can be assured that information that supports the development of the rule is not exposed as a public record or presented as a formal part of the rulemaking record. (U024/R010)
- As an agency user, I would like to rely on the classification of an Initial Governor's Review information and its associated documents to default to non-public by its classification of **Supplemental** so that I can be assured that information that supports the development of the rule is not exposed as a public record or presented as a formal part of the rulemaking record. (U024/R010)
- ALTERNATIVE: As an agency user, I would like to update the Possible Proposed Rule Revision record with the Governor's Office's completed review data and upload any related documents provided by the Governor's Office, such as modifications, along with descriptive information about the documents, so that I may document the Governor's alignment with or changes to the Possible Proposed Rule Revision and use this information in further rule development. (U005)

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MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

Core Processes: 1.2. Use Cases/Requirements: U000/R009, U000/R008, U019-U021, U017-U020, U002, U005, U006-U009, U012.

Workflow Section 5: Manage Affected Persons & Notifications

User Stories

- As an agency user, I would like to leverage the list maintenance capability to manage my list of interested and affected persons for a particular rulemaking revision so that I can meet notification requirements. *(U029)*
 - Notifications are configurable and can also be derived from rules for certain required interested or affected person notifications.
 - Assistance from a revisor admin user can be obtained for more complex configurations *(U029/R001-R002)*

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Core Processes: 2.1.1. Use Cases/Requirements: U029/R001-R002).

Workflow Section 6: First Request for Comments

User Stories

- As an agency user, I would like to download an IRC-approved template or templates for use in the drafting of a Request for Comments document (presented in the context of a Prepare Request for Comments Rulemaking Event) so that I can leverage standard and best practice language and format. *(U006/0001)*
 - The downloaded Request for Comments template will already have pre-populated data, wherever possible, such as the Revisor ID and the Agency Name. *(U006/0001)*
- As an agency user, I would like to upload a Request for Comments document and document it as part of the Rulemaking Record. *(U006/001)*
 - I would like to rely on the system to provide the document via workflow controls to Reviewers I establish through rulemaking events and to the State Register for publishing so that it is available in the State Register for reference to the public and interested or affected persons. *(U000/R008, U012/R001-R002))*
- As an agency user, I would like to update detail for the rulemaking record's metadata or metadata regarding the Request for Comments, so that I am recording referenceable, searchable and reportable data. *(U004, U008, U010/U011)*

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- For first comments, I am able to classify the document as “supplemental” to control access and notifications. (U008)

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Core Processes: 2.1.3. Use Cases/Requirements: U019-U021, U017-U020, U002-U012.

Workflow Section 7: Self-Provisioning & Listservs

User Stories

- As a public user who may be an interested or affected person, I would like to have the capability to self-provision an account so that I am able to save queries of rules of interest. (U025/R001)
- As a public user, I wish to be able to sign up for listservs or other notifications via the self-service portal, so that I may receive custom information I judge as relevant to me on a timely basis. (U030)
 - I may choose my notification type: email, RSS feeds, or text message. (U030/R001)

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Core Processes: 2.1.2 Use Cases/Requirements: U025, U019-U021, U013-U020, U030.

Workflow Section 8: Notifications to Interested & Affected & Legislature

User Stories

- As an agency user, I wish to be able to configure a push notification of the First Request for Comments info, available in the State Register, to the interested or affected persons and entities associated with a rulemaking proceeding in order to ensure they are aware of the rulemaking and have an opportunity to provide input. (Revisor Admin User enlisted as needed.) (U029/R001-R002)
- As an agency user, I would like to update detail for the rulemaking record item’s metadata or metadata regarding the First Request for Comments, so that I am recording referenceable, searchable and reportable data. (U008, U010)

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Core Processes: 2.13, 2.15. Use Cases/Requirements: U029, U008, U010.

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

Workflow Section 9: Consider First Comments

User Stories

- Question: <none until review? Left to OAH system? Movement of efilng docs from OAH to MARSS?>
- As an agency reviewer, I will be able to receive a configured notification that my review of public comments are needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U000/R008-9)
- As an agency reviewer, I would like to update the rulemaking record and upload appropriate documents that might arise out of the consideration of first comments, such as an Agency Response, along with metadata for the record or for the documents, so that I may fulfill my review assignment. (U002, U004-U0011, U012)

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Core Processes: 2.1.5. Use Cases/Requirements: U000/R009, U019-U021, U017-U020, U002-U012.

Workflow Section 10: Develop Rule Revision

User Stories

- As an agency user, I wish to be able to update a new rulemaking proceeding with the correct status, with all statuses except for adopted accessible by only those users for whom I create review access, so that I and others may review or upload rulemaking records items or supplemental items as part of our development process. (U002/null, U012)
 - The user will be able to change a rulemaking proceeding to a proposed status earlier in the process than the automated triggers established, and if changed, the user will be alerted to any notifications or system events that will fire based on a rulemaking proceeding being in the "proposed" status, such as a notification to the Governor of a change in status. (U002/R020)
 - The user will be able to opt out of these automated notifications or system events. (U002/R020)
 - I will be able to establish reviews assignments and other events with entered or pre-defined deadlines and notifications. (U012)
 - I will be able to download and leverage IRC approved templates. (U006)
 - I will maintain access to review my Rule Revision at any point. (U021)
 - I will be able to update any part of the rulemaking record and rely on versions to be tracked. (U002, U004, U005, U007-U009, U012)

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- I will be able to enter detail (metadata) describing and classifying the rulemaking record, including topics and tags, useful for later searches and reports. (U010/U011)
- As an agency user, I would like to assign the Revisor to a formal review for which the Revisor can interact with the system to complete the review and upload any revisions as a document. (U012)
- As an agency user, I would like to rely on the Revisor to provide a certified proposed rule revision to the State Register through the MARSS system when I have provided the appropriate approval of the version so that this step in the process is standard and reliable. (U031)

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Core Processes: 3.1. Use Cases/Requirements: U019-U021, U017-U020, U002-U012.

Workflow Section 11: Conduct Various Reviews

User Stories

- As an agency reviewer, MMB or the Governor, I will be able to receive a configured notification that my review of a rulemaking revision is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U000/R009, U005)
- As an agency reviewer, MMB or the Governor, I would like to update the rulemaking record and upload appropriate documents, along with metadata for the record or for the documents, so that I may fulfill my review assignment. (U005/R001-R002, U008-U009)
- As an agency reviewer, MMB or the Governor, I would like to rely on the completion of my review to be sent via notification to the agency owner so that the process may continue. (U012)
- As a Revisor user, I will be able to receive a configured notification that my draft review of the rulemaking revision is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U000/R009, U005)
- As a Revisor user, I would like to update the rulemaking record and upload a Draft Rule Revision, along with metadata for the draft, so that I may fulfill my review assignment. (U005, U008-U009)
- As a Revisor user, I would like to rely on the completion of my review to be sent via notification to the agency based on the metadata entered for the Rule Revision along with workflow configurations so that the workflow process may continue. (U000/R008)
 - Note: The review by the Revisor's Office might be following by additional back and forth reviews between the agency and the Revisor's Office. (U000/R008)

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MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

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Core Processes: 1.2. Use Cases/Requirements: U000/R009, U019-U021, U017-U020, U002, U005, U006-U009.

Workflow Section 12: Develop SONAR

User Stories

- As an agency user, I would like to download an IRC-approved template or templates for use in the drafting the SONAR so that I can leverage standard and best practice language and format. *(U006)*
- As an agency user, I would like to upload a SONAR and document it as part of the Rulemaking Record so that I can rely on the system to provide SONAR info via workflow controls to Reviewers I establish through rulemaking events. *(U005, U008-U009, U000/R008)*
 - See Section 14 for when the State Register and the Legislative Reference Library are provided with the SONAR to make it available for reference by the public and interested or affected persons. *(U000/R008)*
- As an agency user, I would like to update detail for the rulemaking record's metadata or metadata regarding SONAR, so that I am recording referenceable, searchable and reportable data. *(U008, U010/U011)*

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Core Processes: 3.2. Use Cases/Requirements: U000/R009, U019-U021, U017-U020, U002-U012.

Workflow Section 13: Modifications

User Stories

- As an agency user, I will be able to receive a configured notification that modifications are being submitted for a rule revision as well as being able to reference a personal dashboard with the modifications review among my tasks so that I can be aware of and perform the review in a timely basis. *(U000/R009, U005)*
- As an agency user, I would like to update the rulemaking record and upload appropriate documents including a new version of the rulemaking revision with its appropriate status, along with metadata for the record or for the documents, so that I may fulfill my review assignment. *(U005, U008-U009)*
- As an agency user, I would like to rely on the rulemaking events I configured or on new configurations I make to the workflow so that the process may continue when I am done reviewing and responding to modifications. *(U000/R008)*

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MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

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Core Processes: 3.4. Use Cases/Requirements: U000/R009, U019-U021, U017-U020, U002-U012.

Workflow Section 14: Notice of Intent or Dual Notice

User Stories

- As an agency user, I would like to download an IRC-approved template or templates for use in the drafting a Dual Notice or a Notice of Intent so that I can leverage standard and best practice language and format. (U006)
- As an agency user, I would like to upload a Dual Notice or a Notice of Intent and document it as part of the Rulemaking Record so that I can rely on the system to provide the document via workflow controls to Reviewers I establish through rulemaking events, and the State Register, and the SONAR would be included as well per the configurations, so that it is available for reference to the public and interested or affected persons. (U005, U008-U009, U000/R008)
- As an agency user, I would like to update detail for the rulemaking record's metadata or metadata regarding a Dual Notice or a Notice of Intent, so that I am recording referenceable, searchable and reportable data. (U008, U010/U011)

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Core Processes: 2.1.4. Use Cases/Requirements: U002-U005, U006-U012.

Workflow Section 15: Certify & Publish Proposed Rule

User Stories

- As a Revisor user, I will be able to receive a configured notification that my draft review of the rulemaking revision is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U000/R009, U005)
- As a Revisor user, I would like to update the rulemaking record and upload a Draft Rule Revision, along with metadata for the draft, so that I may fulfill my review assignment. (U005, U008-U009)
- As a Revisor user, I would like to rely on the completion of my review to be sent via notification to the agency based on the metadata entered for the Rule Revision along with workflow configurations so that the workflow process may continue. (U000/R008)
 - Note: The review by the Revisor's Office might be following by additional back and forth reviews between the agency and the Revisor's Office. (U000/R008)

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MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

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Core Processes: 1.2. Use Cases/Requirements: U000/R009, U002-U005, U006-U012.

Workflow Section 16: Schedule Hearing

User Stories

- As an OAH user, I wish to be able to input hearing information as a “just in case” rulemaking event unless asked to proceed differently by the agency as it may later be required even though the initial rulemaking type of my rule revision does not require a hearing. (U002)
 - Official scheduling is done outside of MARSS, but the scheduled date needs to be input into MARSS. (U002)
- As an OAH user, even though a hearing is not yet required, I would like to rely on the system to alert me if the hearing date is not scheduled 60 days or more after the publishing date of the Request for Comments so that I will be prompted to change the hearing date. (U002/R022)
 - Upon entry of a rulemaking event of "Publish Request for Comments," an alert will display for the user that a hearing cannot occur before 60 days after the publication date of the request for comments. (U005/R003)
 - As an agency user, I would like to be able to flag the hearing information scheduled just in case for a rulemaking revision type that does not require a hearing as non-public so that the hearing event does not appear in public views. (U000/R007)
 - As an agency user, I would like to rely on a standard business rule that defaults hearing events as non-public when scheduled for a rulemaking revision type that does not require a hearing. (U000/R007)
 - As an agency user, I would like to rely on a standard business rule that automatically changes the hearing event information to public when the rulemaking revision type is changed to a type that requires a hearing (only to appear if the status of the rulemaking revision allows for public view). (U000/R023)

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Core Processes: 2.1.1. Use Cases/Requirements: U002-U005, U002/R022, U000/R007.

Workflow Section 17: Assign ALJ & Review Notice & Notice Plan

User Stories

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- As an agency user, I wish to submit my Notice Plan to OAH so that OAH can review and approve the plan or provide changes. (U000/R008, U005, U007-U009, U012)
- As an OAH user, I would like to enter information on the Rule Revision's assigned ALJ to log this information and use this identity for workflow purposes. (U002)
- As an OAH reviewer, I will be able to receive a configured notification that my review of a rulemaking revision's record items, specifically a draft Public Notice and a draft Public Notice Plan as well as being able to reference a personal dashboard with the review(s) among my tasks so that I can be aware of and perform the review in a timely basis. (U000/R009, U005)
- As an OAH reviewer, I would like to update the rulemaking record and upload appropriate documents, such as Modifications to a draft Public Notice or a draft Public Notice Plan, along with metadata for the record or for the documents, such as an approval, so that I may fulfill my review assignment. (U005, U007-U009)
- As an OAH reviewer, I would like to rely on the completion of my review to be sent via notification to the agency owner so that the process may continue. (U000/R008)

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Core Processes: 1.2. Use Cases/Requirements: U025, U024, U000/R009, U002-U005, U006-U012.

Workflow Section 18: Public Comments & Response after Notice

User Stories

- As an agency user, I wish to rely on an integration of MARSS with the OAH public comment e-filing system so that submitted public comments in response to a rule revision are ported to MARSS on a daily basis for my review. (null)
- As an agency user or an OAH user, I wish to be able to populate the OAH Docket Number in a rule revision's metadata to support the transfer of e-filed public comments and as reference data for other purposes. <How should failed transfers be handled if OAH Docket not in record?> (null)
- As an agency reviewer, I will be able to receive a configured notification that my review of a rulemaking revision's public comments is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U000/R009, U005)
 - As an agency reviewer, I would like to rely on this public comment review notification to tell me when public comments have been transferred as well as when the public comment period is approaching or at its close date, as configured by an agency admin user. (U000/R008, U002/R023)
- As an agency reviewer, I would like to update the rulemaking record and upload a Response to public comments as a Rulemaking Record Item, along with metadata for the record or for the documents, so that I may fulfill my review assignment. (U005, U007-U009)

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- As an agency reviewer, I will be able to receive a configured notification that my review of a rulemaking revision's public comments in regard to an Agency Response is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U000/R008-0009, U005)
- As an agency reviewer, I would like to update the rulemaking record and with notes regarding my review of Public Comments as a result of an Agency Response, along with metadata for the record or for the documents, so that I may fulfill my review assignment. (U005, U007-U009)

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Core Processes: 2.1.5. Use Cases/Requirements: U000/R009, U002/R016, U002-U005, U006-U012, U002/R022, U000/R007.

Workflow Section 19: Modifications after Public Comments after Notice

User Stories

- As an agency reviewer, when modifications have been identified as a result of public comments, I would like to update the rulemaking record and upload documentation of the modifications and their basis/reason, along with metadata for the record or for the documents. (U002, U004-U0011, U012)
 - Any documentation of modifications which are not in the rule revision itself in any status is able to be flagged as non-public and supplementation in type. (U024/R010)

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Core Processes: 3.4. Use Cases/Requirements: U002-U005, U006-U012.

Workflow Section 20: Draft Order Adopting Rules & Notifications

User Stories

- As an agency user, I will be able to receive a configured notification that my draft for a rulemaking revision is needed as well as being able to reference a personal dashboard with the task among my tasks so that I can be aware of and perform my work in a timely basis. (U000/R008-R009)
 - Notifications are as configured by the agency admin user. (U031/R001)
- As an agency user, I would like to update the rulemaking record and upload a Draft Rule Revision as a Rulemaking Record Item along with any additional related documents,

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

along with metadata for the record or for the documents, so that I may fulfill my assignment. (U005, U008-U0011)

- As an agency reviewer, I will be able to receive a configured notification that my review of a rulemaking revision's public comments in regard to an Agency Response is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U000/R008-R009)
- As an agency admin user, I would like to rely on the configurations set for persons who should receive a notification at the point of a Proposed Rule Revision being submitted to OAH to trigger the needed notifications. (U000/R008, U002/R023)
- As an agency user, I would like to rely on the upload of my Proposed Rule Revision to be sent via notification to OAH based on the metadata entered for the Rule Revision along with workflow configurations so that the workflow process may continue. (U000/R008, U002/R023)

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Core Processes: 3.5. Use Cases/Requirements: U000/R009, U002-U005, U006-U012.

Workflow Section 21: OAH Review after Order Adopting Rule Drafted

User Stories

- As an OAH (ALJ) user, I will be able to receive a configured notification that my review of a Proposed Rule Revision is needed as well as being able to reference a personal dashboard with the task among my tasks so that I can be aware of and perform my work in a timely basis. (U000/R008-R009)
 - Notifications are as configured by the agency admin user. (U031/R001)
- As an OAH (ALJ) user, I would like to update the rulemaking record and upload My Findings as a Rulemaking Record Item along with any additional related documents, along with metadata for the record or for the documents, so that I may fulfill my assignment. (U005, U008-U0011)
- As an OAH (ALJ) user, I would like to rely on the upload of my Findings with a type of "disapproval" to be sent via notification to an OAH Chief Judge based on the metadata entered for the Rule Revision along with workflow configurations so that the workflow process may continue. (U005, U008-U0011, U000/R008)
- As an OAH (Chief Judge or proxy) user, I will be able to receive a configured notification that my review of Findings of Disapproval is needed as well as being able to reference a personal dashboard with the task among my tasks so that I can be aware of and perform my work in a timely basis. (U005, U008-U0011, U000/R008-R009)
- As an OAH (Chief Judge or proxy) user, I would like to update the rulemaking record and upload an ALJ Report as a Rulemaking Record Item along with any additional related documents, along with metadata for the record or for the documents, so that I may fulfill my assignment. (U005, U008-U0011)

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- As an OAH user, I would like to rely on the configurations set for persons who should receive a notification at the point of an ALJ Report being uploaded to trigger a review by the appropriate agency user. (U031/R001)
- As an agency user, I will be able to receive a configured notification that my review of an uploaded ALJ Report is needed as well as being able to reference a personal dashboard with the task among my tasks so that I can be aware of and perform my review in a timely basis. (U005, U008-U0011, U000/R008-R009)
- As an agency reviewer, I would like to update the rulemaking record to reflect my completed review of the ALJ report, along with metadata for the record or for the documents, so that I may fulfill my review assignment. (U005, U008-U0011)
- As an agency reviewer, when modifications have been identified as a result of the ALJ Report, I would like to update the rulemaking record and upload documentation of the modifications and their basis/reason, along with metadata for the record or for the documents. (U005, U008-U0011)
 - Any documentation of modifications which are not in the rule revision itself in any status is able to be flagged as non-public and supplementation in type. (U024/R010)

Notes:

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Core Processes: 1.2. Use Cases/Requirements: U000/R009, U002-U005, U006-U012.

Workflow Section 22: Modifications after Full OAH Review

User Stories

- As an agency user, I would like to update the rulemaking record and upload a Final Rule Revision as a Rulemaking Record Item along with any additional related documents, along with metadata for the record or for the documents, so that I may fulfill my assignment. (U005, U008-U0011)
- As an agency user, I would like to update the rulemaking record and upload a Final Order as a Rulemaking Record Item along with any additional related documents, along with metadata for the record or for the documents, so that I may fulfill my assignment. (U005, U008-U0011)
- As an agency user, I would like to rely on the configurations set for the Governor to receive a notification that a Final Rule Revision review is needed. (U031/R001)

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Core Processes: 3.4. Use Cases/Requirements: U000/R009, U002-U005, U006-U012.

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

Workflow Section 23: Governor Review of Final Proposed Rule Revision

User Stories

- As a Governor user or proxy, I will be able to receive a configured notification that my review of a final rulemaking revision is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U005, U008-U0011, U000/R008-R009)
- As a Governor user or proxy, I would like to update the rulemaking record with my decisions and upload appropriate documents, along with metadata for the record or for the documents, so that I may fulfill my review assignment. (U005, U008-U0011)
- As a Governor user or proxy, I would like to rely on the completion of my review to be sent via notification to the agency owner so that the process may continue. (U031/R001)

Notes:

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Core Processes: 1.2. Use Cases/Requirements: U000/R009, U002-U005, U006-U012.

Workflow Section 24: Certify Rule & Secretary of State Filing

User Stories

- As an agency user, I would like to configure that the Revisor receives notification of a final rulemaking revision that needs certification. (U031/R001)
- As an agency user, I would like to update the rulemaking record and upload a signed order, along with metadata for the record or for the documents, so that I may document formal approval by our Commissioner or Department Head. (U002, U004-U0011, U012)
- As an agency user, I would like to rely on the a configured notification to OAH of the formally signed order based on the metadata entered for the Rule Revision along with workflow configurations so that the workflow process may continue. (U000/R008, U031/R001)
- As a Revisor user, I will be able to receive a configured notification that my certification of a final rulemaking revision is needed as well as being able to reference a personal dashboard with the task among my tasks so that I can be aware of and perform the work in a timely basis. (U005, U008-U0011, U000/R008-R009)
- As a Revisor user, I would like to update the rulemaking record and upload final Certified Adopted Rule Revision, along with metadata for the rule, so that I may fulfill my review assignment. (U005, U008-U009)
- As a Revisor user, I would like to rely on the completion of my review to be sent via notification to the agency based on the metadata entered for the Rule Revision along with workflow configurations so that the workflow process may continue. (U000/R008)

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- Note: The review by the Revisor's Office might be following by additional back and forth reviews between the agency and the Revisor's Office. (U000/R008)
- As an agency user, I would like to rely on the upload of the final Certified Adopted Rule Revision to trigger a notification to the Governor's Office based on the metadata entered for the Rule Revision along with workflow configurations so that the workflow process may continue. (U000/R008)

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Core Processes: 1.2. Use Cases/Requirements: U000/R009, U002-U005, U006-U012.

Workflow Section 25: Adopt Rule

User Stories

- As an OAH user, I will be able to receive a configured notification that the certified rule has been adopted and is ready to file with the Secretary of State as well as being able to reference a personal dashboard with my tasks so that I can be aware of and submit the adopted rule to the Secretary of State in a timely basis. (U005, U008-U0011, U000/R008-R009)
- As a Secretary of State user, I will be able to receive a configured notification that a Certified Adopted rulemaking revision is being filed as well as being able to reference a personal dashboard with the adopted rule revision among my tasks so that I can be aware of and perform my tasks. (U005, U008-U0011, U000/R008-R009)
- As Secretary of State user, I would like to update the rulemaking record to reflect my completed official filing, along with metadata for the record or for the documents, so that I may fulfill my assignment. (U005, U008-U009)
- As a Secretary of State user, I would like to distribute the Adopted Rule Revision via my configurations in MARSS, (working with the Revisor Admin) so that required notifications are completed. (U031/R002)
- As an agency user, I would like to rely on the completion of the Secretary of State filing to trigger a notification to the Governor for consideration of the Adopted Rule Revision. (U000/R008)
- As an agency user, I would like my personal dashboard to keep me informed of the governor's veto period and decision. (U000/R009)
- As a Governor user or proxy, I would like to be notified of my veto time period for a given rule and be able to reference this rule proceeding on my personal dashboard so that I can update the rulemaking record with my veto documentation if necessary. (U005, U008-U009)
- As a Revisor user, I will be able to receive a configured notification that my need to prepare a Notice of Adoption is needed as well as being able to reference a personal dashboard with the review among my tasks so that I can be aware of and perform the review in a timely basis. (U005, U008-U0011, U000/R008-R009)

MARSS Requirements for Supporting a General Rulemaking Proceeding without a Public Hearing

- As a Revisor user, I would like to update the rulemaking record and upload appropriate Rulemaking Record Items, including the Notice of Adoption, along with metadata for the record or for the documents, so that I may fulfill my review assignment. *(U005, U008-U009)*
- As a Revisor user, I would like to rely on the upload of my Notice of Adoption to be sent via notification to the State Register based on the metadata entered for the Rule Revision along with workflow configurations so that the publication is prompted. *(U031/R002)*
- As an agency user, I would like to make any final updates to the rulemaking record and upload any final documents, along with metadata for the record or for the documents, so that I may complete the rulemaking record, including observation that the State Register publication has occurred. *(U002, U004-U0011, U012)*

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Core Processes: 3.5, 1.2. Use Cases/Requirements: U000/R009, U002-U005, U006-U012.