

Manage Agency Admin Tasks

Configure Notifications

User Stories

- **General Case:**
 - As an agency user, I wish to be able to configure notifications of a certain type of information based on certain triggers sent out to certain recipients so that I can ensure the consistency, regularity and timeliness of messaging, meet the information and alert needs of interested persons including my own agency, and meet Statutory notification obligations. *(U031)*
- **Specific Cases:**
 - As an agency admin user, I wish to be able to configure (with more complex configurations supported by a Revisor Admin User) a push of rulemaking information to legislators and/or committees regarding a rulemaking proceeding relevant to their jurisdiction in order to proactively ensure that legislators are aware of the rulemaking and have an opportunity to provide input and engage in discussion about the rule with the agencies. *(U031, U022)*
 - As an agency admin user, I wish to be able to configure (with more complex configurations supported by a Revisor Admin User) a push of rulemaking information to entities such as the Governor's office regarding a rulemaking proceeding in order to proactively ensure that these entities have the ability to review and assess the alignment of the rulemaking intent with their goals along with the opportunity to offer expertise. *(U031, U022)*
 - These notifications may or may not be associated with a review to be completed in MARSS. *(U012)*
 - As an agency admin user, I wish to be able to manage the specific persons and their emails who are associated with a legislative committee to ensure that these contacts make up the committee notification list used for notifications. *(U002/R006)*
 - Committee membership general to the Committee regardless of rulemaking? Specific to each agency? Specific to each rulemaking?
 - Who should manage, overall agency admin? Each agency admin? Each rulemaking owner? A Legislative rep? Request of Revisor Office Staff?
 - Note: self-provisions accounts and sign-ups for notifications are public user stories not in this list of user stories. *(U030)*
 - As an agency admin user, I wish to maintain a list of interested and affected persons associated with a rulemaking proceeding so that I may push information to them at the points that such notification is required or of interest. *(U002/null)*
 - As an agency admin user, I wish to associate the rulemaking events that will trigger a rulemaking notification to an associated notification list (with more complex configurations supported by a Revisor Admin User), such as when a

MARSS Requirements for Supporting Agency Admin Tasks

Rulemaking Revision is in a certain status or when an Adopted Rule Revision has been submitted to OAH. (U031, U022, U 012)

Notes:

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Core Processes: Admin. Use Cases/Requirements: U031, U022, U002.

Manage Topics

User Stories

- As an agency admin user, I wish to be able to control the creation of topics to be used as standard metadata about rule revisions or associated documents to ensure that searches, queries and reports are able to leverage these standard labels for consistent and reliable results. (U035)
 - An agency admin user might be working by an IRC determined taxonomy. (U035/R001)
 - Agency users, in the course of working with a rulemaking proceeding, may then select from this list of controlled topics to “tag” their rulemaking revision or other document. (U011, U002/R003)
 - Agency users, in the course of working with a rulemaking proceeding, may also add their own keywords to “tag” their rulemaking revision or other document based on the unique subject matter of the rulemaking. (U011, U002/R003)
- As an agency admin user, I wish to be able to control a change to the topics to be used as standard metadata about rule revisions or associated documents to ensure that searches, queries and reports are able to leverage these standard labels for consistent and reliable results. (U035)
 - A modification to a topic will be reflected in the topic and displayed for any associated rulemaking items, unless historical topic is instructed to be maintained. (U035/null)
 - A removed topic will be reflected in the topic not being displayed for any associated rulemaking items, and affected rulemaking owners will be sent a notification? (If so, add to notifications.) (U035/null)
 - A new topic would be communicated through IRC outside of system, or a notification would be sent to all rulemaking owners in case they wish to leverage it? (U035/null)
 - Split topics? Merge topics? (U035/null)

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Core Processes: Admin. Use Cases/Requirements: U035, U011, U002/R003.

MARSS Requirements for Supporting Agency Admin Tasks

Manage Rulemaking Event List

User Stories

- As an agency admin user, I wish to be able to control standard rulemaking events and rulemaking record items for a particular rulemaking proceeding type to ensure that when a rulemaking owner is selecting a rulemaking proceeding type, he or she is limited to appropriate rulemaking events for that proceeding type and appropriate rulemaking items for the rulemaking events. *(U033/R001)*
 - Manage CRUD, as done for topics. *(U033/null)*
- As an agency admin user, I wish to be able to associate standard rulemaking events to other rulemaking events, such as the drafting of a Rule Revision of a particular status triggering review events deemed appropriate for the revision type and status (e.g. A Proposed Rule Revision event will trigger a Governor's Review event). *(U033/R002)*
 - When the agency user selected an event or accepts a default list including an event, the associated events will appear on the list of events to complete. *(U033)*
- As an agency admin user, I will be able to indicate whether an electronic signature will be required for a particular rulemaking record item in the context of a particular rulemaking event, so that the use of electronic signatures is targeted to the correct items. *(U033/R005)*
- As an agency admin user, I will be able to assign roles with associated permissions to specific rulemaking event-rulemaking record item pairings, such as an OAH user and a Governor's Office user being authorized roles for reviewing a public notice plan, to ensure that review assignments can only be made to users assigned to these permitted roles. *(U033/R004)*

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Core Processes: Admin. Use Cases/Requirements: U033.

Manage Rulemaking Item List

User Stories

- As an agency user, I wish to be able to control the list of rulemaking record items and supplemental items so that agency users are selecting from controlled lists. *(U033)*
 - Manage CRUD, as done for topics. *(U033/null)*
- As an agency user, I wish to be able to control the association of rulemaking record items and supplemental items to rulemaking events so that agency users are selecting rulemaking record items that are appropriate to a selected rulemaking event. *(U033)*
 - Manage CRUD, as done for topics. *(U033/null)*

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MARSS Requirements for Supporting Agency Admin Tasks

Core Processes: Admin. Use Cases/Requirements: U033.

Upload IRC Approved Template

User Stories

- As an agency admin user, I wish to be able to upload IRC approved templates for download by rulemaking owners to promote consistency and to aid rulemaking owners with best practice templates. (U034)
 - Manage deprecated versions, changes, new, etc. (null)

Notes:

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Core Processes: Admin Use Cases/Requirements: U034.

Configure Workflow

User Stories

- As an agency admin user, I wish to be able to configure and flexibly change workflow processes so that the necessary reviews and notifications supporting a process meet the unique process needs. (U000/R008)
 - More complex workflow configurations can be supported by a Revisor Admin User. (U000/R008)
 - Question: Can the workflow be standardized per proceeding type for use by all agencies, and therefore configurable by an agency admin user, or does workflow need to be adjustable per each specific agency user?

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Core Processes: null. Admin Use Cases/Requirements: U000/R008.

Admin User Tasks Reliant on Revisor Admin

Some notifications, alerts, derived data and controls are likely to be supported by a system administrator at the Revisor's Office due to the complexity. For example:

- As an agency user, I would like to rely on a Revisor Admin User to configure notifications to respective agency rulemaking owners when a temporary grant of authority is approaching expiration based on the current date in relation to this expiration date to ensure that the impacted rulemaking proceeding work is done with an understanding of the urgency and/or to inform the owner of a need to pursue an extension to the authority. (U022)
- As an agency user, I would like to rely on a Revisor Admin User to establish formulas for projecting deadlines where possible for rulemaking events, such as 30 days after another type of rulemaking event is entered, to ensure the consistent and correct management of events. (U022, U033/R003)
- As an agency user, I would like to rely on a Revisor Admin User to configure the access permissions for a document with a version type of "redacted", in that when uploaded with or changed to this type, permissions are changed to the role of Agency User for the specific Rulemaking Proceeding to ensure data practices compliance. (U022)
- As an agency user, I would like to rely on a Revisor Admin User to manage user accounts and to manage permissions to ensure that a reliable and secure method is in place for controlling system access and protecting information appropriately. (U024)
- As an agency user, I would like to rely on a Revisor Admin User to configure complex reports to ensure that agencies are supported with skilled report writers when needed. (U027)
- As an agency user, I would like to rely on a Revisor Admin User to handle data transferring events among systems to ensure that the processes remain seamless regardless of needing to span systems or organizations. (U022)

Core Processes: null. Admin Use Cases/Requirements: U22, U24, U27, U033.