



Business Requirements

Stations Transfer & Trains Forecasting Model Application

Produced by Tusa Mbangwa on Thursday, September 28, 2023

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Baseline name:

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1 Functional Requirements

1.1 Stations Transfer

1.1.1 STTF-REQ-8 [User accounts](#)

Created: 07/20/2023 01:55:43 PM UTC Updated: 07/23/2023 11:59:33 PM UTC

Name:	User accounts
Unique ID:	STTF-REQ-8
Global ID:	GID-REQ-508079
Assigned:	
Description:	The system must only allow access through user accounts
Acceptance Criteria:	Every user account must have a unique user ID (this can be the employee ID) Every user account must have a password in order to access the system
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.2 STTF-REQ-9 [User accounts admin](#)

Created: 07/20/2023 01:59:47 PM UTC Updated: 09/19/2023 07:58:04 AM UTC

Name:	User accounts admin
Unique ID:	STTF-REQ-9
Global ID:	GID-REQ-508081
Assigned:	
Description:	The system must allow admin users to create and manage user accounts



Acceptance Criteria:	<p>The system must allow admin users to create and modify the details of user accounts</p> <p>The system must allow admin users to add and modify the following details for each user:</p> <ul style="list-style-type: none"> • first name • last name • employee number • email address • substantive grade (current grade) • position grade • highest promotional grade • medical cover downgrade • weekly hours • date entered service • restricted shifts • restricted grades • nomination block date • Tie Break Rank • Earliest Preference Date • Earliest Preference Grade • Position Shift • Position Area • Position Type • Date Entered Location <p>The employee number for all users must be unique</p> <p>The employee email address for all users must be unique</p> <p>The system allows admin users to manually disable user accounts</p> <p>The system restricts account management to admin users only</p> <p>The system must notify the admin users with a receipt after creating or modifying details</p> <p>A copy of the receipt must be retained in the system</p>
Status:	Draft
Priority:	Must have
Type:	Functional



1.1.3 STTF-REQ-11 [User accounts - log in and SSO](#)

Created: 07/20/2023 02:46:04 PM UTC Updated: 08/09/2023 02:28:45 PM UTC

Name:	User accounts - log in and SSO
Unique ID:	STTF-REQ-11
Global ID:	GID-REQ-508084
Assigned:	
Description:	The system must allow users to log in using their One London log in credentials
Acceptance Criteria:	<p>The system must allow Single Sign On (SSO)</p> <p>The system must allow users to log in using their One London log in credentials</p> <p>The system must allow users to recover a password via their One London account</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.4 STTF-REQ-13 [User accounts - details](#)

Created: 07/23/2023 09:30:10 PM UTC Updated: 09/19/2023 07:07:11 AM UTC

Name:	User accounts - details
Unique ID:	STTF-REQ-13
Global ID:	GID-REQ-508118
Assigned:	
Description:	The system must ensure mandatory details are present for all user accounts
Acceptance Criteria:	<p>The following details must be present for all user accounts:</p> <ul style="list-style-type: none">• Employee number• Name• Email• Current grade• Substantive grade



	<ul style="list-style-type: none"> Highest permitted grade to nominate <p>The details must be visible to users when they log in</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.5 STTF-REQ-80 User accounts - non-admin Created: 09/25/2023 04:49:55 PM UTC Updated: 09/25/2023 04:49:55 PM UTC	
Name:	User accounts - non-admin
Unique ID:	STTF-REQ-80
Global ID:	GID-REQ-513618
Assigned:	
Description:	The system must have 2 types of non-admin users with different behaviour
Acceptance Criteria:	<p>Non-admin roles must consist of the following:</p> <ul style="list-style-type: none"> O/E users Non-O/E users <p>O/E users must be able to nominate roles in their current area</p> <p>Non-O/E users must not be able to nominate roles in their current area</p>
Status:	Draft
Priority:	Must have
Type:	Functional



1.1.6 STTF-REQ-14 [Add a nomination](#)

Created: 07/23/2023 10:24:10 PM UTC Updated: 09/22/2023 03:23:27 PM UTC

Name:	Add a nomination
Unique ID:	STTF-REQ-14
Global ID:	GID-REQ-508119
Assigned:	
Description:	The system must allow users to add a nomination
Acceptance Criteria:	<p>To add a nomination, the following details must be mandatory:</p> <ul style="list-style-type: none"> • Nomination Type (normal or priority) • Nomination grade • Nomination shift • A self-demotion declaration if the nomination results in a demotion (i.e. lower grade) • A change in hours declaration if the nomination results in a change in hours. • Nomination area • Date and time of nomination <ul style="list-style-type: none"> ○ Date and time of nomination must be generated by the system for non-admin users ○ Only admin users should be able to manually enter or edit date and time <p>When adding a nomination, the system must indicate the total number of nominations for the selected area/grade/shift and the position of the user in the queue</p> <p>The system must notify the admin users with a receipt after adding a nomination</p> <p>A copy of the receipt must be retained in the system</p> <p>Admin users must be able to see who has Created the nomination to distinguish if done by User, Admin User or Mass Update</p>
Status:	Draft
Priority:	Must have
Type:	Functional



1.1.7 STTF-REQ-25 [Self-demotion declaration](#)

Created: 07/24/2023 12:33:07 AM UTC Updated: 09/18/2023 10:04:14 PM UTC

Name:	Self-demotion declaration
Unique ID:	STTF-REQ-25
Global ID:	GID-REQ-508130
Assigned:	
Description:	The system must automatically detect a self demotion when a nomination for a lower grade is entered
Acceptance Criteria:	<p>If a nomination grade is lower than the substantive or position grade of the user, this must be automatically detected as a self-demotion</p> <p>If self-demotion is detected, the system must select the self-demotion declaration</p> <p>The self-demotion declaration must be displayed before they enter their nominations</p> <p>The system must allow only admin users to upload the self-demotion declaration</p> <p>There must be an audit trail for any changes made to the self-demotion declaration</p> <p>For list of grades from lowest to highest, see the Nomination grades requirement</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.8 STTF-REQ-26 [Change in hours declaration](#)

Created: 07/24/2023 12:38:09 AM UTC Updated: 09/18/2023 10:02:07 PM UTC

Name:	Change in hours declaration
Unique ID:	STTF-REQ-26



Global ID:	GID-REQ-508131
Assigned:	
Description:	The system must automatically detect if a nomination results in a change of hours for the user
Acceptance Criteria:	<p>If a change in hours is detected, the system must automatically select the change in hours declaration</p> <p>The change in hours declaration must be displayed before users can enter their nominations</p> <p>The system allows only admin users to upload the change in hours declaration</p> <p>There must be an audit trail for the change in hours declaration</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.9 STTF-REQ-32 [Nomination type](#)

Created: 07/24/2023 12:22:05 PM UTC Updated: 09/18/2023 09:55:58 PM UTC

Name:	Nomination type
Unique ID:	STTF-REQ-32
Global ID:	GID-REQ-508337
Assigned:	
Description:	The system must allow users to make a normal nomination or a priority nomination
Acceptance Criteria:	<p>The system must allow 2 types of nominations:</p> <ul style="list-style-type: none"> • Normal • Priority <p>Only admin users must be able to make priority nominations</p> <p>Admin user must be able to allow normal users to be able to delete priority nominations</p>



	Non-admin users must only be able to make normal nominations and therefore must not have an option available to make a priority nomination
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.10 STTF-REQ-38 <u>Priority nomination</u> Created: 07/28/2023 05:05:37 PM UTC Updated: 09/20/2023 12:19:47 PM UTC	
Name:	Priority nomination
Unique ID:	STTF-REQ-38
Global ID:	GID-REQ-508998
Assigned:	
Description:	The system must allow priority nominations to be done by admin users only
Acceptance Criteria:	<p>Only admin users must be able to select a priority nomination</p> <p>Only one nomination can be made for an area for a given grade and shift type</p> <p>Once a priority nomination is made for a position, that user goes to the front of all normal nominations. All other users move one down the queue.</p> <p>The admin must be able to assign different levels of priority to nominations (e.g. the admin can have priorities A, B and C and assign different nominations with these priority levels)</p>
Status:	Draft
Priority:	Must have
Type:	Functional



1.1.11 [STTF-REQ-16 Nomination grades](#)

Created: 07/23/2023 10:29:04 PM UTC Updated: 09/20/2023 11:22:12 AM UTC

Name:	Nomination grades
Unique ID:	STTF-REQ-16
Global ID:	GID-REQ-508121
Assigned:	
Description:	The system must contain nomination grades that users can choose from
Acceptance Criteria:	<p>The system must allow the user to select a grade that is equivalent, higher or lower than their current grade</p> <p>The user must not be allowed to nominate a grade that is higher than their highest permitted grade</p> <p>The following grades must be available in the system (lowest to highest):</p> <ul style="list-style-type: none">• CSA 2• CSA 1• CSS 2• CSS 1• CSM 3• CSM 2• CSM 1 <p>Admin users must be able to edit the list of grades</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.12 [STTF-REQ-15 Nomination shifts](#)

Created: 07/23/2023 10:27:41 PM UTC Updated: 09/18/2023 04:27:30 PM UTC

Name:	Nomination shifts
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Unique ID:	STTF-REQ-15
Global ID:	GID-REQ-508120
Assigned:	
Description:	The system must have a list of nominations that users can choose from
Acceptance Criteria:	<p>The list of nominations must not be free text</p> <p>The following must be available in the list of nomination shifts:</p> <ul style="list-style-type: none"> • Full time • PT Mon-Fri AM • PT Mon-Fri Mid • PT Mon-Fri PM • PT Night Tube • PT Weekend <p>Admin users must be able to edit the list of nomination shifts</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.13 STTF-REQ-17 Nomination areas	
Created: 07/23/2023 11:02:10 PM UTC Updated: 09/18/2023 09:51:53 PM UTC	
Name:	Nomination areas
Unique ID:	STTF-REQ-17
Global ID:	GID-REQ-508122
Assigned:	
Description:	The system must contain a list of areas for users to choose from



<p>Acceptance Criteria:</p>	<p>Users must be able to search for the list of areas to select</p> <p>The system must only show areas that are available or valid for nomination based on what the user has already selected</p> <p>Admin users should be able to edit this list of areas, along with the grades and shifts that are available in each area</p> <p>The system must contain the following areas:</p> <ul style="list-style-type: none"> • Acton Town Area • Amersham Area • Angel Area • Archway Area • Arnos Grove Area • Arsenal Area • Baker Street Area • Balham Area • Bank Area • Battersea Area • Blackfriars Area • Bond Street Area • Bounds Green Area • Brixton Area • Camden Town Area • Canada Water Area • Canary Wharf Area • Charing Cross Area • Clapham Common Area • Cockfosters Area • Colliers Wood Area • Ealing Common Area • Earls Court Area • East Ham Area • Edgware Road Area • Elephant & Castle Area • Embankment Area • Euston Area • Euston Square Area • Farringdon Area • Fulham Broadway Area • Gloucester Road Area • Green Park Area • Greenford Area • Hainault Area • Hammersmith Area
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- Hampstead Area
- Harrow on the Hill Area
- Hatton Cross Area
- Heathrow Area
- Hendon Central Area
- High Barnet Area
- Highbury & Islington Area
- Holborn Area
- Hornchurch Area
- Kentish Town Area
- Kilburn Park Area
- Kings Cross Area
- Knightsbridge Area
- Ladbroke Grove Area
- Leicester Square Area
- Leytonstone Area
- Liverpool Street Area
- London Bridge Area
- Loughton Area
- Manor House Area
- Mansion House Area
- Marble Arch Area
- Marylebone Area
- Mile End Area
- Morden Area
- Mornington Crescent Area
- Notting Hill Gate Area
- Oval Area
- Oxford Circus Area
- Paddington Area
- Piccadilly Circus Area
- Pinner Area
- Queens Park Area
- Russell Square Area
- Seven Sisters Area
- Shepherds Bush Area
- South Kensington Area
- SRT North East Area
- SRT North West Area
- SRT South West Area
- St Pauls Area
- Stanmore Area
- Stepney Green Area
- Stratford Area
- Swiss Cottage Area
- Tottenham Court Rd Area



	<ul style="list-style-type: none"> • Tower Hill Area • Turnham Green Area • Uxbridge Area • Vauxhall Area • Victoria Area • Walthamstow Area • Wanstead Area • Warren Street Area • Warwick Avenue Area • Waterloo Area • Wembley Central Area • Wembley Park Area • West Ham Area • Westminster Area • White City Area • Whitechapel Area • Willesden Green Area
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.14 STTF-REQ-37 Nomination block	
Created: 07/28/2023 04:30:18 PM UTC Updated: 09/20/2023 04:04:58 PM UTC	
Name:	Nomination block
Unique ID:	STTF-REQ-37
Global ID:	GID-REQ-508995
Assigned:	
Description:	System must allow admin users to add block information for users
Acceptance Criteria:	<p>The system must allow admin users to enter a nomination block date</p> <p>If there is a nomination block date, a normal transfer nomination cannot be fulfilled until after 11 months and 2 weeks from the nomination block date</p>



	<p>If there is a nomination block date, a normal promotion nomination is unaffected by the nomination block date</p> <p>The system must generate a nomination block date once moves have been completed</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.15 STTF-REQ-18 View and download nomination	
Created: 07/23/2023 11:13:04 PM UTC Updated: 09/22/2023 03:03:15 PM UTC	
Name:	View and download nomination
Unique ID:	STTF-REQ-18
Global ID:	GID-REQ-508123
Assigned:	
Description:	The system must allow users to view their current nominations
Acceptance Criteria:	<p>The system must allow the user to view the following information:</p> <ul style="list-style-type: none"> • Grade • Shift pattern nominated • Area nominated • Position in queue for the area nominated <p>All nominated areas and waiting list positions must be shown for the grade and shift pattern selected by the user</p> <p>Admin users must be able to download all nominations to a file (i.e. CSV or Excel) to allow them to modify nominations during a transformation</p> <p>Admin users must be able to view user previous nominations including those that have been changed or removed</p>
Status:	Draft
Priority:	Must have



Type:	Functional
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1.1.16 STTF-REQ-19 Amend nomination Created: 07/23/2023 11:17:35 PM UTC Updated: 09/22/2023 03:24:45 PM UTC	
Name:	Amend nomination
Unique ID:	STTF-REQ-19
Global ID:	GID-REQ-508124
Assigned:	
Description:	The system must allow users to amend a nomination
Acceptance Criteria:	<p>All users must be able to amend the area for a given grade and shift type</p> <p>All users must be able to add comments to nomination changes</p> <p>The system must allow users to change their nominations to a different area or remove them completely</p> <p>The system must allow users to amend all of their nominations individually or all at once (i.e. in bulk)</p> <p>The system must not allow amendments to nominations once nominations are being processed</p> <p>The system must allow only admin users to amend the following details for a nomination:</p> <ul style="list-style-type: none"> • change date of nomination • add or change priority to nomination <p>The system must notify the admin users with a receipt after amending a nomination</p> <p>A copy of the receipt must be retained in the system</p> <p>Admin users must be able to see who has amended/cancelled the nomination to distinguish if done by User, Admin User or Mass Update</p>
Status:	Draft
Priority:	Must have



Type:	Functional
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1.1.17 STTF-REQ-95 Mass updates	
Created: 09/28/2023 02:38:54 PM UTC Updated: 09/28/2023 02:38:54 PM UTC	
Name:	Mass updates
Unique ID:	STTF-REQ-95
Global ID:	GID-REQ-514032
Assigned:	
Description:	Admin users must be able to easily make mass changes to grouped objects
Acceptance Criteria:	<ul style="list-style-type: none"> Admin users must be able to easily make mass changes to grouped objects e.g. block all CSA1 roles in one Area from being filled. Admin users must be able to attach a reason for why a mass update has been made
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.18 STTF-REQ-21 Add nomination on behalf of user	
Created: 07/23/2023 11:25:56 PM UTC Updated: 09/22/2023 03:02:43 PM UTC	
Name:	Add nomination on behalf of user
Unique ID:	STTF-REQ-21
Global ID:	GID-REQ-508126
Assigned:	
Description:	The system must allow admin users to add a nomination on behalf of a user
Acceptance Criteria:	Only admin users must be able to create a nomination on behalf of another user



	<p>Non-admin users must be unable to create a nomination on behalf of another user</p> <p>Admin users must be able to amend and delete any nominations</p> <p>Admin users must be able to upload nominations for multiple employees (i.e., through CSV or Excel) to allow replacement of existing nominations during a transformation</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.19 STTF-REQ-33 <u>Restricted grades and shifts</u>	
Created: 07/24/2023 12:56:50 PM UTC Updated: 09/18/2023 09:48:36 PM UTC	
Name:	Restricted grades and shifts
Unique ID:	STTF-REQ-33
Global ID:	GID-REQ-508338
Assigned:	
Description:	The system must restrict nominations for restricted grades and restricted shifts
Acceptance Criteria:	<p>If there is a restricted shift for a user, they should not be able to make a nomination for that shift. The user must still be able to make nominations for any shifts that are not restricted.</p> <p>If there is a restricted grade for a user, they should not be able to make a nomination for that grade. The user must still be able to make nominations for any grades that are not restricted.</p> <p>The user must be able to nominate any grades that are not restricted up to their highest permitted grade.</p>
Status:	Draft
Priority:	Must have



Type:	Functional
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1.1.20 STTF-REQ-27 Transfer limit (block) Created: 07/24/2023 11:45:03 AM UTC Updated: 09/18/2023 10:13:16 PM UTC	
Name:	Transfer limit (block)
Unique ID:	STTF-REQ-27
Global ID:	GID-REQ-508332
Assigned:	
Description:	The system must allow transfers for users only once in a specified period (e.g. 12 months)
Acceptance Criteria:	<p>Transfers can only be made once every given time period (e.g. 12 months)</p> <p>The time period must be configurable by admin users</p> <p>A transfer is a move by the user to an equivalent or lower grade only</p> <p>The limit applies to the processing of transfers but there is no limit on adding transfer nominations</p> <p>The transfer limit must not affect the queue position. However, nominations with a block date must only be processed when it is within a specified period of time (e.g. 2 weeks) of the block date expiry.</p> <p>The period of time for processing must be configurable by admin users</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.21 STTF-REQ-77 Nominations limit Created: 09/18/2023 08:30:21 PM UTC Updated: 09/18/2023 08:30:21 PM UTC	
Name:	Nominations limit
Unique ID:	STTF-REQ-77



Global ID:	GID-REQ-513164
Assigned:	
Description:	The system must allow admin users to add a nominations limit for users (i.e. limit the number of nominations that can be submitted by a user)
Acceptance Criteria:	Admin users must be able to add a nominations limit for users Admin users must be able to amend the nominations limit for users The system must prevent users from adding nominations once their nominations limit has been reached
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.22 STTF-REQ-29 Promotion limit	
Created: 07/24/2023 11:51:13 AM UTC Updated: 07/31/2023 01:27:33 PM UTC	
Name:	Promotion limit
Unique ID:	STTF-REQ-29
Global ID:	GID-REQ-508334
Assigned:	
Description:	The system must allow promotions to occur at any given time
Acceptance Criteria:	Users must be able to add nominations for promotion at any given time throughout the year A promotion is a move to a higher grade The system must process promotion nominations without limit at any given time throughout the year
Status:	Draft
Priority:	Must have
Type:	Functional



1.1.23 [STTF-REQ-79 Nomination - probation restriction](#)

Created: 09/22/2023 12:52:37 PM UTC Updated: 09/22/2023 12:52:37 PM UTC

Name:	Nomination - probation restriction
Unique ID:	STTF-REQ-79
Global ID:	GID-REQ-513468
Assigned:	
Description:	The system must restrict users from making nominations when they are on probation
Acceptance Criteria:	<p>Admin users must be able to apply the nominations restriction, based on probation, for any user</p> <p>The probation restriction by default must be 6 months</p> <p>Admin users must be able to extend the period of restriction</p> <p>The restriction must be lifted automatically when the period of restriction lapses</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.24 [STTF-REQ-43 Earliest preference dates](#)

Created: 07/31/2023 01:51:26 PM UTC Updated: 09/22/2023 12:50:06 PM UTC

Name:	Earliest preference dates
Unique ID:	STTF-REQ-43
Global ID:	GID-REQ-509055
Assigned:	
Description:	The system must take into account earliest preference dates when setting the dates for nominations



Acceptance Criteria:	<p>Admin users must be able to set an earliest preference date for a user for a specific grade</p> <p>If there is an earliest preference date for a user, that user must still be able to make nominations</p> <p>If there is an earliest preference date for a user, on creating a nomination on or before the earliest preference date, the nomination date will be set as the earliest preference date.</p> <p>The earliest preference date must only apply to the specified grade. The earliest preference date must not be applied for unspecified grades.</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.25 **STTF-REQ-28** [Waiting list](#)

Created: 07/24/2023 11:49:03 AM UTC Updated: 09/20/2023 04:07:20 PM UTC

Name:	Waiting list
Unique ID:	STTF-REQ-28
Global ID:	GID-REQ-508333
Assigned:	
Description:	The system must create the waiting list based on the date that the nomination was made and the priority of the nomination
Acceptance Criteria:	<p>The waiting list must be in the order of priority nominations and normal nominations</p> <p>The priority nominations must be in order of the different levels of priority (e.g. priority A ahead of priority B)</p> <p>The order within the priority levels must be assigned by admin users</p> <p>It must be possible for admin users to change the priority of priority nominations in relation to normal nominations (e.g. some priority nominations could be ahead of some and not all normal nominations)</p> <p>Within the normal nominations, the queue must ordered using the following criteria, in order:</p>



	<ul style="list-style-type: none"> Date and time of nomination (earliest). Note that the date and time of the nomination will either be the date the nomination was entered or the earliest preference date. Date entered service (longest) Employee number (lowest)
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.26 STTF-REQ-78 Waiting list - history	
Created: 09/22/2023 11:36:45 AM UTC Updated: 09/22/2023 02:59:10 PM UTC	
Name:	Waiting list - history
Unique ID:	STTF-REQ-78
Global ID:	GID-REQ-513464
Assigned:	
Description:	The system must allow admin users to see historical waiting lists containing nominations
Acceptance Criteria:	<p>The system must allow admin users to see all historical waiting lists, with nominations for all users</p> <p>The admin users must be able to select to view the waiting list for a particular time period</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.27 STTF-REQ-92 View and filter vacancies	
Created: 09/28/2023 01:00:14 PM UTC Updated: 09/28/2023 01:00:14 PM UTC	
Name:	View and filter vacancies



Unique ID:	STTF-REQ-92
Global ID:	GID-REQ-514029
Assigned:	
Description:	Admin users must be able to view and filter a list of vacancies.
Acceptance Criteria:	<p>Admin users must view, filter based on the following information</p> <ul style="list-style-type: none"> ○ Details of the person leaving the role <ul style="list-style-type: none"> ▪ Employee number ▪ Name ▪ Date vacated role ▪ Vacancy reason ○ Details of the vacancy location <ul style="list-style-type: none"> ▪ Area ▪ Grade ▪ Shift ▪ SAP number ○ Details of the person filling the vacancy if it is filled <ul style="list-style-type: none"> ▪ Employee number ▪ Name ▪ Move type – e.g. Preference Transfer, Preference Promotion, OE to roster ▪ Move date ▪ Source – e.g. Manual, Model Run ○ Reason vacancy is not filled if left vacant
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.28 **STTF-REQ-22** [Fill in vacancies](#)

Created: 07/24/2023 12:21:34 AM UTC Updated: 09/22/2023 10:52:56 AM UTC

Name:	Fill in vacancies
Unique ID:	STTF-REQ-22
Global ID:	GID-REQ-508127
Assigned:	



Description:	The system must fill in available vacancies with nominations based on the waiting list
Acceptance Criteria:	<p>The positions must be filled based on the waiting list</p> <p>Filled in vacancies must be saved in draft form and require a further step to finalise</p> <p>The system must fill as many locations as possible based on the waiting list</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.29 [STTF-REQ-35 Filter users when filling vacancies](#)

Created: 07/28/2023 03:05:06 PM UTC Updated: 09/19/2023 07:06:08 AM UTC

Name:	Filter users when filling vacancies
Unique ID:	STTF-REQ-35
Global ID:	GID-REQ-508981
Assigned:	
Description:	The system must allow admin users to filter out certain users or areas manually, when filling vacancies.
Acceptance Criteria:	<p>Admin users can filter out users or areas before processing nominations</p> <p>Users and areas that are filtered out must not be included when processing nominations</p> <p>It must be possible for admins to filter out users and provide a reason for the filter</p> <p>It must be possible to filter out a user for a specific grade, shift and area or for all vacancies</p>
Status:	Draft
Priority:	Must have



Type:	Functional
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1.1.30 STTF-REQ-23 Finalise moves	
Created: 07/24/2023 12:23:54 AM UTC Updated: 09/28/2023 02:36:18 PM UTC	
Name:	Finalise moves
Unique ID:	STTF-REQ-23
Global ID:	GID-REQ-508128
Assigned:	
Description:	The system must allow admin staff to finalise vacancies that have been filled automatically or manually
Acceptance Criteria:	<p>Only admin staff must be able to finalise moves</p> <p>The admin staff must be able to manually override the vacancies that have been filled automatically</p> <p>The admin staff must be able to accept or reject the vacancies that have been filled automatically</p> <p>Admin users must have the following options for the offered moves:</p> <ul style="list-style-type: none"> • Approved • Do not fill this position • Block this area for this user • Block all areas for this user • Block all areas for this user and do not fill this position <p>Admin users must be able to specify the move date. This is a single date that applies to all moves generated by the system in a particular model run or a single date specified by the user when doing a manual move.</p> <p>Once moves have been finalised, the system must regenerate new vacancies</p>
Status:	Draft
Priority:	Must have
Type:	Functional



1.1.31 STTF-REQ-94 [Information available after moves](#)

Created: 09/28/2023 01:23:52 PM UTC Updated: 09/28/2023 02:09:46 PM UTC

Name:	Information available after moves
Unique ID:	STTF-REQ-94
Global ID:	GID-REQ-514031
Assigned:	
Description:	The system must display fields to admin users once moves have been finalised
Acceptance Criteria:	<p>The following information must be displayed to admin users:</p> <ul style="list-style-type: none"> • Employee Number • Name • Current Cover Group • Current Location • Current Position • Current Shift • Move Date • Reason for move • Vice – Name and employee number of person who vacated the role • New Cover Group • New Location • New Position • New Shift • Weekly hours <p>The following fields must also be available to admin users (but these should not be made public e.g. not emailed or uploaded to SharePoint)</p> <ul style="list-style-type: none"> • New SAP Position Number • New Pay Admin • New Pay Grade • New Pay Hours • New Pay Amount • Date Entered Grade – “Unchanged” if the move does not change this • Date Entered Location – “Unchanged” if the move does not change this • Nomination Block Date – Blank if the person is not blocked from nominating
Status:	Draft
Priority:	Must have



Type:	Functional
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1.1.32 STTF-REQ-91 Edit positions within stations	
Created: 09/28/2023 12:44:55 PM UTC Updated: 09/28/2023 12:44:55 PM UTC	
Name:	Edit positions within stations
Unique ID:	STTF-REQ-91
Global ID:	GID-REQ-514025
Assigned:	
Description:	Admin staff must be able to view and filter and edit a list of all positions within stations
Acceptance Criteria:	<p>The admin users must be able to view, filter and edit the following:</p> <ul style="list-style-type: none"> ○ Cover Group ○ Area code ○ Area Name ○ Grade ○ Shift ○ Shift Times ○ SAP Number ○ Position Type – e.g. Roster, Over Establishment, Job Share ○ Whether the position should be backfilled ○ Backfill Notes – reason for not backfilling ○ Employee Number ○ Name ○ Availability – Blank if employee is available to move, or the reason they are unavailable if not (e.g. sickness, training, maternity leave) ○ Move type ○ Pay Grade ○ Person Type – Roster, Cover Down or Over Establishment ○ Date Entered Service ○ Date Entered Grade ○ Date Entered Location
Status:	Draft
Priority:	Must have
Type:	Functional



1.1.33 STTF-REQ-24 [SAP integration - read](#)

Created: 07/24/2023 12:26:18 AM UTC Updated: 09/28/2023 01:03:06 PM UTC

Name:	SAP integration - read
Unique ID:	STTF-REQ-24
Global ID:	GID-REQ-508129
Assigned:	
Description:	User account details must be synched with SAP
Acceptance Criteria:	<p>The system must be integrated with SAP</p> <p>The system must read the following details directly from SAP</p> <ul style="list-style-type: none"> • first name • last name • employee number • substantive grade (current grade) • position grade • weekly hours • date entered service
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.34 STTF-REQ-93 [SAP integration - write](#)

Created: 09/28/2023 01:02:33 PM UTC Updated: 09/28/2023 02:10:30 PM UTC

Name:	SAP integration - write
Unique ID:	STTF-REQ-93
Global ID:	GID-REQ-514030
Assigned:	
Description:	The system must be integrated with SAP and allow writing of information into SAP



Acceptance Criteria:	<p>The system must be integrated with SAP</p> <p>After moves are generated or updated manually, the system must write the following details directly into SAP</p> <p>The following details must be written in SAP:</p> <ul style="list-style-type: none"> • Employee Number • Name • Current Cover Group • Current Location • Current Position • Current Shift • Move Date • Reason for move • Vice – Name and employee number of person who vacated the role • New Cover Group • New Location • New Position • New Shift • Weekly hours • New SAP Position Number • New Pay Admin • New Pay Grade • New Pay Hours • New Pay Amount • Date Entered Grade – “Unchanged” if the move does not change this • Date Entered Location – “Unchanged” if the move does not change this • Nomination Block Date – Blank if the person is not blocked from nominating •
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.35 [STTF-REQ-31 Notification of movement](#)

Created: 07/24/2023 12:05:00 PM UTC Updated: 09/18/2023 04:15:56 PM UTC

Name:	Notification of movement
Unique ID:	STTF-REQ-31



Global ID:	GID-REQ-508336
Assigned:	
Description:	The system must allow admin users to notify users, via email, when their nominations are processed
Acceptance Criteria:	<p>The system must allow admin users to notify users by email when their notifications are processed</p> <p>Admin user must have the option to select whether they want to create and send an email.</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.1.36 **STTF-REQ-36** [Outlook integration](#)

Created: 07/28/2023 03:22:35 PM UTC Updated: 07/31/2023 01:40:37 PM UTC

Name:	Outlook integration
Unique ID:	STTF-REQ-36
Global ID:	GID-REQ-508982
Assigned:	
Description:	The system must integrate with Microsoft Outlook
Acceptance Criteria:	<p>The system must allow emails to be sent to a TfL Outlook inbox</p> <p>Updates to email addresses in Outlook must be reflected in the system automatically</p>
Status:	Draft
Priority:	Must have
Type:	Functional



1.2 Trains Forecasting

1.2.1 STTF-REQ-51 [Forecast - User accounts](#)

Created: 08/04/2023 08:43:09 AM UTC Updated: 09/28/2023 12:17:01 PM UTC

Name:	Forecast - User accounts
Unique ID:	STTF-REQ-51
Global ID:	GID-REQ-509200
Assigned:	
Description:	The system must allow access only through user accounts
Acceptance Criteria:	Every user account must have a unique user ID (this can be the employee ID) Every user account must have a password in order to access the system
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.2 STTF-REQ-50 [Forecast - Admin accounts](#)

Created: 08/03/2023 11:23:52 PM UTC Updated: 09/28/2023 12:17:23 PM UTC

Name:	Forecast - Admin accounts
Unique ID:	STTF-REQ-50
Global ID:	GID-REQ-509196
Assigned:	
Description:	The system must allow admin accounts to amend details for users
Acceptance Criteria:	Admin accounts must have more privileges than normal user accounts Admin accounts must be able to edit the following: <ul style="list-style-type: none">• Forecast report• Waiting list



	<ul style="list-style-type: none"> • Absence list • Transfers list • Trainees list • DMS list • Attrition info • Staff list • Look up info <p>Only admin accounts must be able to make changes to the lists above</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.3 STTF-REQ-49 Forecast - Adding nominations Created: 08/03/2023 11:04:17 PM UTC Updated: 09/28/2023 12:17:44 PM UTC	
Name:	Forecast - Adding nominations
Unique ID:	STTF-REQ-49
Global ID:	GID-REQ-509195
Assigned:	
Description:	The system must allow users to add a nomination
Acceptance Criteria:	<p>To add a nomination, the following details must be mandatory:</p> <ul style="list-style-type: none"> • employee name • employee number • grade • current depot • nominated depot (max of 2) • confirmation of nomination • acceptance of the following: <ul style="list-style-type: none"> ○ I understand this is an <u>ESTABLISHED TRAIN OPERATORS</u> - Full-Time Depot <u>NOMINATION</u> Form ○ errors will not be rectified at a later date ○ training will be undertaken on a full time basis after transfer ○ undertake all duties at receiving depot ○ current arrangements, including flexible working or reasonable adjustments will cease on transfer



	<ul style="list-style-type: none"> accept GDPR
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.4 STTF-REQ-62 [Forecast - Nomination process information](#)

Created: 08/09/2023 04:32:25 PM UTC Updated: 09/28/2023 12:18:02 PM UTC

Name:	Forecast - Nomination process information
Unique ID:	STTF-REQ-62
Global ID:	GID-REQ-509542
Assigned:	
Description:	The system must provide details to the users about the nomination process
Acceptance Criteria:	<p>The following information must be available to the user when they are making a nomination:</p> <ul style="list-style-type: none"> As an established train operator, you are entitled to nominate to transfer to any depot to work full-time. You are entitled to nominate up to two depots. These nominations will be equal. When you are transferred to one of your nominated depots you will be asked if you want to retain your other nominated depot if you have made two nominations Once you click on submit, the form is automatically received by Operations Resourcing and you will also receive an automated email. If you do not receive an automated email it means the form has not been submitted and you need to resubmit. You should wait at least 7 days before asking your Administrator to confirm you are on the relevant waiting list(s). Only if your name is not on the waiting lists should you contact Operations Resourcing. When you are required at your nominated depot, and you are not tied-in at your current location, you will be transferred. There may be very little notice time and once 'called' the transfer will take place On transfer your training will take place on a full-time basis and you will be tied-in to that depot for 24 months.



	<ul style="list-style-type: none"> he business has the ability to waive tie-in dates once the waiting list is exhausted of available Train Operators, in that situation tie-in dates may be reduced.
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.5 STTF-REQ-40 Forecast Staff list Created: 07/30/2023 11:53:47 PM UTC Updated: 09/28/2023 12:06:55 PM UTC	
Name:	Forecast Staff list
Unique ID:	STTF-REQ-40
Global ID:	GID-REQ-509000
Assigned:	
Description:	The system must be able to access the staff list from SAP
Acceptance Criteria:	<p>The system must be able to access and display the following information from SAP:</p> <ul style="list-style-type: none"> Employee number Employee name Organizational unit Employee % PS group Cost centre Position <p>The admin user must be able to view the staff list</p> <p>The admin user must be able to make manual amends to this information (outside of SAP)</p>
Status:	Draft
Priority:	Must have
Type:	Functional



1.2.6 STTF-REQ-57 [Forecast Utilisation list](#)

Created: 08/04/2023 10:33:10 AM UTC Updated: 09/28/2023 12:07:22 PM UTC

Name:	Forecast Utilisation list
Unique ID:	STTF-REQ-57
Global ID:	GID-REQ-509207
Assigned:	
Description:	<p>The system must create a Utilisation sheet covering each of the following work areas:</p> <ul style="list-style-type: none"> • Bakerloo • Central • District • Jubilee • Metropolitan • Hammersmith & City • Northern • Piccadilly • Victoria
Acceptance Criteria:	<p>The Utilisation sheet must contain the following, for each of the work areas:</p> <ul style="list-style-type: none"> • Runners and covers • Leave covers • Pool operators • Part time • Upgrade requirement • TFC & Tier 2 union rep release • Maternity leave - FTE • Pre-maternity tad cover • Total requirement - FTE (excluding Night Tube) • Headcount actual - FTE (excluding Night Tube) • Total transfer trainees (excluding Night Tube) • Variance to minimum buffer • Total promotional trainees • Number required (Night Tube) • Headcount actual (Night Tube) • Total transfer trainees (Night Tube) • Variance to requirement (Night Tube) • Total promotion trainees (Night Tube)
Status:	Draft



Priority:	Must have
Type:	Functional

1.2.7 STTF-REQ-41 [Forecast Attrition list](#)

Created: 07/30/2023 11:56:47 PM UTC Updated: 09/28/2023 12:14:17 PM UTC

Name:	Forecast Attrition list
Unique ID:	STTF-REQ-41
Global ID:	GID-REQ-509001
Assigned:	
Description:	The system must be able to calculate attrition for each of the depots
Acceptance Criteria:	<p>The attrition list must consists of the following:</p> <ul style="list-style-type: none">• Date• Depot• Period• FTE• Legacy NT (Night Tube)
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.8 STTF-REQ-42 [Forecast Trainees list](#)

Created: 07/31/2023 12:42:27 AM UTC Updated: 09/28/2023 12:14:40 PM UTC

Name:	Forecast Trainees list
Unique ID:	STTF-REQ-42
Global ID:	GID-REQ-509002
Assigned:	



Description:	The system must create a trainees list
Acceptance Criteria:	<p>The admin user must be able to view the trainee list</p> <p>The trainee list must consist of the following, for each trainee:</p> <ul style="list-style-type: none"> • Course date • Course number (optional) • Position number • Employee number • New grade • Depot • Completion date • Project pool • Future FTE • Future depot • Line • Additional grouping • Available date <p>The admin user must be able to manually amend the trainee list</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.9 STTF-REQ-45 [Forecast Transfers list](#)

Created: 08/03/2023 10:46:28 PM UTC Updated: 09/28/2023 12:14:54 PM UTC

Name:	Forecast Transfers list
Unique ID:	STTF-REQ-45
Global ID:	GID-REQ-509191
Assigned:	
Description:	The system must create a list of all transfers
Acceptance Criteria:	<p>The admin user must be able to view the transfers list</p> <p>The transfer list must consist of the following:</p> <ul style="list-style-type: none"> • Employee number



	<ul style="list-style-type: none"> • Name • Move date • Training completion date • New grade • New location • Nomination block? • Current depot • Future depot • Current grade • Available date • Current line • Future line • Status • Lookup reference (optional) • Earliest permitted date (optional) • Current legacy NT (optional) • Future legacy NT optional) <p>The admin user must be able to manually update the transfers list</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.10 STTF-REQ-46 Forecast Waiting list	
Created: 08/03/2023 10:59:23 PM UTC Updated: 09/28/2023 12:15:16 PM UTC	
Name:	Forecast Waiting list
Unique ID:	STTF-REQ-46
Global ID:	GID-REQ-509192
Assigned:	
Description:	Admin users must have access to a waiting list created from SAP
Acceptance Criteria:	<p>The waiting list must have the following:</p> <ul style="list-style-type: none"> • Nomination date • Employee number • Name • Date entered service • Available from



	<ul style="list-style-type: none"> • Current org ID (optional) • Current org name • Current grade • Nomination org ID (optional) • Nomination org name • Nomination grade • Model available date <p>The admin user must be able to manually edit the waiting list</p> <p>The admin user must be able to override the available from date</p> <p>The following fields must be available in the waiting list. These fields must be generated by the system:</p> <ul style="list-style-type: none"> • Status • First transfer location • First transfer date • First transfer reason
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.11 STTF-REQ-47 <u>Forecast Absence list</u>	
Created: 08/03/2023 10:59:55 PM UTC Updated: 09/28/2023 12:15:34 PM UTC	
Name:	Forecast Absence list
Unique ID:	STTF-REQ-47
Global ID:	GID-REQ-509193
Assigned:	
Description:	The system must be able to access an absence list from SAP
Acceptance Criteria:	The admin user must be able to view the absence list



	<p>The list must contain the following:</p> <ul style="list-style-type: none"> • Employee number • Name • Absence reason • Notes • Start date • End date • TOP grade • TOP location • Maternity Leave • Trade Union Release • Train Operators not showing on the 'Staff List' who will return to Train Operator roles in the future, e.g. people currently on secondment. • Current FTE (optional) • Future FTE (optional) • Current Depot (optional) • Future Depot (optional) • Start date (adjusted) (optional) • Available date (optional) • Current line (optional) • Legacy NT (optional) • Week ending (optional) <p>The admin user must be able to manually amend the absence list</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.12 [STTF-REQ-48 Forecast Demand Management System \(DMS\) list](#)

Created: 08/03/2023 11:01:09 PM UTC Updated: 09/28/2023 12:16:04 PM UTC

Name:	Forecast Demand Management System (DMS) list
Unique ID:	STTF-REQ-48
Global ID:	GID-REQ-509194
Assigned:	



Description:	The system must create the DMS list
Acceptance Criteria:	<p>The admin user must be able too view the DMS list</p> <p>The list must contain the following:</p> <ul style="list-style-type: none"> • Reference • Change type • Change name (EP) • Change Name for financial reporting • Reportable demand • Depot code • From Date • To Date • FTE • Headcount • Grade • Depot Lookup <p>The admin must be able to manually edit the DMS list</p>
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.13 [STTF-REQ-52 Create forecast report](#)

Created: 08/04/2023 09:37:29 AM UTC Updated: 09/17/2023 10:58:13 PM UTC

Name:	Create forecast report
Unique ID:	STTF-REQ-52
Global ID:	GID-REQ-509202
Assigned:	
Description:	The system must create a forecast report
Acceptance Criteria:	<p>The forecast report must contain the following, for each line and depot:</p> <p>The fill requirement</p>



	Buffer
	The total requirement
	The staff list
	The staff assigned (this is from the staff list)
	Attrition
	Transfers in
	Transfers out
	New starters
	Staff assigned to depot
	Other absence
	Maternity leave
	Trade union release
	Transfers in training
	New starters in training
	The staff available (this should take into account absences)
	The variance (difference between requirement and availability)
	Roster
	Upgrades
	Instructor Operator FTE
	Train Operator FTE
	Trainees at Train Operator rate FTE
	Trainee Train Operator FTE
	Finance FTE.

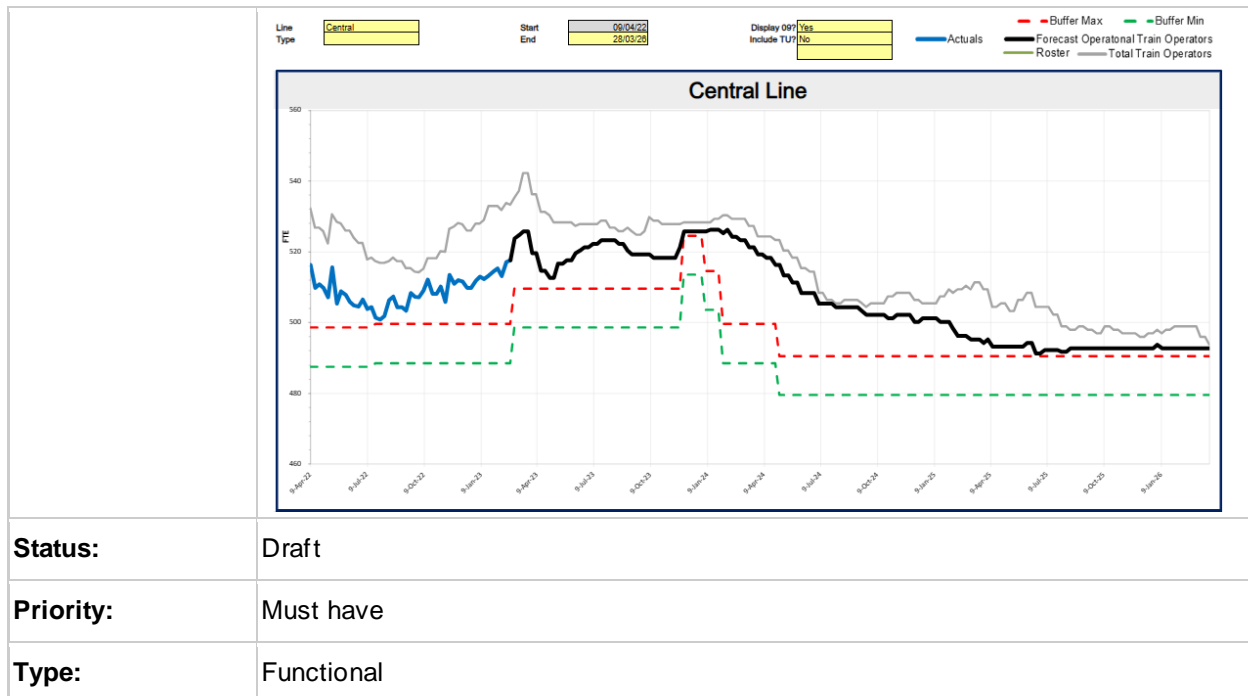


Status:	Draft
Priority:	Must have
Type:	Functional

1.2.14 STTF-REQ-53 [Create forecast graph](#)

Created: 08/04/2023 09:43:20 AM UTC Updated: 09/18/2023 10:27:00 AM UTC

Name:	Create forecast graph
Unique ID:	STTF-REQ-53
Global ID:	GID-REQ-509203
Assigned:	
Description:	The system must create a forecast graph
Acceptance Criteria:	<p>The forecast graph must be based on the forecast report</p> <p>The graph must display the following:</p> <ul style="list-style-type: none">• minimum buffer• maximum buffer• staff assigned to depot• staff available (future)• staff available (actual to date) <p>Example illustration</p>



1.2.15 STTF-REQ-54 <u>Forecast - SAP integration</u>	
Created: 08/04/2023 09:46:07 AM UTC Updated: 09/28/2023 12:18:46 PM UTC	
Name:	Forecast - SAP integration
Unique ID:	STTF-REQ-54
Global ID:	GID-REQ-509204
Assigned:	
Description:	The system must integrate with SAP
Acceptance Criteria:	<p>The system must read the available staff list</p> <p>The system must the maternity leave report from SAP</p> <p>The system must read the main data report from SAP</p> <p>The system must read the waiting list from SAP</p>
Status:	Draft
Priority:	Must have



Type:	Functional
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1.2.16 STTF-REQ-55 Forecast - User accounts - log in and SSO	
Created: 08/04/2023 09:46:47 AM UTC Updated: 09/28/2023 12:19:08 PM UTC	
Name:	Forecast - User accounts - log in and SSO
Unique ID:	STTF-REQ-55
Global ID:	GID-REQ-509205
Assigned:	
Description:	The system must allow users to log in using their One London log in credentials
Acceptance Criteria:	The system must allow Single Sign On (SSO) The system must allow users to log in using their One London log in credentials The system must allow users to recover a password via their One London account
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.17 STTF-REQ-56 Forecast - Integration with Outlook	
Created: 08/04/2023 10:01:12 AM UTC Updated: 09/28/2023 12:19:29 PM UTC	
Name:	Forecast - Integration with Outlook
Unique ID:	STTF-REQ-56
Global ID:	GID-REQ-509206
Assigned:	
Description:	
Acceptance Criteria:	



Status:	Draft
Priority:	Must have
Type:	Functional

1.2.18 **STTF-REQ-60** [Forecast formulas](#)

Created: 08/09/2023 02:07:30 PM UTC Updated: 08/09/2023 02:07:30 PM UTC

Name:	Forecast formulas
Unique ID:	STTF-REQ-60
Global ID:	GID-REQ-509508
Assigned:	
Description:	The formulas for creating the forecast report must be deduced and documented
Acceptance Criteria:	<p>Formulas for creating the report are documented</p> <p>Formulas must include creation of the following lists:</p> <ul style="list-style-type: none">• Utilisation• Actuals• Attrition• Trainees• Absence• Waiting
Status:	Draft
Priority:	Must have
Type:	Functional

1.2.19 **STTF-REQ-63** [Forecast - Future resource allocation preview](#)

Created: 08/09/2023 05:34:48 PM UTC Updated: 09/28/2023 12:26:12 PM UTC

Name:	Forecast - Future resource allocation preview
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Unique ID:	STTF-REQ-63
Global ID:	GID-REQ-509581
Assigned:	
Description:	It must be possible for admin staff to do scenario planning by previewing future resource allocation
Acceptance Criteria:	System admins must be able to preview future resource allocation without applying it
Status:	Draft
Priority:	Must have
Type:	Functional

2 Non-functional Requirements

2.1.1 STTF-REQ-64 [Data Protection Compliance](#)

Created: 09/13/2023 02:35:16 PM UTC Updated: 09/13/2023 02:35:16 PM UTC

Name:	Data Protection Compliance
Unique ID:	STTF-REQ-64
Global ID:	GID-REQ-512610
Assigned:	
Description:	The solution must be compliant with data protection legislation
Acceptance Criteria:	<ul style="list-style-type: none"> Any legislation in force from time to time in the United Kingdom relating to privacy and/or processing of personal data, including but not limited to: <ul style="list-style-type: none"> Data Protection Act 2018 UK General Data Protection Regulation (UK GDPR) Privacy and Electronic Communications (EC Directive) Regulations 2003 Any statutory codes of practice issued by the Information Commissioner in relation to such legislation



Status:	Draft
Priority:	Must have
Type:	Functional

2.1.2 STTF-REQ-65 [Data subject rights](#)

Created: 09/13/2023 02:37:51 PM UTC Updated: 09/13/2023 02:37:51 PM UTC

Name:	Data subject rights
Unique ID:	STTF-REQ-65
Global ID:	GID-REQ-512611
Assigned:	
Description:	The solution must be compliant with data subject rights.
Acceptance Criteria:	<p>The solution shall be compliant with data subject rights, including but not limited to:</p> <ul style="list-style-type: none"> • Access to data (including the ability to search the system for information relating to a specific individual and extract this) • Requests for deletion • Requests to rectify / update inaccurate or out of date data
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.3 STTF-REQ-66 [Use of personal data for test purposes](#)

Created: 09/13/2023 02:50:40 PM UTC Updated: 09/13/2023 02:50:40 PM UTC

Name:	Use of personal data for test purposes
Unique ID:	STTF-REQ-66
Global ID:	GID-REQ-512612
Assigned:	



Description:	The system must not use any personal data for test purposes.
Acceptance Criteria:	The use of personal data for test purposes is prohibited without prior consultation and authorisation from the TfL Privacy and Data Protection team.
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.4 STTF-REQ-67 [Information Security Classification Standard](#)

Created: 09/13/2023 03:24:47 PM UTC Updated: 09/13/2023 03:24:47 PM UTC

Name:	Information Security Classification Standard
Unique ID:	STTF-REQ-67
Global ID:	GID-REQ-512618
Assigned:	
Description:	The solution shall ensure that all information stored within the system must be given a 'security classification' in line with TfL's Information Security Classification Standard.
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.5 STTF-REQ-68 [Data retention and disposal](#)

Created: 09/13/2023 03:26:47 PM UTC Updated: 09/13/2023 03:26:47 PM UTC

Name:	Data retention and disposal
Unique ID:	STTF-REQ-68



Global ID:	GID-REQ-512621
Assigned:	
Description:	The solution shall retain and dispose data in accordance with TfL's Corporate Information and Records Disposal Schedules and/or any local disposal policies defined by TfL.
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.6 STTF-REQ-69 [Data deletion](#)

Created: 09/13/2023 03:27:27 PM UTC Updated: 09/13/2023 03:27:27 PM UTC

Name:	Data deletion
Unique ID:	STTF-REQ-69
Global ID:	GID-REQ-512623
Assigned:	
Description:	The solution shall have the ability to delete information on an ad hoc basis at the direction of TfL.
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional



2.1.7 STTF-REQ-70 [Legal Hold](#)

Created: 09/13/2023 03:33:47 PM UTC Updated: 09/13/2023 03:33:47 PM UTC

Name:	Legal Hold
Unique ID:	STTF-REQ-70
Global ID:	GID-REQ-512624
Assigned:	
Description:	The Solution must support the preservation of information beyond the scheduled deletion point where subject to Legal Hold.
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.8 STTF-REQ-71 [Legal Admissibility – proof of chain of custody](#)

Created: 09/13/2023 04:06:19 PM UTC Updated: 09/13/2023 04:06:19 PM UTC

Name:	Legal Admissibility – proof of chain of custody
Unique ID:	STTF-REQ-71
Global ID:	GID-REQ-512647
Assigned:	
Description:	The Solution and any external scanning services employed by the Solution shall adhere to the mandatory procedures outlined in the TfL Standard S1783 Scanning for legal admissibility, to ensure the legal admissibility of scanned documentation.
Acceptance Criteria:	<p>The Service Provider shall ensure and demonstrate the evidential integrity of electronic information or data so that it can be admissible as evidence in a Court of Law, this includes but is not limited to ensuring:</p> <ul style="list-style-type: none"> • That evidential information has been correctly and lawfully generated and has not undergone unauthorised amendment or been otherwise tampered with since its creation



	<ul style="list-style-type: none"> Auditing of evidential information to track any User, system process or data amendments attached to the information, including who/what system made the amendments and when (date and time) <p>Audit logs can be provided to a Court of Law as proof of evidential integrity (where applicable) and chain of custody</p>
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.9 STTF-REQ-72 [System audit log](#)

Created: 09/13/2023 04:07:22 PM UTC Updated: 09/13/2023 04:07:22 PM UTC

Name:	System audit log
Unique ID:	STTF-REQ-72
Global ID:	GID-REQ-512649
Assigned:	
Description:	The Solution should be capable of monitoring and auditing user activities – e.g. log in times, data access and changes made.
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.10 STTF-REQ-73 [Information access legislation compliance](#)

Created: 09/13/2023 04:08:31 PM UTC Updated: 09/13/2023 04:08:31 PM UTC

Name:	Information access legislation compliance
Unique ID:	STTF-REQ-73



Global ID:	GID-REQ-512651
Assigned:	
Description:	The Solution shall be compliant with Freedom of Information (FOI) legislation and Environmental Information Regulations (EIR). It must enable the searching and extracting of relevant data across the Solution if an FOI or EIR request is received – e.g. data searches relating to a specific event, data type or date range.
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.11 STTF-REQ-74 Access control	
Created: 09/13/2023 04:21:58 PM UTC Updated: 09/26/2023 09:13:14 AM UTC	
Name:	Access control
Unique ID:	STTF-REQ-74
Global ID:	GID-REQ-512654
Assigned:	
Description:	The solution shall have the ability to set account permissions at differing levels – i.e. implement role based access controls.
Acceptance Criteria:	<ul style="list-style-type: none"> • The solution must have robust access controls in place covering identification, authentication, authorisation and auditing of end users and staff. • All end users including administrators on the system must be individually identified; and all accounts must be owned by a single individual user • Secure authentication protocols used must be in line with industry standards and best practices • Authentication of users must be restricted only to authorised networks and/or devices • Secret authentication information (such as a password, API key, encryption keys, etc.) must be processed and stored in a secure manner



	<ul style="list-style-type: none"> Logon pages must protect all sensitive data being input, and must only provide a generic error upon login failure (to mitigate man in the middle attacks)
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.12 STTF-REQ-75 Secure migration	
Created: 09/13/2023 04:23:17 PM UTC Updated: 09/13/2023 04:23:17 PM UTC	
Name:	Secure migration
Unique ID:	STTF-REQ-75
Global ID:	GID-REQ-512655
Assigned:	
Description:	Any migration of data from current systems to a new solution must be in accordance with TfL security standards and other relevant policies and standards.
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.13 STTF-REQ-76 Decommissioning of current systems	
Created: 09/13/2023 04:24:58 PM UTC Updated: 09/13/2023 04:24:58 PM UTC	
Name:	Decommissioning of current systems
Unique ID:	STTF-REQ-76
Global ID:	GID-REQ-512656



Assigned:	
Description:	Once a new solution is implemented current systems must be fully decommissioned.
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.14 **STTF-REQ-81** [Information security industry standard](#)

Created: 09/26/2023 09:04:47 AM UTC Updated: 09/26/2023 09:04:47 AM UTC

Name:	Information security industry standard
Unique ID:	STTF-REQ-81
Global ID:	GID-REQ-513619
Assigned:	
Description:	The solution provider must operate an Information Security function which is continually managed and improved
Acceptance Criteria:	The Information Security function must align with best practices such as ISO27001/2 or similar
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.15 **STTF-REQ-82** [IAM processes](#)

Created: 09/26/2023 09:18:54 AM UTC Updated: 09/26/2023 09:18:54 AM UTC

Name:	IAM processes
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Unique ID:	STTF-REQ-82
Global ID:	GID-REQ-513620
Assigned:	
Description:	The solution must follow secure, approved Identity and Access Management processes.
Acceptance Criteria:	<ul style="list-style-type: none"> Accounts with privileged utility access (e.g. system/application admin) must be under a control-and-release process; privileged user access must operate under a secondary account, or use a "step-up" function to operate The solution must have varying levels of authorisation to account for varying levels of access Business access permissions must be defined on the principle of least privilege and granted on a need-to-know basis
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.16 [STTF-REQ-83 Patch management](#)

Created: 09/26/2023 09:26:43 AM UTC Updated: 09/26/2023 09:26:43 AM UTC

Name:	Patch management
Unique ID:	STTF-REQ-83
Global ID:	GID-REQ-513622
Assigned:	
Description:	The components of the solution must be integrated into a security patch process which ensures the latest security updates are in place
Acceptance Criteria:	<ul style="list-style-type: none"> The patch process must include all elements of the solution, including vendor software, open source software, firmware and OS The patch management process must be run, at a minimum, on a monthly basis Critical and high Vulnerabilities must be patched with the highest priority and done so in a timely manner
Status:	Draft



Priority:	Must have
Type:	Functional

2.1.17 **STTF-REQ-84** [Malware Protection](#)

Created: 09/26/2023 09:28:52 AM UTC Updated: 09/26/2023 09:28:52 AM UTC

Name:	Malware Protection
Unique ID:	STTF-REQ-84
Global ID:	GID-REQ-513623
Assigned:	
Description:	Controls must be in place to prevent and detect malware
Acceptance Criteria:	<ul style="list-style-type: none"> • Antivirus signatures must be kept up to date on a daily basis • Antivirus across all components should be centrally managed • Antivirus must be run either "on-access" (when an object is accessed, received, etc.) or daily at a minimum • Modern detection techniques (e.g. malware sandboxing, heuristic analysis) must be employed over and above standard signature based detection • Objects/resources which are exempt from AV scans must be documented
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.18 **STTF-REQ-85** [Vulnerability management](#)

Created: 09/26/2023 09:52:47 AM UTC Updated: 09/26/2023 09:52:47 AM UTC

Name:	Vulnerability management
Unique ID:	STTF-REQ-85
Global ID:	GID-REQ-513624
Assigned:	



Description:	Controls must be in place to detect and categorise Vulnerabilities present in the solution
Acceptance Criteria:	<ul style="list-style-type: none"> • Vulnerability scanning must cover all available system components • Vulnerability scanning must be run frequently and on an automated schedule • Vulnerability scanning must identify "code-based" Vulnerabilities, where patches exist to fix • Penetration testing must be carry out on the the environment before go-live • Vulnerability scanning should also identify configuration-based issues, such as OS/policy weaknesses
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.19 STTF-REQ-86 Secure Development	
Created: 09/26/2023 10:26:17 AM UTC Updated: 09/26/2023 10:26:17 AM UTC	
Name:	Secure Development
Unique ID:	STTF-REQ-86
Global ID:	GID-REQ-513625
Assigned:	
Description:	The solution - and all of its components - must be formally designed and built against security requirements, as well as tested against security benchmarks/criteria
Acceptance Criteria:	<ul style="list-style-type: none"> • The solution must be subject to regular security testing (at least annually). A security test report - no older than 12 months - must be produced which demonstrates security within the solution. • The solution must be developed using secure coding standards, and/or the source code is reviewed using SSDLC tooling or security testers. • Code deployment and configuration changes must be subject to a secure approval process • Applications, systems and platforms must be "hardened" to minimise their respective attack surface



Status:	Draft
Priority:	Must have
Type:	Functional

2.1.20 STTF-REQ-87 [Security logging](#)

Created: 09/26/2023 10:51:43 AM UTC Updated: 09/26/2023 10:52:07 AM UTC

Name:	Security logging
Unique ID:	STTF-REQ-87
Global ID:	GID-REQ-513626
Assigned:	
Description:	The solution must provide a comprehensive, time-stamped audit log of all events occurring on the system, in order to enforce accountability and aid in security investigations.
Acceptance Criteria:	<ul style="list-style-type: none"> All security events must be logged and accurately timestamped using NTP to ensure accurate correlation of timestamps across log sources Audit logs of the solution must be tamper proof from application users and admins Logs must be available in a human readable format, and report, at a minimum, the following attributes: <ul style="list-style-type: none"> User (subject) Event (action) Data/Asset (object) Date/Time Previous value - New Value (or summary of, where applicable) Success/Failure Data must be classified to the TfL data classification standard, in order for the appropriate controls to be applied
Status:	Draft
Priority:	Must have
Type:	Functional



2.1.21 STTF-REQ-4 [Cryptography](#)

Created: 07/20/2023 01:18:54 PM UTC Updated: 09/26/2023 10:28:47 AM UTC

Name:	Cryptography
Unique ID:	STTF-REQ-4
Global ID:	GID-REQ-508075
Assigned:	
Description:	The solution, and all components therein, must use up-to-date secure cryptographic protocols for encryption and hashing of data, meeting or exceeding TfL standards
Acceptance Criteria:	<ul style="list-style-type: none"> • Encryption used for the protection of data at rest must meet standards - using non-deprecated, industry-approved cryptographic protocols • Encryption used for the protection of data in transit must meet standards - using non-deprecated, industry-approved cryptographic protocols • Hashing algorithms used must meet industry standards • Certificates used for authentication must meet cryptographic standards • For internal certificate authorities the root CA must be off-line. Any private certificates must be afforded the appropriate security to ensure the risk of compromise is kept to a minimum • Certificates used must be signed by appropriate authorities commensurate with their intended use (self signed for internal; trusted CA for external)
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.22 STTF-REQ-88 [Data leakage prevention](#)

Created: 09/26/2023 10:53:38 AM UTC Updated: 09/26/2023 10:53:38 AM UTC

Name:	Data leakage prevention
Unique ID:	STTF-REQ-88
Global ID:	GID-REQ-513627
Assigned:	
Description:	The solution must have controls at all possible egress points which assist in the prevention and detection of data leakage



Acceptance Criteria:	<ul style="list-style-type: none"> • Functionality to extract data from the solution must be access-controlled, fully auditable, marked as privileged and restricted only to those users who require it • Applications hosted on mobile or personal devices, or applications which reside within an "untrusted" network, must have controls in place to prevent extraction of data • Administrative, "back-end" management interfaces to applications must prevent and/or detect data leaving the solution • The solution must log and report when data has been extracted, copied, moved or deleted from the system
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.23 STTF-REQ-89 Cyber attack protection	
Created: 09/26/2023 10:55:09 AM UTC Updated: 09/26/2023 10:55:09 AM UTC	
Name:	Cyber attack protection
Unique ID:	STTF-REQ-89
Global ID:	GID-REQ-513628
Assigned:	
Description:	The solution must have controls in place at ingress points to prevent against cyber attacks
Acceptance Criteria:	<ul style="list-style-type: none"> • The solution must have a fully-proven capability in place which controls against volumetric attacks, such as DDoS • The solution must have enabled and tested controls which prevent or mitigate application-based attacks • Where applicable, (e.g. access to a sensitive asset from the internet) multi-factor authentication must be used to help mitigate against account compromise • Web-facing systems must be developed to protect against the OWASP top 10 attacks
Status:	Draft
Priority:	Must have



Type:	Functional
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2.1.24 STTF-REQ-5 Backup and resiliency	
Created: 07/20/2023 01:31:25 PM UTC Updated: 09/26/2023 11:03:18 AM UTC	
Name:	Backup and resiliency
Unique ID:	STTF-REQ-5
Global ID:	GID-REQ-508076
Assigned:	
Description:	Systems should have the appropriate backup and resiliency solution in place in order to meet the recovery time objective (RTO) and the recovery point objective (RPO) for the system being protected
Acceptance Criteria:	The solution must have its own backup capability, or leverage an existing backup solution to maintain data availability
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.25 STTF-REQ-12 Security monitoring	
Created: 07/20/2023 03:13:34 PM UTC Updated: 09/26/2023 10:39:31 AM UTC	
Name:	Security monitoring
Unique ID:	STTF-REQ-12
Global ID:	GID-REQ-508087
Assigned:	
Description:	The solution must be subject to security monitoring and alerting, in order to detect anomalous or malicious activity.
Acceptance Criteria:	The solution must be configurable to detect, and alert upon, anomalous activity The solution must be able to send security log events to a central logging system



	Changes in security settings (even those by an administrator) must be logged, monitored and alerted upon (or configurable to do so)
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.26 STTF-REQ-34 <u>Data Security and Integrity</u> Created: 07/28/2023 02:51:36 PM UTC Updated: 09/26/2023 09:25:38 AM UTC	
Name:	Data Security and Integrity
Unique ID:	STTF-REQ-34
Global ID:	GID-REQ-508980
Assigned:	
Description:	The solution must protect all data at rest and in transit
Acceptance Criteria:	<ul style="list-style-type: none"> • All data within SaaS systems must be logically or physically partitioned from other tenants • Data between prod and non-prod environments must be kept separate at all times • The solution design must clearly demonstrate a defence in depth approach (e.g. network components appropriately tiered/segregated) • The channel used to transmit data must be protected from data exposure and alteration / tampering • Data payloads should be encrypted, in line with the classification of the data being sent/processed • The data cannot be inadvertently altered • The system must ensure that data stored is exact and complete
Status:	Draft
Priority:	Must have
Type:	Functional



2.1.27 [STTF-REQ-90 Security operations](#)

Created: 09/26/2023 10:58:42 AM UTC Updated: 09/26/2023 10:58:42 AM UTC

Name:	Security operations
Unique ID:	STTF-REQ-90
Global ID:	GID-REQ-513629
Assigned:	
Description:	The solution must be covered by, or integrate with, all applicable operational security processes running within either TfL or the solution provider
Acceptance Criteria:	<ul style="list-style-type: none"> • The solution must be covered by or feed into the existing Security Incident Management process • Security alerting from the solution must be monitored by a SOC (or equivalent) • Details of the components within the solution must be added to the Asset Inventory • Ongoing operational security MI must be agreed and shared at regular periods to ensure that security posture is maintained • Operational changes to the solution must be subject to a secure change control process
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.28 [STTF-REQ-7 Ad-hoc backup](#)

Created: 07/20/2023 01:43:50 PM UTC Updated: 07/20/2023 01:43:50 PM UTC

Name:	Ad-hoc backup
Unique ID:	STTF-REQ-7
Global ID:	GID-REQ-508078
Assigned:	
Description:	It must be possible to make ad-hoc backups



Acceptance Criteria:	The system must be able to do ad-hoc backups The system does not need to be offline for the ad-hoc backups
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.29 [STTF-REQ-3 Backup storage](#)

Created: 07/20/2023 11:49:36 AM UTC Updated: 09/28/2023 02:51:25 PM UTC

Name:	Backup storage
Unique ID:	STTF-REQ-3
Global ID:	GID-REQ-508067
Assigned:	
Description:	The system must store backups for a maximum of 2 years.
Acceptance Criteria:	A process must be in place to ensure that backups are not stored beyond 2 years
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.30 [STTF-REQ-39 Usability](#)

Created: 07/28/2023 11:20:27 PM UTC Updated: 09/28/2023 02:47:47 PM UTC

Name:	Usability
Unique ID:	STTF-REQ-39
Global ID:	GID-REQ-508999
Assigned:	



Description:	The system must follow industry best practices for user experience
Acceptance Criteria:	The system must have as few clicks as possible when entering data The system must have a user interface that follows industry best practice
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.31 [STTF-REQ-44 Support](#)

Created: 07/31/2023 02:21:38 PM UTC Updated: 09/28/2023 02:48:21 PM UTC

Name:	Support
Unique ID:	STTF-REQ-44
Global ID:	GID-REQ-509056
Assigned:	
Description:	There must be 24x7x365 support available
Acceptance Criteria:	Support must be available through a single point of contact service desk (9am-5pm) Support must be integrated into T&D Incident and Request Management system
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.32 [STTF-REQ-1 Availability](#)

Created: 07/20/2023 11:42:34 AM UTC Updated: 07/20/2023 11:42:34 AM UTC

Name:	Availability
Unique ID:	STTF-REQ-1
Global ID:	GID-REQ-508065



Assigned:	
Description:	The system must have an availability of 99.74%
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Non-functional

2.1.33 STTF-REQ-2 Performance - multiple users	
Created: 07/20/2023 11:45:15 AM UTC Updated: 07/31/2023 12:43:34 AM UTC	
Name:	Performance - multiple users
Unique ID:	STTF-REQ-2
Global ID:	GID-REQ-508066
Assigned:	
Description:	The system must allow multiple users to view the same data record at the same time, without a degradation to the performance
Acceptance Criteria:	The system must support up to 6000 concurrent users
Status:	Draft
Priority:	Must have
Type:	Functional

2.1.34 STTF-REQ-61 Stations Transfer and Trains Forecasting separation	
Created: 08/09/2023 04:18:38 PM UTC Updated: 08/09/2023 04:18:38 PM UTC	
Name:	Stations Transfer and Trains Forecasting separation
Unique ID:	STTF-REQ-61



Global ID:	GID-REQ-509541
Assigned:	
Description:	Stations Transfer functionality should not be accessible using a Trains Forecasting account and vice versa
Acceptance Criteria:	
Status:	Draft
Priority:	Must have
Type:	Functional