

Report to:



Washington State Office of Financial Management

Capital Asset Management—Feasibility Study

CAMS Requirements



Sierra Systems Inc.
711 Capitol Way S., Suite 304
Olympia, WA 98501 USA
www.SierraSystems.com

Contact: Peter Barlow
Phone: 360.357.5668
Fax: 360.754.0480
Email: PeterBarlow@SierraSystems.com

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Sierra Systems

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1. INTRODUCTION

1.1. Purpose

This document lays the foundation for the Capital Asset Management System (CAMS) Feasibility Study, by stating the requirements a new CAMS must meet.

1.2. Background

OFM operates and maintains the CAMS, which is currently used by approximately 78 state agencies to track and account for their capital assets. CAMS is a COBOL/CICS application that uses VSAM files as its database. The application runs on the IBM mainframe computer that the Department of Information Services (DIS) operates. Agency staff access the application through the DIS telecommunications network using secure CICS transactions.

OFM recently conducted an assessment of the State's asset management needs. There were several major issues raised in that study including lack of asset history, inability to query or report flexibly on asset data and the limitations of its mainframe-based architecture; particularly its user interface and lack of Internet access. The recommendation of the study was that OFM replace CAMS with a new centralized capital asset system that provides better accounting, asset tracking and management reporting capabilities.

OFM also operates and maintains the Facilities Inventory System (FIS) that is used by state agencies to report the cost, location and condition of facilities operated by the state. FISDOS is a Visual Basic for DOS application that is distributed on disk in May of each year to collect an annual inventory of facilities owned and leased by state agencies. FISMAIN is a reporting tool written in Visual Basic version 3.0 that is used by OFM to report on the data collected through the FISDOS application.

OFM recently conducted an assessment of FIS, which found the existing system has a high probability of near term collapse because of obsolete and unsupported technology. It found the current system is underutilized, contains inaccurate data and lacks decision support information. It recommended OFM replace FIS with a comprehensive capital asset facility inventory program, working in phases to prevent system collapse and maintain compliance with statute, adding facility management and decision support in later phases.

OFM saw an opportunity to potentially combine the two sets of needs and asked Sierra Systems to complete a Feasibility Study addressing the requirements of both asset management and FIS. The study will assess the feasibility of replacing CAMS and FIS



and will recommend an approach for implementing a replacement. This document is a statement of the requirements for that Feasibility Study.

It is important to note—this phase documents requirements for an asset management system with required FIS elements. It will not be known whether both CAMS and FIS can be replaced with one system until the Feasibility Study is complete.

1.3. Approach

To document and communicate requirements, Sierra Systems has taken a use case approach. Use cases, shorthand for “cases in which someone will use the system,” divide the work of the system into functional pieces from a system user’s perspective.

To jump start the requirements process, the project team studied materials available; the CAMS study including agency survey responses, the FIS study, CAMS requirements listed by the OFM team, the current CAMS user manual and reports, FIS manual and reports, audit findings, OFM Architecture Principles, and other notes, reports and emails relating to the system’s current and desired functionality and non-functional requirements. These studies were backed up with interviews with OFM staff, especially Wayne Johns, a demonstration and Q&A session with DSHS on their TRACKS system, and a study of TRACKS documentation.

Using understanding gathered from the study of materials and interviews, the Sierra Systems staff drafted a list of use cases for asset management including sample requirements and data items that were indicated. The full project team, including OFM staff, discussed and edited the list. Sierra Systems worked with Wayne Johns to draft all the use cases including requirements. After all of the use cases were drafted, a user group representing ten agencies reviewed and revised the use cases and requirements in a facilitated workshop. The use cases, edited from that session, are included in the appendix of this document and are the source of the functional requirements listed in this document.

Non-functional requirements were developed with information from, and review by, OFM technical staff.



1.4. Sources

Sources for information in this document include:

- *Statewide Asset Systems Study, June 2003*—33-page contracted study summarizing findings on the usage and evaluation of current CAMS system. Individual survey forms from 30 agencies are included in an appendix.
- *Facility Inventory System Assessment, June 2003*—56-page contracted study summarizing the quality of the current facilities system's data and processes and recommending replacement.
- *CAMS User Manual, undated*—101-page manual including screen images and definitions of all data items.
- *New Capital Fixed Asset System word document, undated*—3-page list of asset management system requirements compiled by OFM staff.
- *Email from Aaron Butcher to Dennis Jones and others*—October 2003 on findings of SAO audit.
- *Schedule of Audit Findings July 1 2002 to June 30 2003*—faxed document listing five internal control weaknesses with CAMS.
- *Demo of CAMS by Wayne Johns*—February 4, 2004.
- *Demo of FIS by Lynn Cole*—February 11, 2004.
- *2003 OFM Facility Inventory System (FISDOS) User Guide*—April 2003: 48-page user manual for agency users of FIS.
- *Facility Inventory Assessment Stakeholder Meeting Notes*—May 16, 2003: three-page document with facilities requirements notes.
- *Facility Inventory Assessment Annual Cost of Maintaining FIS 6-17-03*—two-sheet spreadsheet with costs of maintaining FIS system, input to Facility Inventory System Assessment.
- *Demo of DSHS TRACKS system*—February 13 2004 and TRACKS documentation.
- *Higher Education Facilities Preservation Study, Report 03-1*—January 8, 2003, Washington State Joint Legislative Audit and Review Committee: 103-page study of the condition of Higher Education facilities and preservation activities.
- *CAMS User Group review of use cases and requirements*—March 10, 2004.
- *Follow-up emails from CAMS User Group meeting attendees.*

1.5. Relationships to Other Deliverables

This is the first in a series of documents that will together comprise a Feasibility Study for a Capital Asset Management System (CAMS). The requirements in this document will be used to identify and evaluate alternative solutions, high level costs and benefits of the alternatives, and the costs, benefits and implementation needs of the recommended solution.

Future phases of this project will evaluate the degree to which potential CAMS solutions meet these requirements.

2. OBJECTIVES AND SCOPE

2.1. Objectives

A CAMS solution must meet these objectives:

1. Aid agencies in meeting the statutory and administrative needs of the State of Washington for asset management.
2. Provide functionality that meets the requirements identified in this document including:
 - a) The currently-used functionality of the existing CAMS system.
 - b) Functionality addressing the major issues identified in the previous CAMS study.
3. Operate in an environment compatible with OFM's current technical capacity and direction.
4. Meet the non-functional requirements documented here including external interfaces, availability, performance, quality, maintainability and support, documentation, security, implementation and conversion requirements.
5. Where possible, consolidate systems that are used only for statewide reporting, e.g., FIS, SARS, in an operational system that does not increase the workload on agencies.
6. Facilitate the sharing of high level information across agencies.

2.2. Constraints

The solution will be constrained by:

1. *Resources to implement*—funding and staff positions for implementing the system are limited.
2. *Ongoing costs*—agencies will use the system if the cost is reasonable. Costs for using existing CAMS are constraining its use now.
3. *OFM technical direction*—OFM has set its architecture standards and direction. The solution must accommodate and further them.
4. *Statewide technical direction*—OFM's architecture implements statewide architecture standards and direction, which will also constrain the solution.
5. *The asset requirements of Washington State*—the requirements in this document, while high level, were objectively and comprehensively obtained, reviewed and prioritized.



2.3. Scope

The functional scope CAMS solution is evident in the use cases and requirements in this document. The functionality to be considered within the scope of the solution includes all essential and high priority use cases and requirements. Those use cases and requirements with medium priority will be considered in scope only to the extent that their functionality can be found in the solution alternatives meeting the essential requirements.

2.4. Asset Management and Facilities Management

The use cases and requirements are written to apply both to asset management and to OFM's need for facilities information. However, the context of asset management differs considerably from the context of facilities information.

A solution to meet asset management needs must replace the current CAMS, which is used by many agencies operationally to manage their capital assets. This requires a full-featured system with current and historical asset information, including depreciation and inventory functions.

A solution to meet OFM's facilities information needs must replace FIS, which is not used operationally by agencies, but rather is a mechanism for agencies to report to OFM once a year to meet statutory requirements. For a solution to meet these requirements, it must include the needed data elements in the solution and allow electronic feeds from systems which *are* used operationally to manage facilities in the agencies.

2.5. Out of Scope

The requirements for an asset management solution will *not* include:

- Operational facilities management functions. These will remain agency-specific solutions. However, the solution requirements *will* include the ability to electronically accept information from facilities management systems.
- Functionality within use cases that received a medium priority from the user group, except to the extent that this functionality may be implemented in the chosen solution at no additional expense. This includes:
 - Recording and reporting maintenance for an asset (use cases 9 and 22).
 - Tracking asset dates (use case 10).
 - Some customizing of inventory reports (use case 19).
 - Customizing help displays (use case 29).
 - A workflow subsystem (use case 33).

- A planning/budgeting subsystem (use case 35).
- Functionality within use cases that received a high priority from the user group, except to the extent that this functionality can be implemented in the chosen solution and is cost beneficial. This includes:
 - Copying information from one asset to another (use case 6).
 - Ability to save incomplete entries and complete them later (use case 2).
 - Some inventory reconciliation support (use case 20).
 - Accepting changes to assets from other systems (use case 27).
 - Accepting new asset information in real time from other systems (use case 27).
- Applications to send data to or to transform data for the asset management system.
- Applications to transform data exported from the system.

3. SYSTEM INTERACTORS OR ACTORS

The people and systems that will interact with a system are called “actors”. A new asset management system will have these types of actors:

- *Agency property staff*—agency employees who manage their agencies’ assets.
- *Agency system administrators*—agency employees who set up user permissions and perform other system tasks for their agency.
- *Agency inventory volunteers*—staff from outside asset management who will use inventory reports.
- *Agency inventory approvers*—staff who provide controls for the inventory process.
- *Agency auditors*—staff with audit responsibilities who will check depreciated and cost amounts.
- *AFRS, purchasing systems, facilities management systems, other asset management systems*—other systems will potentially send asset information to the new asset management system. AFRS will also receive information from the system.
- *Central system administrator*—OFM staff who perform agency setup and cross-agency system maintenance.
- *Time*—depreciation will take place automatically.

Note: Use cases addressing maintenance and date tracking functionality received “medium” priorities from the user group. If these use cases were implemented, additional actors would include agency IT, plant maintenance or vehicle maintenance staff.

4. ASSUMPTIONS

The following assumptions have been made in compiling these requirements:

- Current CAMS functionality must be maintained in the new system.
- Facilities requirements will be included as data items in the use cases.
- Business rules will be configurable in a new CAMS system. This includes user access; field edits and selection lists; and contextual edits.
- Field labels, business rules and data names will be configured centrally and not tailored for individual agencies.
- AFRS will validate the information sent from the new asset management system.
- AFRS or other systems sending information to the new asset management system will send data that conforms to CAMS data definitions. CAMS will edit data received electronically in the same way it edits data entered through forms.
- Security by asset class is not required.
- Because widely varying sizes of agencies make their staffing and processes different, it would be impractical to administer workflows for agencies centrally.

5. FUNCTIONAL REQUIREMENTS

5.1. Requirements in the Context of Use Cases

Since requirements can only be validated by the people who will use the system, it is useful to develop them in the context of how people will use the system: the cases in which they will use it, or “use cases.”

The following requirements were developed in the context of 31 use cases, which are presented in Appendix A. The use cases are listed in numeric sequence, but the requirements are listed in *functional* sequence. The requirement numbers are given to identify the use case where they were developed.

5.2. Priorities and Evaluation

User representatives assigned each requirement a priority: essential, high, or medium. While almost all requirements here are essential, it is possible that no solution will meet all essential requirements in a direct and automated way. The recommended solution will be the one that is closest to meeting all essential requirements in a cost beneficial way. In a separate Business Case document, we have documented the different ways compliance will be evaluated.

5.3. Use Case List

Use Case	Description
1. Set up/maintain an agency.	Set up a new agency to use the system.
2. Record an asset.	Record a new asset of any type. An asset may be land, a building, a vehicle, computer hardware, etc.
3. Record/change a collection of assets.	Add or change a collection of assets of any type.
4. <i>Deleted.</i>	
5. <i>Deleted.</i>	
6. Copy asset information to a new asset.	Copy information from one asset to a new asset.
7. Record/change an asset feature or component.	Record or change a feature of an asset, e.g., significant features added to buildings through projects or upgrades.
8. Change an asset.	Change a previously entered asset.
9. Record maintenance of asset.	Record a maintenance event for an asset, e.g., warranty maintenance work done.
10. Track asset status.	Set up automatic notification of important events in the lifecycle of an asset, e.g., maintenance due, lease expiration, grant requirement, etc.

Use Case	Description
11. Transfer an asset between agencies.	Transfer an asset or group of assets from one agency to another.
12. Dispose of an asset.	Dispose of an asset when it is not useful to an agency or if it is lost or stolen.
13. Reactivate an asset.	Reactivate an asset or group of assets that were previously disposed.
14. Depreciate an asset.	Automatically depreciate assets periodically based on the class code, current acquisition date, total cost, useful life and salvage value.
15. Delete an asset entered in error.	The only reason assets will be deleted is if they were entered in error.
16. Deleted.	
17. Find an asset.	Find an asset by various criteria.
18. Report an asset history.	Report all information on an asset, including all data items and all activity: changes, maintenance events, disposal, inventories, etc.
19. Report asset inventory.	System support for inventories including a report of assets by location, blank forms and storage of inventory dates.
20. Reconcile physical asset inventory.	Support for inventory reconciliation including access to asset history from inventory forms, access to record/change/disposal transactions from the reconciliation process, and providing a way to relate those transactions to the inventory as adjustments.
21. Report depreciation.	Report the amount of depreciation of agency assets to balance with AFRS. See the depreciation history of an asset for audit purposes.
22. Report maintenance activities.	Report maintenance activities by different asset identifiers, including date range.
23. Report/query asset information.	Query, report and extract asset information on an ad hoc basis.
24. Deleted.	
25. Deleted.	
26. Deleted.	
27. Interface with AFRS, purchasing systems, facilities management systems and agency asset management systems.	Accept information from other systems that collect purchasing or facility expenditure information. This includes AFRS for capital works in progress or other facility expenditure, purchasing systems and facilities management systems in use in agencies, and asset management systems in use in agencies.
28. Deleted.	
29. System help.	Online help to navigate the system.
30. Maintain user and access information.	Maintain information on who can use the system in what ways.

31. Maintain selection tables and codes.	Maintain the various lists of codes and business rules the system uses.
32. Report on user activity and system performance.	Report on: - The number of users and the ways users are using the system. - The system log for audit or research purposes. - Information on system performance.
33. Manage asset workflow.	A workflow subsystem will allow agencies to designate who is to receive what document and/or notification under what conditions, when, and for what action.
34. Broadcast message to users.	Send a message to all system users.
35. Plan and budget for asset maintenance/replacement.	A planning subsystem will provide planning and budgeting support using historical asset information.
36. Chargeback for system use (OFM only).	OFM's ability to bill agencies for use of the system.
37. Transfer an asset feature from one asset to another.	Place a feature in use for an asset other than the one to which it is assigned.
38. Manage Asset Tag Numbers.	Assigning tag numbers in blocks to different locations.

5.4. Requirements—Use Case 2 – Record an Asset

R2.1 The system must allow a user to enter a new asset.

Priority: Essential

R2.2 The system must allow entry of incomplete asset information, save it and allow the user to complete it later.

Priority: High

R2.3 The system must notify users of incomplete asset entries from a prior session when they sign on.

Priority: High

R2.4 The system must be able to restrict user permissions to add assets by funds.

Priority: Essential

R2.5 The system must be able to restrict user permissions to add assets by location.

Priority: Essential

R2.6 The system must allow recording user definable fields with an asset.

Priority: Essential



- R2.7 The system must be able to use the AFRS table of commodity codes.
Priority: Essential
- R2.8 The system must be able to use the AFRS table of county codes.
Priority: Essential
- R2.9 The system must be able to use the AFRS fund codes.
Priority: Essential
- R2.10 The system must allow up to 99 funds per asset with corresponding cost amounts and user-definable items.
Priority: Essential
- R2.11 The system must allow recording of business rules for adding assets, e.g., a building must have square feet.
Priority: Essential
- R2.12 The system must apply business rules to requests to add assets and allow add/disallow add based on the business rules.
Priority: Essential
- R2.13 The system must allow different levels of granularity for location codes, ranging from the county level to part of a floor in a building.
Priority: Essential
- R2.14 The system must allow recording of the 22 high priority data items for facilities and FIS replacement.
Priority: Essential

5.5. Requirements—Use Case 3 – Record/Change a Collection of Assets

- R3.1 The system must allow adding up to 9,999 assets based on a single added asset.
Priority: Essential
- R3.2 The system must allow changing up to 9,999 assets based on a single changed asset.
Priority: Essential
- R3.3 The system must allow disposing up to 9,999 assets based on a single disposed asset.
Priority: Essential

R3.4 The system must apply business rules to group adds and changes, e.g., restrict changes by fund type.

Priority: Essential

R3.5 The system must allow users to undo a collection of adds or changes.

Priority: Essential

R3.6 If a collective add is undone, the system must follow the business rules for deleting an asset entered in error (use case 15).

Priority: Essential

5.6. Requirements—Use Case 6 – Copy Asset Information to a New Asset

R6.1 The system must allow copying information from one asset to a new one.

Priority: High

R6.2 The system must apply business rules to asset information copies as for recording a new asset.

Priority: Essential

5.7. Requirements—Use Case 7 – Record/Change an Asset Feature or Component

R7.1 The system must allow a user to record up to 999 features for an asset.

Priority: Essential

R7.2 The system must allow a user to change and delete an asset feature.

Priority: Essential

R7.3 The system must apply the same business rules for adding/changing and deleting features as for adding/changing and deleting assets, including fund and location restrictions.

Priority: Essential

R7.4 The system must assign a unique identifier to a feature.

Priority: Essential

R7.5 The system must be able to display all features with an asset and roll up the costs of all features (use case 18).

Priority: Essential

5.8. Requirements—Use Case 37 – Transfer a Feature

- R37.1 The system must allow a user to transfer a feature from one asset to another.
Priority: Essential
- R37.2 The system must apply the same business rules for transferring an asset feature as for disposing the old asset and changing the new asset, including fund and location restrictions.
Priority: Essential
- R37.3 The system must assign a unique identifier to a transferred feature.
Priority: Essential

5.9. Requirements—Use Case 27 – Interface with Other Systems

- R27.1 The system must be able to accept new asset and feature information from AFRS and a variety of purchasing systems, facilities management systems and other asset management systems through interface files.
Priority: Essential
- R27.2 The system must be able to accept changes to asset and feature information from AFRS and a variety of purchasing systems, facilities management systems and other asset management systems through interface files.
Priority: High
- R27.3 The system must apply business rules to all additions and changes to assets and features as it would edit manually recorded assets and features and report edit errors to both the sending system and the asset management system administrator.
Priority: Essential
- R27.4 The system must be able to handle versions (e.g., corrected files, duplicate files) of update files from AFRS and local purchasing, facilities management and other asset management systems.
Priority: Essential
- R27.5 The system must be able to accept cancellations/voids to asset and feature information from AFRS and a variety of purchasing systems, facilities management systems and other asset management systems through interface files.
Priority: Essential
- R27.6 The system must be able to accept additions, changes, and cancellations/voids in real time (DSHS).
Priority: High

5.10. Requirements—Use Case 8 – Change an Asset

- R8.1 The system must allow a user to change an asset.
Priority: Essential
- R8.2 The system must be able to use the same AFRS tables for a change as for recording a new asset (use case 2).
Priority: Essential
- R8.3 The system must apply business rules to requests to change assets and allow change/disallow change based on the business rules.
Priority: Essential
- R8.4 The system must allow an authorized user to change an asset's classification code, e.g., work in progress can become completed for depreciation purposes.
Priority: Essential
- R8.5 The system must notify the sending location and the receiving location if the location changes.
Priority: Essential
- R8.6 The system must provide a way for staff in a new asset location to acknowledge receipt of the asset; it must record the acknowledgment.
Priority: Essential
- R8.7 All changes to an asset, including change date and change content must be available to a display of asset history (use case 18).
Priority: Essential

5.11. Requirements—Use Case 9 – Record Maintenance

- R9.1 The system must allow user to enter, change and delete maintenance event information for an asset.
Priority: Medium
- R9.2 The system must assign a unique identifier to each maintenance event.
Priority: Medium
- R9.3 The system must apply business rules to requests to enter, change or delete maintenance information and allow the add, change or delete based on the business rules.
Priority: Medium

5.12. Requirements—Use Case 10 – Track Asset Dates

- R10.1 The system must allow user to track assets by adding and changing a tracking schedule or dates and specifying notification.
Priority: Medium
- R10.2 The system must allow a user to stop tracking an asset.
Priority: Medium
- R10.3 The system must allow recording of business rules for tracking assets.
Priority: Medium
- R10.4 The system must apply business rules to requests to track and stop tracking assets and allow/disallow the request based on the business rules.
Priority: Medium
- R10.5 The system must notify all users at the location of the asset when a tracking date is reached. Information must include the asset identifier and description and the tracking type.
Priority: Medium
- R10.6 The system must allow agencies to change notification addresses.
Priority: Medium
- R10.7 The system must be able to track schedule and dates for a feature as well as for the asset.
Priority: Medium

5.13. Requirements—Use Case 11 – Transfer an Asset Between Agencies

- R11.1 The system must allow a user to transfer an asset/group of assets from one agency to another.
Priority: Essential
- R11.2 The system must allow recording of business rules for transferring assets.
Priority: Essential
- R11.3 The system must apply business rules to allow the transfer of an asset/group of assets and allow or disallow the transfer based on the business rules.
Priority: Essential
- R11.4 The system must notify the receiving agency contact person when a transfer has been recorded.
Priority: Essential

- R11.5 The system must automatically dispose of all transferred assets from the transferring agency.
Priority: Essential
- R11.6 The system must provide a way for staff in a new asset agency to acknowledge receipt of the asset; it must record the acknowledgment.
Priority: Essential

5.14. Requirements—Use Case 12 – Dispose of an Asset

- R12.1 The system must allow a user to dispose of an asset or a group of assets.
Priority: Essential
- R12.2 The system must allow recording of business rules for disposing assets.
Priority: Essential
- R12.3 The system must apply business rules to requests to dispose an asset/group of assets and allow or disallow the disposal based on the business rules.
Priority: Essential
- R12.4 The system must be able to archive a disposed asset based on business rules.
Priority: Essential
- R12.5 A disposed asset must be available for reactivation.
Priority: Essential
- R12.6 Disposed assets must be available to reports.
Priority: Essential
- R12.7 The system must allow disposing an asset separately from its features.
Priority: Essential
- R12.8 The system must allow disposing an asset feature separate from its asset.
Priority: Essential

5.15. Requirements—Use Case 13 – Reactivate an Asset

- R13.1 The system must allow a user to reactivate an asset/group of assets.
Priority: Essential
- R13.2 The system must allow recording of business rules for reactivating an asset/group of assets.
Priority: Essential

R13.3 The system must apply business rules to requests to reactive an asset/group of assets and allow the reactivate based on the business rules.

Priority: Essential

R13.4 Asset reactivation must appear on an asset history (use case 18).

Priority: Essential

5.16. Requirements—Use Case 15 – Delete an Asset

R15.1 The system must allow a user to delete an asset entered in error.

Priority: Essential

R15.2 The system must verify all deletes before deleting.

Priority: Essential

R15.3 The system must allow recording of business rules for deleting assets, e.g., re-using tag numbers.

Priority: Essential

R15.4 The system must apply business rules to requests to delete an asset entered in error and allow or disallow the delete based on the business rules.

Priority: Essential

R15.5 Deleted assets must not appear on reports other than the log.

Priority: Essential

R15.6 The system must allow re-using tag numbers.

Priority: Essential

5.17. Requirements—Use Case 17 – Find an Asset

R17.1 The system must allow user to find an asset based on multiple parameters, such as tag number, purchase document number, acquisition date range, location, commodity code and all user-defined items.

Priority: Essential

R17.2 The system must allow wildcard searches to find an asset.

Priority: Essential

R17.3 The system must be able to display all search results found, a page at a time.

Priority: Essential

R17.4 The system must display the search criteria and allow changing search criteria on the search results screen.

Priority: Essential

5.18. Requirements—Use Case 18 – Report Asset History

R18.1 The system must allow a user to see an asset history, with all asset information, asset features, changes and events and the user-id for each.

Priority: Essential

R18.2 Asset history displays must include these events: transfers, disposals, reactivations, and inventories.

Priority: Essential

R18.3 Asset history displays must include calculated information including current value and accumulated depreciation.

Priority: Essential

R18.4 Asset history displays must include all maintenance and tracking events.

Priority: Medium

5.19. Requirements—Use Case 38 – Manage Tag Numbers

R38.1 The system must allow a user to enter and change ranges of tag numbers and associate each with a location.

Priority: Essential

R38.2 The system must be able to restrict adding tag numbers by location.

Priority: Essential

R38.3 The system must apply business rules to tag management.

Priority: Essential

5.20. Requirements—Use Case 14 – Depreciate an Asset

R14.1 The system must be able to depreciate all depreciable assets, using the class code, current acquisition date, total cost, useful life and salvage value, on the first of each month.

Priority: Essential

R14.2 The system must be able to record for each depreciation over the life of an asset—the depreciation date, the depreciation amount, the asset identifier, the class code, the acquisition date, the total cost, the useful life and salvage value.

Priority: Essential

- R14.3 The system must be able to accumulate the depreciation of each disposed asset.
Priority: Essential
- R14.4 The system must allow recording of business rules for running the monthly depreciation, e.g., there is no depreciation in the month of disposal, handling a late recording of an asset, etc.
Priority: Essential
- R14.5 The system must apply business rules when depreciating assets.
Priority: Essential
- R14.6 The system must be able to depreciate a feature as well as the asset.
Priority: Essential

5.21. Requirements—Use Case 21 – Report Depreciation

- R21.1 The system must allow a user to report *monthly depreciation* of all assets and features.
Priority: Essential
- R21.2 In addition to the report parameter values, the report of monthly depreciation of assets must include for each asset, at a minimum: class code, asset tag number, feature identifier, description, acquisition date, useful life, total cost, salvage value, quantity, monthly depreciation, accumulated depreciation, and current value (CAMS 380 report).
Priority: Essential
- R21.3 The system must allow a user to report *accumulated depreciation summary* for all assets and features including for each asset, at a minimum: class code, asset tag number, feature identifier, acquisition date, useful life, total cost, salvage value, change dates, last depreciation date, number of depreciation months, monthly depreciation, accumulated depreciation, and current value. There must be report entries for the initial depreciation and for all monthly depreciations calculated on different values (class code, acquisition date, total cost, salvage value or useful life) (CAMS 385 report).
Priority: Essential
- R21.4 The system must allow a user to report *depreciation history* for an individual asset.
Priority: Essential
- R21.5 The report of individual asset depreciation history must include, at a minimum, all items in the monthly depreciation report plus the results of each monthly depreciation.
Priority: Essential

- R21.6 The system must allow a cross reference between funds and AFRS fund types.
Priority: Essential
- R21.7 The system must allow a cross reference between class codes and AFRS GL codes.
Priority: Essential
- R21.8 For AFRS updating, the system must allow a user to *report depreciation by fund type, fund, and class code* for all assets acquired before a selected date (CAMS 800 and 810 reports).
Priority: Essential
- R21.9 For AFRS updating, the system must allow a user to *report depreciation by AFRS GL code* for all assets acquired before a selected date.
Priority: Essential
- R21.10 For AFRS updating of beginning balances, the system must allow a user to *report depreciation by AFRS GL code for all assets recorded in the current fiscal year with an acquisition date in a previous fiscal year.*
Priority: Essential
- R21.11 AFRS depreciation reports must display, at a minimum, the beginning balance, total depreciation in the time period, accumulated value of disposed assets, and the accumulated depreciation.
Priority: Essential
- R21.12 For AFRS updating, the system must allow a user to *report asset costs by fund type, fund, and class code* for all assets acquired before a selected date (CAMS 820 and 830 reports).
Priority: Essential
- R21.13 For AFRS updating, the system must allow a user to *report asset costs by AFRS GL code* for all assets acquired before a selected date.
Priority: Essential
- R21.14 For AFRS updating, the system must allow a user to *report asset costs by AFRS GL code* for all assets recorded in the current fiscal year with an acquisition date in a previous fiscal year.
Priority: Essential
- R21.15 AFRS asset cost reports must display, at a minimum, the beginning balance, cost of items added in the time period, cost of items disposed in the time period, and the ending balance.
Priority: Essential

- R21.16 The system must allow a user to limit the reports of depreciation and costs by location, class code, state/federal, division, org code, acquisition date range, fiscal date range, tag number range, capitalized lease, disposal date range, and provide the options of excluding building and land and of reporting assets under \$5,000, over \$5,000, or both.
Priority: Essential
- R21.17 After each depreciation, the system must be able to send depreciated totals and current total costs, by GL code, to AFRS to update its depreciation funds.
Priority: Essential
- R21.18 After each depreciation, the system must be able to send asset cost totals, by GL code, to AFRS to update its asset cost funds.
Priority: Essential
- R21.19 The system must be able to re-send depreciated or cost totals to AFRS if previous transmission has failed.
Priority: Essential
- R21.20 The system must allow recording of business rules for depreciation reporting.
Priority: Essential
- R21.21 The system must apply business rules to requests for depreciation reports.
Priority: Essential

5.22. Requirements—Use Case 19 – Report Asset Inventory

- R19.1 The system must allow a user to display all assets by location for inventory as of a certain date.
Priority: Essential
- R19.2 The inventory display must include at a minimum the asset location, tag number, description, purchase document number, acquisition date, manufacturer's serial number, asset cost, disposed indicator.
Priority: Essential
- R19.3 The system must allow a user to specify which asset information to display on an inventory report.
Priority: Medium
- R19.4 The system must allow a user to sort the inventory display by tag number, disposal reason and user-defined items.
Priority: Medium
- R19.5 The system must be able to display inventory for all assets, active assets only, or disposed assets only.
Priority: Essential

- R19.6 The system must allow a user to print the inventory display or part of the inventory display.
Priority: Essential
- R19.7 The system must allow a user to export the inventory display to an Excel spreadsheet or an inventory application.
Priority: Essential
- R19.8 The system must allow a user to print a blank shelf inventory report by location, with signature and date lines.
Priority: Essential
- R19.9 The system must allow a user to record the starting and ending dates of an inventory and comments.
Priority: Essential

5.23. Requirements—Use Case 20 – Reconcile Asset Inventory

- R20.1 The system must allow a user to display a selected asset's information from the inventory display.
Priority: High
- R20.2 The system must allow a user to display a selected asset history from the inventory display.
Priority: High
- R20.3 The system must allow a user to add, dispose of or change an asset during inventory and associate the add, disposal or change with an open inventory.
Priority: High
- R20.4 The system must allow a user to print a form for lost or stolen disposals with signature and date lines.
Priority: High
- R20.5 The system must allow a user to print a form showing all transactions processed during an inventory.
Priority: High
- R20.6 The system must allow an authorized user to approve and close an inventory, i.e., stop associating transactions with a certain inventory.
Priority: High
- R20.7 The system must allow a user to print a certificate of inventory completion with signature and date lines.
Priority: High

R20.8 The system must apply the same permissions and business rules to transactions during an inventory as for transactions outside an inventory.

Priority: Essential

R20.9 The system must allow recording of business rules for inventory tasks, e.g., user permissions, types of transactions that will be associated with an inventory, criteria for closing an inventory.

Priority: Essential

R20.10 The system must apply business rules to requests for inventory-related transactions, including inventory closing, and allow or disallow them based on the business rules.

Priority: Essential

R20.11 The system must be able to associate transactions performed during inventory reconciliation with that inventory.

Priority: High

R20.12 The system must allow uploading to and downloading from bar code systems.

Priority: Essential

R20.13 The system must allow taking inventory from mobile sites.

Priority: High

5.24. Requirements—Use Case 22 – Report Maintenance Activities

R22.1 The system must allow a user to report maintenance activity by items such as: a range of asset identifiers, acquisition date range, location, class code, state/federal, division or fund, warranty end date, leased maintenance period.

Priority: Medium

R22.2 The system must be able to restrict users' ability to report maintenance by location.

Priority: Medium

R22.3 In addition to report parameters, the maintenance report must display for each maintenance activity, at a minimum: maintenance date, maintenance cost, maintenance activity, warranty/non-warranty.

Priority: Medium

5.25. Requirements—Use Case 23 – Report or Query Asset Information

R23.1 The system must allow a user to report assets based on multiple parameters, such as: tag number, purchase document number, acquisition date range, location, class code, org code, program index, fund, state/federal, disposition date range,

capitalized lease, facility/non-facility, facility identifier, serial number, active/disposed/all, archived/non-archived/all, all user-defined items.

Priority: Essential

R23.2 The system must be able to report assets through the find function (use case 17).

Priority: Essential

R23.3 The system must be able to display all query results found, a page at a time.

Priority: Essential

R23.4 Users must be able to print the screen display of query results.

Priority: Essential

R23.5 Users must be able to choose the items to display on asset reports.

Priority: Essential

R23.6 Users must be able to choose the sort order to display on asset reports.

Priority: Essential

R23.7 Users must be able to print reports or send reports to flat files or an Office application including email.

Priority: Essential

5.26. Requirements—Use Case 30 – Maintain User Information

R30.1 The system must allow a system administrator to add and change the list of users who can access the system, including the permissions for each user.

Priority: Essential

R30.2 The system must allow a central or agency system administrator to add and change its user list and permissions.

Priority: Essential

R30.3 The system must include permission options that restrict access to the system for an agency (or agencies) and in addition, access to: add asset or feature, change asset or feature, dispose/reactivate, report inventory, approve inventory, close inventory, transfer an asset, delete an asset entered in error, maintain users (central and agency), maintain code tables, report workload, and other use cases as prioritized.

Priority: Essential

R30.4 The system must be able to restrict access to assets by asset location and by asset fund.

Priority: Essential

R30.5 The system must maintain a history log of all additions, changes and deletions to asset data, transfers and disposals of assets, changes to asset code tables and asset user tables. The information must include the user ID, date/time and change.

Priority: Essential

R30.6 The system must be able to interface with MS Active Directory to use agency user-ids and single sign-on authentication.

Priority: Essential

5.27. Requirements—Use Case 1 – Setup Agency for System Use

R1.1 The system must include a way to set up an agency to use the system and to maintain an agency's information.

Priority: Essential

R1.2 The system must allow agencies to maintain their own agency information and no other agency's information.

Priority: Essential

R1.3 The system must include agency-definable data items.

Priority: Essential

R1.4 The system must allow default values if agency-specific values are not stored.

Priority: Essential

5.28. Requirements—Use Case 31 – Maintain Code Tables

R31.1 The system must allow a system administrator to add and change lists of selection entries.

Priority: Essential

R31.2 The system must allow a system administrator to add and change business rules.

Priority: Essential

R31.3 The system must allow restricting adding and changing selection lists and business rules to system administrator and administrator back up staff.

Priority: Essential

R31.4 The system must allow an agency system administrator to add and change a supplemental list of selection entries for their agency only, e.g., locations.

Priority: Essential

5.29. Requirements—Use Case 29 – System Help

R29.1 The system must allow any user to request help from any data entry screen.

Priority: Essential

R29.2 When help is requested, the system must display help pertinent to the screen the user was on when help was requested.

Priority: Essential

R29.3 The system must allow a system administrator to change the help screens.

Priority: Medium

R29.4 The system must display help in a window different from the window the user is working in.

Priority: Essential

R29.5 The system must allow a user to print the help screens.

Priority: Essential

5.30. Requirements—Use Case 32 – Report Activity and Performance

R32.1 The system must allow an authorized user to report user activity by a range of items such as: user ID, add/change date range, location, class code, state/federal, division or fund, summary or detail.

Priority: Essential

R32.2 In addition to report parameters, the user activity report must display a count of each user activity.

Priority: High

R32.3 The system must allow an authorized user to report system performance by date range.

Priority: High

R32.4 The system must allow an authorized user to display and print the change log by date range.

Priority: Essential

R32.5 The system must be able to report all assets that meet report criteria, a page at a time.

Priority: Essential

5.31. Requirements—Use Case 36 – Chargeback for Use

- R36.1 The system must allow a system administrator to request that billing information be produced.
Priority: Essential
- R36.2 The system must allow an authorized user to designate business rules for billing, including which information will be used for billing.
Priority: Essential
- R36.3 The system must be able to extract billing information as defined in business rules and send that information to a report and electronically to an application.
Priority: Essential

5.32. Requirements—Use Case 34 – Broadcast Message

- R34.1 The system must allow a system administrator to designate/change a message to appear on each user's welcome screen and to stop the display.
Priority: Essential
- R34.2 The system must show a designated message on each user's welcome screen until the message is stopped.
Priority: Essential

5.33. Requirements—Use Case 33 – Manage Workflow

- R33.1 The system must include a subsystem to manage workflow.
Priority: Medium
- R33.2 The workflow subsystem must allow for different workflows for each agency.
Priority: Medium
- R33.3 The workflow subsystem must notify users according to the workflow set up.
Priority: Medium
- R33.4 The workflow subsystem must route and hold forms for approval, e.g., inventory forms, according to the workflow set up.
Priority: Medium

5.34. Requirements—Use Case 35 – Plan and Budget

- R35.1 The system must include a subsystem to plan and budget for assets.
Priority: Medium
- R35.2 The planning subsystem must allow for different planning formats for each agency.
Priority: Medium
- R35.3 The planning subsystem must be able to display planning information by AFRS GL code.
Priority: Medium
- R35.4 The system must log all new planning forms and changes to planning forms in a change log.
Priority: Medium

6. NON-FUNCTIONAL REQUIREMENTS

6.1. Operating Environment

The solution must run in a currently-supported Microsoft environment and use an application deployment model that can be efficiently managed across agency implementations including field locations with different versions of Microsoft operating system software.

6.2. External Interfaces

The solution must allow access from standard pc hardware across the statewide intergovernmental network (IGN) and through the DIS Fortress server.

It must be able to accept data from other applications such as the statewide AFRS financial system and agency purchasing, facilities management, bar code and asset management systems using industry standard XML formats. It must be able to integrate with users' Microsoft desktop software.

The solution must provide a user interface that meets the OFM architecture principles for self service applications, informed business decision makers, and present a single face to customers, i.e., “intuitive, helpful and bullet-proof user interfaces...that are tailored to decision makers' process...[and present] services to customers as an integrated whole instead of separate products on separate platforms.”

It would also be highly desirable for the solution to be able to conduct inventories with mobile devices.

6.3. Availability

The solution must be available, at a minimum, during current CAMS hours—from 6:00 am until 10:00 pm Monday through Saturday and 6:00 am to 1:00 pm on Sundays.

6.4. Performance

Performance of a system is a result of many factors. A standard for the response time of different transactions has not been set. However, it can be said that response time must be reasonable for all frequently-used transactions, and should match or better the current CAMS response times, which are under seven seconds for online transactions. Reports produced overnight now on the mainframe may take longer than seven seconds, but must complete within ten minutes.

The solution must afford a way for a system administrator to monitor response time, system use and capacity, concurrent users, and system errors.

For report and query performance, the system must be able to archive disposed data and to retain it for a minimum of six years.

6.5. Quality

To meet OFM architecture principles, the application must:

- Use understandable data terms and definitions, to enable queries and reports.
- Use user interfaces that are as tailored to users' processes as feasible.
- Allow extracting data to support analytical processing and business intelligence.
- Show error messages that clearly state the problem and remedial action.

6.6. Maintainability and Support

To meet OFM architecture principles, the application must:

- Support all requirements for multiple agencies using one instance of the application and one instance of the database. Certain tables may be configured for different agencies.
- Use OFM standard architecture: Active Directory authentication and user management. Crystal Enterprise reporting, and allow cross-agency common workflow/routing are highly desirable.
- Use open standards and loose integration (as indicated in other requirements), to minimize the impact of version migration.
- Allow central administration of data.
- Use a layered architecture with clear logical boundaries.
- Use message-based and loosely coupled interfaces.
- Use event-driven transactions.

- Design components to support a small set of functions for ease of testing.
- Use sharable components, to the extent feasible.
- Use existing OFM components to the extent feasible.
- Allow central administration of business rules.
- Have vendor support available for system problems and issues.
- Be supported by a vendor with a history of stability and a solid financial and competitive position

6.7. Documentation

There must be clear and comprehensive documentation on the solution:

- Installation documentation that allows OFM to install the system and to determine the impact of installation.
- System documentation that allows OFM to determine the impact of implementation AND the impact of ongoing maintenance and support. Documentation must show:
 - How the application is designed conceptually.
 - Platforms the application uses.
 - How the application can support OFM standard architecture (above).
 - How the application supports external interfaces.
 - Development tools needed for application maintenance.
 - Any 3rd-party applications embedded in the application.
 - The application's use of controls to assure confidentiality, integrity and availability.
 - The application's use of controls to protect data in transmission and data at rest.
 - Documentation may take these forms:
 - ◆ Conceptual solution.
 - ◆ Object model.
 - ◆ Data design.
 - ◆ Security plan.
 - ◆ Integration design.
 - ◆ Platform architecture.
 - ◆ Version release documentation.
- System administration documentation, including controls and access to system data and reports.

- User documentation, including online help. User documentation should clearly describe the procedures that will maintain the operational quality of the system.
- Vendor support terms.

6.8. Security

To meet OFM security principles, the application must:

- Include and enforce user permissions and restrict access to data at the agency, individual, and functional level and below the functional level (e.g., location and fund).
- Allow integration with single sign-on authentication.
- Protect data from wrongful access, both transactional and query.
- Use secure protocols for data transfer between applications.
- Include access controls for all data storage and all data transmission.
- Include trace information: who did what, when, and using what computer (use case 30).
- Derive tracing information automatically where feasible.
- Enforce division of duties and report exceptions.
- Clearly warn users against putting confidential information into the system (OFM to draft warning).
- Follow the security standards of the Washington State Information Services Board published at this link: <http://dis.wa.gov//portfolio/word/itsecuritystandards.doc>.

6.9. Implementation

To meet OFM architecture and security principles, the application must:

- Include adequate provision for testing to assure quality and compliance with requirements.
- Allow an incremental approach to the upgrade and replacement of the system.
- Be flexible for different agency needs.
- Be compatible with OFM's goal of providing one service delivery model for all customers.
- Include vendor support for implementation.

6.10. Conversion

The data structures of the solution must allow for conversion of current CAMS data as well as conversions from agency asset management systems. Specific requirements of conversion have not been determined.

Appendix A. Requirements Matrix

Washington State Office of
Financial Management
Capital Asset Management—
Feasibility Study

Requirements
Matrix



CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Asset	2.1	The system must allow a user to enter a new asset	Essential			
Asset	2.2	The system must allow entry of incomplete asset information, save it and allow the user to complete it later	High			
Asset	2.3	The system must notify users of incomplete asset entries from a prior session when they sign on	High			
Asset	2.4	The system must be able to restrict user permissions to add assets by funds	Essential			
Asset	2.5	The system must be able to restrict user permissions to add assets by location	Essential			
Asset	2.6	The system must allow recording user definable fields with an asset	Essential			
Asset	2.7	The system must be able to use the AFRS table of commodity codes	Essential			
Asset	2.8	The system must be able to use the AFRS table of county codes	Essential			
Asset	2.9	The system must be able to use the AFRS fund codes	Essential			
Asset	2.10	The system must allow up to 99 funds per asset with corresponding cost amounts and user-definable items	Essential			
Asset	2.11	The system must allow recording of business rules for adding assets, e.g., a building must have square feet	Essential			
Asset	2.12	The system must apply business rules to requests to add assets and allow add/disallow add based on the business rules	Essential			
Asset	2.13	The system must allow different levels of granularity for location codes, ranging from the county level to part of a floor in a building	Essential			
Asset	2.14	The system must allow recording of the 22 high priority data items for facilities and FIS replacement.	Essential			
Asset	3.1	The system must allow adding up to 9999 assets based on a single added asset	Essential			
Asset	3.2	The system must allow changing up to 9999 assets based on a single changed asset	Essential			
Asset	3.3	The system must allow disposing up to 9999 assets based on a single disposed asset	Essential			
Asset	3.4	The system must apply business rules to group adds and changes, e.g., restrict changes by fund type	Essential			
Asset	3.5	The system must allow users to un-do a collection of adds or changes	Essential			
Asset	3.6	If a collective add is undone, the system must follow the business rules for deleting an asset entered in error (use case 15)	Essential			
Asset	6.1	The system must allow copying information from one asset to a new one	High			
Asset	6.2	The system must apply business rules to asset information copies as for recording a new asset	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Feature	7.1	The system must allow a user to record up to 999 features for an asset	Essential			
Feature	7.2	The system must allow a user to change and delete an asset feature	Essential			
Feature	7.3	The system must apply the same business rules for adding/changing and deleting features as for adding/changing and deleting assets, including fund and location restrictions	Essential			
Feature	7.4	The system must assign a unique identifier to a feature	Essential			
Feature	7.5	The system must be able to display all features with an asset and roll up the costs of all features (use case 18)	Essential			
Feature	37.1	The system must allow a user to transfer a feature from one asset to another	Essential			
Feature	37.2	The system must apply the same business rules for transferring an asset feature as for disposing the old asset and changing the new asset, including fund and location restrictions	Essential			
Feature	37.3	The system must assign a unique identifier to a transferred feature	Essential			
Asset/Feature	27.1	The system must be able to accept new asset and feature information from AFRS and a variety of purchasing systems, facilities management systems and other asset management systems through interface files	Essential			
Asset/Feature	27.2	The system must be able to accept changes to asset and feature information from AFRS and a variety of purchasing systems, facilities management systems and other asset management systems through interface files	High			
Asset/Feature	27.3	The system must apply business rules to all electronic additions and changes to assets and features as it would edit manually recorded assets and features and report edit errors to both the sending system and the asset management system administrator	Essential			
Asset/Feature	27.4	The system must be able to handle versions (e.g., corrected files, duplicate files) of update files from AFRS and local purchasing, facilities management and other asset management systems	Essential			
Asset/Feature	27.5	The system must be able to accept cancellations/voids to asset and feature information from AFRS and a variety of purchasing systems, facilities management systems and other asset management systems through interface files	Essential			
Asset/Feature	27.6	The system must be able to accept additions, changes, and cancellations/voids in real time (DSHS)	High			
Asset	8.1	The system must allow a user to change an asset	Essential			
Asset	8.2	The system must be able to use the same AFRS tables for a change as for recording a new asset (use case 2)	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Asset	8.3	The system must apply business rules to requests to change assets and allow change/disallow change based on the business rules	Essential			
Asset	8.4	The system must allow an authorized user to change an asset's classification code, e.g., work in progress can become completed for depreciation purposes	Essential			
Asset	8.5	The system must notify the sending location and the receiving location if the location changes	Essential			
Asset	8.6	The system must provide a way for staff in a new asset location to acknowledge receipt of the asset; it must record the acknowledgment	Essential			
Asset	8.7	All changes to an asset, including change date and change content, must be available to a display of asset history (use case 18)	Essential			
Maintenance	9.1	The system must allow user to enter, change and delete a maintenance event information for an asset	Medium			
Maintenance	9.2	The system must assign a unique identifier to each maintenance event	Medium			
Maintenance	9.3	The system must apply business rules to requests to enter, change or delete maintenance information and allow the add, change or delete based on the business rules	Medium			
Track Dates	10.1	The system must allow user to track assets by adding and changing a tracking schedule or dates and specifying notification	Medium			
Track Dates	10.2	The system must allow a user to stop tracking an asset	Medium			
Track Dates	10.3	The system must allow recording of business rules for tracking assets	Medium			
Track Dates	10.4	The system must apply business rules to requests to track and stop tracking assets and allow/disallow the request based on the business rules	Medium			
Track Dates	10.5	The system must notify all users at the location of the asset when a tracking date is reached. Information must include the asset identifier and description and the tracking type	Medium			
Track Dates	10.6	The system must allow agencies to change notification addresses	Medium			
Track Dates	10.7	The system must be able to track schedule and dates for a feature as well as for the asset	Medium			
Transfer Agcy	11.1	The system must allow a user to transfer an asset/group of assets from one agency to another	Essential			
Transfer Agcy	11.2	The system must allow recording of business rules for transferring assets	Essential			
Transfer Agcy	11.3	The system must apply business rules to allow the transfer of an asset/group of assets and allow or disallow the transfer based on the business rules	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Transfer Agcy	11.4	The system must notify the receiving agency contact person when a transfer has been recorded	Essential			
Transfer Agcy	11.5	The system must automatically dispose of all transferred assets from the transferring agency	Essential			
Transfer Agcy	11.6	The system must provide a way for staff in a new asset agency to acknowledge receipt of the asset; it must record the acknowledgment	Essential			
Dispose	12.1	The system must allow a user to dispose of an asset or a group of assets	Essential			
Dispose	12.2	The system must allow recording of business rules for disposing assets	Essential			
Dispose	12.3	The system must apply business rules to requests to dispose an asset/group of assets and allow or disallow the disposal based on the business rules	Essential			
Dispose	12.4	The system must be able to archive a disposed asset based on business rules	Essential			
Dispose	12.5	A disposed asset must be available for reactivation	Essential			
Dispose	12.6	Disposed assets must be available to reports	Essential			
Dispose	12.7	The system must allow disposing an asset separately from its features	Essential			
Dispose	12.8	The system must allow disposing an asset feature separate from its asset	Essential			
Reactivate	13.1	The system must allow a user to reactivate an asset/group of assets	Essential			
Reactivate	13.2	The system must allow recording of business rules for reactivating an asset/group of assets	Essential			
Reactivate	13.3	The system must apply business rules to requests to reactive an asset/group of assets and allow the reactivate based on the business rules	Essential			
Reactivate	13.4	Asset reactivation must appear on an asset history (use case 18)	Essential			
Delete Err	15.1	The system must allow a user to delete an asset entered in error	Essential			
Delete Err	15.2	The system must verify all deletes before deleting	Essential			
Delete Err	15.3	The system must allow recording of business rules for deleting assets, e.g., re-using tag numbers	Essential			
Delete Err	15.4	The system must apply business rules to requests to delete an asset entered in error and allow or disallow the delete based on the business rules	Essential			
Delete Err	15.5	Deleted assets must not appear on reports other than the log	Essential			
Delete Err	15.6	The system must allow re-using tag numbers	Essential			
Find	17.1	The system must allow user to find an asset based on multiple parameters, such as tag number, purchase document number, acquisition date range, location, commodity code and all user-defined items	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Find	17.2	The system must allow wildcard searches to find an asset	Essential			
Find	17.3	The system must be able to display all search results found, a page at a time	Essential			
Find	17.4	The system must display the search criteria and allow changing search criteria on the search results screen	Essential			
History	18.1	The system must allow a user to see an asset history, with all asset information, asset features, changes and events and the user-id for each	Essential			
History	18.2	Asset history displays must include these events: transfers, disposals, reactivations, and inventories	Essential			
History	18.3	Asset history displays must include calculated information including current value and accumulated depreciation	Essential			
History	18.4	Asset history displays must include all maintenance and tracking events	Medium			
Tags	38.1	The system must allow a user to enter and change ranges of tag numbers and associate each with a location	Essential			
Tags	38.2	The system must be able to restrict adding tag numbers by location	Essential			
Tags	38.3	The system must apply business rules to tag management	Essential			
Depreciation	14.1	The system must be able to depreciate all depreciable assets, using the class code, current acquisition date, total cost, useful life and salvage value, on the first of each month	Essential			
Depreciation	14.2	The system must be able to record for each depreciation over the life of an asset: the depreciation date, the depreciation amount, the asset identifier, the class code, the acquisition date, the total cost, the useful life and salvage value	Essential			
Depreciation	14.3	The system must be able to accumulate the depreciation of each disposed asset	Essential			
Depreciation	14.4	The system must allow recording of business rules for running the monthly depreciation, e.g., there is no depreciation in the month of disposal, handling a late recording of an asset, etc	Essential			
Depreciation	14.5	The system must apply business rules when depreciating assets	Essential			
Depreciation	14.6	The system must be able to depreciate a feature as well as the asset	Essential			
Depreciation	21.1	The system must allow a user to report <i>monthly depreciation</i> of all assets and features	Essential			
Depreciation	21.2	In addition to the report parameter values, the report of monthly depreciation of assets must include for each asset, at a minimum: class code, asset tag number, feature identifier, description, acquisition date, useful life, total cost, salvage value, quantity, monthly depreciation, accumulated depreciation, and current value (CAMS 380 report)	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Depreciation	21.3	The system must allow a user to report <i>accumulated depreciation summary</i> for all assets and features including for each asset, at a minimum: class code, asset tag number, feature identifier, acquisition date, useful life, total cost, salvage value, change dates, last depreciation date, number of depreciation months, monthly depreciation, accumulated depreciation, and current value. There must be report entries for the initial depreciation and for all monthly depreciations calculated on different values (class code, acquisition date, total cost, salvage value or useful life) (CAMS 385 report)	Essential			
Depreciation	21.4	The system must allow a user to report <i>depreciation history</i> for an individual asset	Essential			
Depreciation	21.5	The report of individual asset depreciation history must include, at a minimum, all items in the monthly depreciation report plus the results of each monthly depreciation	Essential			
Depreciation	21.6	The system must allow a cross reference between funds and AFRS fund types	Essential			
Depreciation	21.7	The system must allow a cross reference between class codes and AFRS GL codes	Essential			
Depreciation	21.8	For AFRS updating, the system must allow a user to <i>report depreciation by fund type, fund, and class code</i> for for all assets acquired before a selected date (CAMS 800 and 810 reports)	Essential			
Depreciation	21.9	For AFRS updating, the system must allow a user to <i>report depreciation by AFRS GL code</i> for all assets acquired before a selected date	Essential			
Depreciation	21.10	For AFRS updating of beginning balances, the system must allow a user to <i>report depreciation by AFRS GL code for all assets recorded in the current fiscal year with an acquisition date in a previous fiscal year</i>	Essential			
Depreciation	21.11	AFRS depreciation reports must display, at a minimum, the beginning balance, total depreciation in the time period, accumulated value of disposed assets, and the accumulated depreciation	Essential			
Depreciation	21.12	For AFRS updating, the system must allow a user to <i>report asset costs by fund type, fund, and class code</i> for for all assets acquired before a selected date (CAMS 820 and 830 reports)	Essential			
Depreciation	21.13	For AFRS updating, the system must allow a user to <i>report asset costs by AFRS GL code</i> for all assets acquired before a selected date	Essential			
Depreciation	21.14	For AFRS updating, the system must allow a user to <i>report asset costs by AFRS GL code</i> for all assets recorded in the current fiscal year with an acquisition date in a previous fiscal year	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Depreciation	21.15	AFRS asset cost reports must display, at a minimum, the beginning balance, cost of items added in the time period, cost of items disposed in the time period, and the ending balance	Essential			
Depreciation	21.16	The system must allow a user to limit the reports of depreciation and costs by location, class code, state/federal, division, org code, acquisition date range, fiscal date range, tag number range, capitalized lease, disposal date range, and provide the options of excluding building and land and of reporting assets under \$5000, over \$5000 or both	Essential			
Depreciation	21.17	After each depreciation the system must be able to send depreciated totals and current total costs, by GL code, to AFRS to update its depreciation funds	Essential			
Depreciation	21.18	After each depreciation the system must be able to send asset cost totals, by GL code, to AFRS to update its asset cost funds	Essential			
Depreciation	21.19	The system must be able to re-send depreciated or cost totals to AFRS if previous transmission has failed	Essential			
Depreciation	21.20	The system must allow recording of business rules for depreciation reporting	Essential			
Depreciation	21.21	The system must apply business rules to requests for depreciation reports	Essential			
Inventory	19.1	The system must allow a user to display all assets by location for inventory as of a certain date	Essential			
Inventory	19.2	The inventory display must include at a minimum the asset location, tag number, description, purchase document number, acquisition date, manufacturer's serial number, asset cost, disposed indicator	Essential			
Inventory	19.3	The system must allow a user to specify which asset information to display on an inventory report	Medium			
Inventory	19.4	The system must allow a user to sort the inventory display by tag number, disposal reason and user-defined items	Medium			
Inventory	19.5	The system must be able to display inventory for all assets, active assets only, or disposed assets only	Essential			
Inventory	19.6	The system must allow a user to print the inventory display or part of the inventory display	Essential			
Inventory	19.7	The system must allow a user to export the inventory display to an Excel spreadsheet or an inventory application	Essential			
Inventory	19.8	The system must allow a user to print a blank shelf inventory report by location, with signature and date lines	Essential			
Inventory	19.9	The system must allow a user to record the starting and ending dates of an inventory and comments	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Inventory	20.1	The system must allow a user to display a selected asset's information from the inventory display	High			
Inventory	20.2	The system must allow a user to display a selected asset history from the inventory display	High			
Inventory	20.3	The system must allow a user to add, dispose of or change an asset during inventory and associate the add, disposal or change with an open inventory	High			
Inventory	20.4	The system must allow a user to print a form for lost or stolen disposals with signature and date lines	High			
Inventory	20.5	The system must allow a user to print a form showing all transactions processed during an inventory	High			
Inventory	20.6	The system must allow an authorized user to approve and close an inventory, i.e., stop associating transactions with a certain inventory	High			
Inventory	20.7	The system must allow a user to print a certificate of inventory completion with signature and date lines	High			
Inventory	20.8	The system must apply the same permissions and business rules to transactions during an inventory as for transactions outside an inventory	Essential			
Inventory	20.9	The system must allow recording of business rules for inventory tasks, e.g., user permissions, types of transactions that will be associated with an inventory, criteria for closing an inventory	Essential			
Inventory	20.10	The system must apply business rules to requests for inventory-related transactions, including inventory closing, and allow or disallow them based on the business rules	Essential			
Inventory	20.11	The system must be able to associate transactions performed during inventory reconciliation with that inventory	High			
Inventory	20.12	The system must allow uploading to and downloading from bar code systems	Essential			
Inventory	20.13	The system must allow taking inventory from mobile sites	High			
Maintenance	22.1	The system must allow a user to report maintenance activity by items such as: a range of asset identifiers, acquisition date range, location, class code, state/federal, division or fund, warranty end date, leased maintenance period	Medium			
Maintenance	22.2	The system must be able to restrict users' ability to report maintenance by location	Medium			
Maintenance	22.3	In addition to report parameters, the maintenance report must display for each maintenance activity, at a minimum: maintenance date, maintenance cost, maintenance activity, warranty/non-warranty	Medium			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Query/Rpt	23.1	The system must allow a user to report assets based on multiple parameters, such as: tag number, purchase document number, acquisition date range, location, class code, org code, program index, fund, state/federal, disposition date range, capitalized lease, facility/non-facility, facility identifier, serial number, active/disposed/all, archived/non-archived/all, all user-defined items	Essential			
Query/Rpt	23.2	The system must be able to report assets through the find function (use case 17)	Essential			
Query/Rpt	23.3	The system must be able to display all query results found, a page at a time	Essential			
Query/Rpt	23.4	Users must be able to print the screen display of query results	Essential			
Query/Rpt	23.5	Users must be able to choose the items to display on asset reports	Essential			
Query/Rpt	23.6	Users must be able to choose the sort order to display on asset reports	Essential			
Query/Rpt	23.7	Users must be able to print reports or send reports to flat files or an Office application including email	Essential			
User Info	30.1	The system must allow a system administrator to add and change the list of users who can access the system, including the permissions for each user	Essential			
User Info	30.2	The system must allow a central or agency system administrator to add and change its user list and permissions	Essential			
User Info	30.3	The system must include permission options that restrict access to the system for an agency (or agencies) and in addition, access to: add asset or feature, change asset or feature, dispose/reactivate, report inventory, approve inventory, close inventory, transfer an asset, delete an asset entered in error, maintain users (central and agency), maintain code tables, report workload, and other use cases as prioritized	Essential			
User Info	30.4	The system must be able to restrict access to assets by asset location and by asset fund	Essential			
User Info	30.5	The system must maintain a history log of all additions, changes and deletions to asset data, transfers and disposals of assets, changes to asset code tables and asset user tables. The information must include the user ID, date/time and change	Essential			
User Info	30.6	The system must be able to interface with MS Active Directory to use agency user-ids and single sign-on authentication	Essential			
Agency Info	1.1	The system must include a way to set up an agency to use the system and to maintain an agency's information	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Agency Info	1.2	The system must allow agencies to maintain their own agency information and no other agency's information	Essential			
Agency Info	1.3	The system must include agency-definable data items	Essential			
Agency Info	1.4	The system must allow default values if agency-specific values are not stored	Essential			
Code Tables	31.1	The system must allow a system administrator to add and change lists of selection entries	Essential			
Code Tables	31.2	The system must allow a system administrator to add and change business rules	Essential			
Code Tables	31.3	The system must allow restricting adding and changing selection lists and business rules to system administrator and administrator back up staff	Essential			
Code Tables	31.4	The system must allow an agency system administrator to add and change a supplemental list of selection entries for their agency only, e.g., locations	Essential			
Help	29.1	The system must allow any user to request help from any data entry screen	Essential			
Help	29.2	When help is requested, the system must display help pertinent to the screen the user was on when help was requested	Essential			
Help	29.3	The system must allow a system administrator to change the help screens	Medium			
Help	29.4	The system must display help in a window different from the window the user is working in	Essential			
Help	29.5	The system must allow a user to print the help screens	Essential			
Rpt Use/Perf	32.1	The system must allow an authorized user to report user activity by a range of items such as: user ID, add/change date range, location, class code, state/federal, division or fund, summary or detail	Essential			
Rpt Use/Perf	32.2	In addition to report parameters, the user activity report must display a count of each user activity	High			
Rpt Use/Perf	32.3	The system must allow an authorized user to report system performance by date range	High			
Rpt Use/Perf	32.4	The system must allow an authorized user to display and print the change log by date range	Essential			
Rpt Use/Perf	32.5	The system must be able to report all assets that meet report criteria, a page at a time	Essential			
Chargeback	36.1	The system must allow a system administrator to request that billing information be produced	Essential			
Chargeback	36.2	The system must allow an authorized user to designate business rules for billing, including which information will be used for billing	Essential			

CAMS Requirements March, 2004				Option 1	Option 2	Option 3
Function	R#	Requirement	Priority			
Chargeback	36.3	The system must be able to extract billing information as defined in business rules and send that information to a report and electronically to an application	Essential			
Message	34.1	The system must allow a system administrator to designate/change a message to appear on each user's welcome screen and to stop the display	Essential			
Message	34.2	The system must show a designated message on each user's welcome screen until the message is stopped	Essential			
Workflow	33.1	The system must include a subsystem to manage workflow	Medium			
Workflow	33.2	The workflow subsystem must allow for different workflows for each agency	Medium			
Workflow	33.3	The workflow subsystem must notify users according to the workflow set up	Medium			
Workflow	33.4	The workflow subsystem must route and hold forms for approval, e.g., inventory forms, according to the workflow set up	Medium			
Planning	35.1	The system must include a subsystem to plan and budget for assets	Medium			
Planning	35.2	The planning subsystem must allow for different planning formats for each agency	Medium			
Planning	35.3	The planning subsystem must be able to display planning information by AFRS GL code	Medium			
Planning	35.4	The system must log all new planning forms and changes to planning forms in a change log	Medium			

CAMS Requirements March, 2004			Option 1	Option 2	Option 3
Non-Functional Area	NFR #	Requirement			
Operating Environment	E1	Run in currently-supported Microsoft environment			
Operating Environment	E2	Use an application deployment model that can be efficiently managed across agency implementations including field locations with different versions of Microsoft operating system software			
External Interfaces	X1	Allow access from standard pc hardware across statewide IGN and through DIS Fortress server			
External Interfaces	X2	Able to accept data from other applications such as statewide AFRS financial sysem and agency purchasing, facilities management, bar code and asset management systems using industry standard XML formats.			
External Interfaces	X3	Able to integrate with Microsoft desktop software			
External Interfaces	X4	Able to conduct inventories with mobile devices			
Availability	A1	Available 6 am - 10 pm M-S and 6 am - 1 pm Sundays			
Performance	P1	Offer response times under seven seconds for online transactions; within ten minutes for enterprise reports			
Performance	P2	Provide a way for system administrator to monitor response time, system use and capacity, concurrent users, and system errors			
Performance	P3	Able to archive disposed data and retain it for a minimum of six years			
Quality	Q1	Use understandable data terms and definitions			
Quality	Q2	Use user interfaces that are as tailored to users' processes as feasible			
Quality	Q3	Allow extracting data for analytical processing and business intelligence			
Quality	Q4	Show error messages that clearly state the problem and remedial action			
Maintainability/Support	M1	Support requirements for multiple agencies using one instance of the application and one instance of the database. Certain tables may be configured for different agencies			
Maintainability/Support	M2	Use OFM standard architecture: Active directory authentication and user management, Crystal Enterprise reporting, and allow cross-agency common workflow/routing			
Maintainability/Support	M3	Use open standards and loose integration to minimize impact of version migration			
Maintainability/Support	M4	Allow central administration of data			

CAMS Requirements		March, 2004	Option 1	Option 2	Option 3
Non-Functional Area	NFR #	Requirement			
Maintainability/Support	M5	Use a layered architecture with clear logical boundaries			
Maintainability/Support	M6	Use message-based and loosely coupled interfaces			
Maintainability/Support	M7	Use event-driven transactions			
Maintainability/Support	M8	Have component design that supports a small set of functions for ease of testing			
Maintainability/Support	M9	Use sharable components to extent feasible			
Maintainability/Support	M10	Use existing OFM components to extent feasible			
Maintainability/Support	M11	Allow central administration of business rules			
Maintainability/Support	M12	Have vendor support available for system problems and issues			
Maintainability/Support	M13	Be supported by a vendor with a history of stability and a solid financial and competitive position			
Documentation	D1	Have installation documentation for install and for impact of installation			
Documentation	D2	System documentation for impact of implementation and ongoing maintenance and support: conceptual design; platforms; support of architecture standards, support of external interfaces, development tools needed for maintenance; 3rd-party applications embedded; use of controls for confidentiality, integrity and availability; use of controls to protect data in transmission and at rest;			
Documentation	D3	System administration documentation including controls and access to system data and reports			
Documentation	D4	User documentation, including online help			
Documentation	D5	Vendor support items			
Security	S1	Include and enforce user permissions and restrict access to data at the agency, individual, and functional level and below the functional level (e.g., location and fund).			
Security	S2	Allow integration with single sign-on authentication			
Security	S3	Protect data from wrongful access, both transaction and query			
Security	S4	Use secure protocols for data transfer between applications			
Security	S5	Include access controls for all data storage and all data transmission			
Security	S6	Include trace information: who, when, what computer			
Security	S7	Derive tracing information automatically where feasible			
Security		Enforce division of duties and report exceptions			
Security	S8	Clearly warn users against putting confidential information into the system			

CAMS Requirements March, 2004			Option 1	Option 2	Option 3
Non-Functional Area	NFR #	Requirement			
Security	S9	Follow the security standards of the WA State ISB			
Implementation	I1	Include adequate provision for testing			
Implementation	I2	Allow an incremental approach to the upgrade and replacement of the system			
Implementation	I3	Be flexible for different agency needs			
Implementation	I4	Be compatible with goal of one service delivery model for all customers			
Implementation	I5	Include vendor support for implementation			
Conversion	C1	Data structures allow for conversion of current CAMS data and conversion from agency asset management system			

Appendix B. Glossary

Asset History—a display of all information and activity related to the asset. Information includes data items entered when the asset and any features were recorded and all changes. Activities include changes, transfers, disposals, reactivation and inventories.

Capital Projects Works in Progress—a capital project that is not yet completed. Currently Capital Works in Progress from AFRS can be automatically moved to CAMS files.

Collection of Assets—a group of identical assets that are all recorded at the same time. Examples are ten laptop computers or five desks. The requirement is to be able to enter the information for all assets only once and specify how many assets are to be recorded. Each asset must receive its own tag.

Depreciate—reduce the value of a capital asset over time. Depreciation is calculated monthly and must be reported to AFRS at least once a year.

Dispose—remove the asset from service and from the list of actively tracked assets. Disposals require reasons, e.g., lost, stolen. Disposed asset information may be stored separate from active asset information, but will still be available for reports.

Feature—a component of an asset or a major addition to an asset that needs to be tracked separately from other components or from the asset itself. Examples are major building additions that may be depreciated separate from the rest of the building, or equipment components that need separate maintenance contracts.

Inventory—a physical inspection and documentation of all assets, which is reconciled with the electronic record of assets. Inventories are performed for all assets at least once every other year. Electronic reports can help the reconciliation and follow-up of inventories.

Maintenance—a service that keeps the asset in good working condition. Maintenance may be scheduled regularly or performed as needed, contracted or non-contracted.

Reactivate—mark an asset as active and move its records from the disposed or archival database file into the active database file.

SARS System—a system that collects asset information from all agencies, whether using CAMS or not. A new asset management system, by accepting data from agency asset management systems, could eliminate the need for SARS.

Track—Record a schedule of activities and notify persons when a scheduled item is due. Examples are a schedule for maintenance, warranty, contract, or grant activities.

Transfer—move an asset from one agency to another.

Appendix C. Use Cases

Washington State Office of
Financial Management
Capital Asset Management—
Feasibility Study

Appendix C. Use
Cases



Appendix D CAMS Requirements Revision Log

Washington State Office of
Financial Management
Capital Asset Management—
Feasibility Study

Appendix D CAMS
Requirements
Revision Log

Revision Date	Description	By Whom
April 5, 2004	Edit after OFM review/comments	Carol Baque
March 29, 2004	Edit after OFM review/comments	Carol Baque
March 18, 2004	Draft delivered	Carol Baque
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