

Appendix B

Functional Needs Analysis and Design

Appendix B contains several forms that can assist Site Module users in providing the FA with site data useful in generating a strategy for initially establishing a site.

Site Function Needs Analysis

Complete the following form to assist you in determining the volume of the function workload and the number of users needed.

Function	Workload (High, Medium, or Low)	Number of Users Needed
Document Entry		
Source Documents		
Memorandum Records		
Document Changes		
Receipt, Expenditure Processing		
Export, Import Capabilities		
System Utilities		
Reports, Inquiries		
Document Printing		

Site Functional User Analysis

Complete the user information form to design user access according to function.

User's Name	User ID	Function
1. Site Backup/emergency		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		