

APPENDIX A - DELIVERABLES: BUILDING FUTURES INITIATIVE: COMMUNITY HUB REVITALIZATION PROJECT

ID	Type	Requirement	Owner	Deliverable	Test Case
R001	Infrastructure	Secure Building for Occupancy	Project Manager	Legal agreements, inspections	Approval from city officials
R002	Safety	Emergency Measures	Safety Officer	Fire alarms, first aid stations	Safety inspection clearance
R003	Program Design	Create SOPs and Building Rules	Program Director	Written SOPs and rules	Compliance check with city codes
R004	Assessment	Community Needs Assessment	Research Team	Data on community needs	Completed report with insights
R005	Stakeholder	Stakeholder Engagement	Project Manager	Signed partnerships	Documentation of collaborations
R006	Financial	Financial Plan	Finance Team	Budget and funding plans	Secured initial funds or grants
R007	HR	Staff Hiring and Training	HR Manager	Staff and volunteers onboarded	Training completion certificates
R008	Outreach	Community Engagement	Marketing Team	Outreach campaigns	Initial user engagement metrics
R009	Service	Service Launch	Operations Team	Initial services operational	Service utilization data
R010	Monitoring	Monitoring Framework	Data Analyst	KPI tracking tools	First monitoring report
R011	Feedback	Feedback Loop Setup	Customer Service	Feedback collection system	Sample feedback collected
R012	Service	Secondary Services Rollout	Operations Team	Additional services	Service utilization data for new services

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R013	PR	PR and Transparency Reports	PR Team	Periodic updates and reports	Public and stakeholder reception
R014	Program Design	Laissez-faire Community Management	Program Director	Guidelines for open but safe community conduct	Review and legal clearance
R015	Safety	Co-ed Safety Measures (ADULT ONLY)	Safety Officer	Gender-sensitive safety protocols (REGARDLESS OF GENDER IDENTITY)	Safety inspection & community feedback
R016	Functional	Provide shelter for individuals in need	Facility	Shelter Facility	Occupancy rate and user feedback
R017	Functional	Distribute essential resources	Outreach	Resource Distribution Center	Resource distribution metric
R018	Security	Implement surveillance and security measures	Security	Surveillance System	Security inspection & incident reports
R019	Security	The system shall implement secure authentication mechanisms	IT Team	Authentication Module	Successful secure log-ins, security
R020	Usability	Website shall be user-friendly and accessible	IT Team	Project Website	Usability testing & accessibility audit
R021	Reliability	Reliable access to funding	Finance	Funding Management System	Monthly financial reports, audit
R022	Compliance	Comply with legal and regulatory requirements	Legal	Compliance Documentation	Legal reviews and approvals
R023	Reporting	Generate regular progress reports	Project Manager	Progress Reports	Generate regular progress reports
R024	Functional	The system shall allow users to create an account	IT Team	User Registration Module	Successful account creations

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R025	Functional	The system shall support multiple user roles (Admin, Volunteer, Member)	IT Team	User Roles Module	Successful role-based access tests
R026	Compliance	Comply with data protection regulations	Legal Team	Data Protection Module	Data protection audit
R027	Reporting	The system shall generate monthly activity reports for administrators	IT Team	Reporting Module	Monthly activity reports generated
R028	Accessibility	Be accessible to users with disabilities	Design Team	Accessibility Module	Accessibility testing & compliance checks
R029	Innovation	Catalyze Business and Creative Synergy	Community Manager	The Innovation Alcove: A Mosaic of Minds and Missions	Member engagement metrics, space utilization rates
R030	Resource Management	Facilitate On-Premises Use of Diverse Equipment	Asset Manager	EquiSphere: A Digital Lending Library for Creative and Technical Tools	Successful check-in/check-out metrics, equipment usage rates
R031	Community Development	Establish communal gardens	Facility and Community Managers	Community Gardens	Garden Productivity & Engagement Metrics
R032	Education & Training	Provide IT training sessions	IT Education Team	IT Training Sessions	Course Completion & Skill Acquisition Metrics
R033	Self-paced Education	Offer a variety of electives	Education Coordinator	Passive Elective Modules	Engagement & Completion Metrics