3L1: FINANCE & ACCOUNTS

	Requirement	Doable? (Yes/No)	Brief comments
A	**Financial Setups**		
1	Ability to define the accounting period		
2	Ability to define posting dates for users		
3	Ability to define alpha-numeric number series for items that require serialized numbers		
4	Ability to define posting groups (routings) for various transactions		
5	Ability to define revenue & cost centers		
6	Allow Import or Export of the chart accounts from or to excel		
7	Allow grouping/classification of accounts as header, sub totals, totals, etc		
8	Posting: allow user to specify to which accounts direct/automatic bookings can be made		
B	**Chart of Accounts (COA)**		
1	Allow alphanumeric codes with sufficient room for growth		
2	Allow the users to add or modify accounts with permissions		
3	Allow grouping or classification of accounts as per the various accounting classifications		
4	Allow for definition of direct or indirect posting accounts		
5	Ability to prevent modification of accounts with balances		
6	Allow Import/Export of the chart accounts from or to excel		
7	Reporting lines: allow setting up of dimensions/analysis codes that shall form the reporting lines		
8	Ability to search for account by parameters such an account number, name, search description e.t.c		
9	Ability to prevent modification of accounts with balances		
10	Allow generation of trial balance for the entire chart of accounts or for a single account		
11	Ability to differentiate balance sheet items from income statement items		
12	Capture the last modification date of an account and the user who modified		
C	**General Journal**		
1	Creation of journal templates & batches		
2	Assignment batches to users & restrict user postings to their specific batches		
3	Journals should be able to capture; Document No, Transaction Date, Account Code, Description, Amount, Balancing AC No		
4	Ability to preview expected entries before posting		
5	Have a maker checker approval workflow		
6	Ability for the system to provide transaction audit trail		

7	Ability to process recurring journal entries		
8	Ensure the double entry rule is fulfilled before posting		
9	The system should have a functionality to do reversals		
10	Permit user defined accounting periods & cut off dates i.e Weekly, Monthly, Quarterly, Fiscal year etc		
D	**Budgeting**		
1	Generate budget template for both Recurrent & non-recurrent estimates; Budget Code, Name, Description, Period		
2	Ability to prepare budgets based on prior year - e.g copy previous budget & adjust by 10% either upwards or downwards		
3	The budget should be segmented for the different cost or revenue centers		
4	Have a workflow for budgeting functionality		
5	Monitor budgets against commitments (e.g. when purchase orders are raised) & provide active alerts when violations occur		
6	Ability to perform Expense Analysis either Departmental or Consolidated.		
E	**Multi-Currency**		
1	Ability to maintain exchange rates for foreign currencies		
2	Decimals: set decimal places for both base & foreign currencies		
3	Auto calculate & process currency exchange gain or loss for vendor & customer transactions.		
4	Select currency to transact e.g receipts, payment voucher		
5	Maintain history of currency values for transactions		
F	**Accounts Payable**		
1	Capture both approved & unapproved invoices		
2	Ability to void/cancel or modify an invoice before it is paid & audit log for the same		
3	Ability to apply the credit notes to specific invoices		
4	A facility to process Recurring invoices with Fixed/Variable amounts		
5	Ability to partially pay an invoice		
6	Ability to enter invoices in Prior or Future periods		
7	Ability to enter delivery notes		
8	Ability to age accounts payable		
9	Ability to generate a cash flow statement		
G	**Periodic activities**		
1	Functionality to Open & Close an accounting period		
2	Create schedule & reminders for periodic activities		
3	Ability to transfer year-end closing entries to the journal for confirmation before closing the year		
4	Generate reports for the period		
H	**Bank Management**		
1	Create various bank accounts		
2	Link banks to their respective ledgers on the charts of accounts		
3	specify limit amounts for each account where applicable		
4	Show the bank balance on the bank account card		
5	Drill down on the balance to view transaction history		

I	**Receipting**		
1	Ability to auto-generate receipt numbers		
2	Ability to pull customer details on the receipt		
3	Ability to receive money via different payment modes (cheque, deposits, mobile)		
4	Ability to process, post & print receipts		
5	Ability to capture user id of the person printing the receipt		
6	Ability to auto update the customer statement on posting a receipt		
J	**Payments**		
1	Auto generate payment/petty cash voucher numbers		
2	Ability to pay money via different modes (cheque, cash, imprest)		
3	Ability to attach the vouchers to specific cost centers		
4	Ability to pull vendor details		
5	Have a field to specify purpose of payment		
6	Ability to make full or partial payments of invoices		
7	Ability to check budget before making a payment		
8	Capture cheque numbers against the voucher		
9	Have an approval workflow		
10	Post & update the following ledgers; Creditors, Imprest, Cash book, Petty cash		
K	**Imprest management**		
1	Create staff imprest accounts		
2	Define the limit per staff member		
3	Link imprest account to the payroll; to charge any overdue amounts not accounted for		
4	Define various imp rest type (travel, accommodation etc)		
5	Link imprest types to their respective G/L accounts		
6	Capture details; staff, amount, issue date, purpose, surrender date, attach documents		
L	**Fixed Assets**		
1	Asset Maintenance; Code, Serial Number, Description, Asset Type, Make/model, Location, Life, Value, Acquisition date, Fiscal period, Entry date		
2	Master files; Flexibility to maintain, modify & verify fixed asset data		
3	Validate; Asset number, Category/Class, Branch/Department code, Depreciation method, etc		
4	Categorization; Group fixed assets in Classes e.g Furniture & Fittings, Computer, Equipment, etc		
5	Assignment; Ability to assign & transfer locations to assets e.g Department, Section		
6	Valuation Form; Transaction date, Fiscal period, Entry date, Asset Code, Asset Description, Valuation Amount, Asset life		
7	Insurance; Policy number, Insurer Name, Policy expiry date, Insurable value, Date of valuation, Next valuation date, Asset Code		
8	Depreciation; Maintain fixed assets depreciation books e.g Straight line, Reducing balance		
9	Disposal; Ability to track asset book value, disposal, sale or write off		
M	**Bank Reconciliation**		
1	Facility for auto reconciliation of Bank against General Ledger		
2	Launch a new bank reconciliation per bank account		
3	Pull transactions already posted within the GL entries		

4	Import bank account statements from excel		
5	Match imported records with the posted transactions & identify any variance		
6	Have an approval workflow for posting the reconciliation		
7	Ability to print posted reconciliation reports		
N	**Disbursements**		
1	Options for disbursement can be; Mpesa, Bank or Cheque		
2	Bank; generate a bank EFT file for disbursement		
3	Mpesa; integrate to Mpesa B2C		
4	Cheque; facility for cheque printing. Details to be auto picked from the system		
5	If cheque is printed, the transaction details should not be edited		
6	Reprinting a cheque shall require special rights & user MUST specify reason for reprinting.		
7	Reprinted cheques must have a status stamp to indicate they were reprinted		
8	Allow editing of the Payee field; If a recipient wants cheque to the drawn in the name of an institution, hospital, etc		
9	If a cheque is printed & dispatched then cancelled, a status update should reflect in the ERP with a reason for voiding.		
10	Generate register of all dispatched cheques; ClientNo, Cheque No, Dispatch date, Dispatch officer, etc		
O	**Fixed Deposit**		
1	Facility to invest excess/idle funds with approval workflow		
2	Allow creation of more than one fixed deposit at a time; give instructions on fixed deposits		
3	Capture FD details; Interest Rate applied, Principal Amount, Number of days funds shall be held, Date of sending the funds to the bank, Investment Receipt Number		
4	Generate interest & withholding tax for fixed deposit investments		
5	Ability to roll over invested funds in the system & give alerts		
6	Provide alerts to Finance & Executive team about maturity of Fixed Deposits		
7	Report on all investment vehicles, income generated, withholding tax, duration of the investment and interest rate applied		
P	**Reports & Analytics**		
1	Trial balance		
2	Balance sheet		
3	Budget reports		
4	Performance ratio		
5	Cash flow statements		
6	Income & Expenditure		
7	Transactions per period; Month, Quarter, Annual		
8	Totals per account; Month, Quarter, Annual		
9	Account reconciliation		
10	Variance analysis; Budget versus Actual		

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	LAW SOCIETY OF KENYA **LAVINGTON, OPP VALLEY ARCADE, GITANGA ROAD** **P.O BOX 72219 - 00200 NAIROBI, KENYA** **(LSK/2024/05/01)**

3L2: PROCUREMENT

	Requirement	Doable? (Yes/No)	Brief comments
A	**Maintain Vendor Records**		
1	Ability to maintain the following information per vendor: Unique code, Vendor name, Category, Contact Person, Vendor address, P.O. Box, Email, Phone No, Payment mode, Default currency, Vendor bank A/C, Registration Certificate, KRA PIN, Physical Location, etc		
2	Classify each vendor by specific supplier code		
3	Ability to maintain the supplier register/list		
4	Ability to have vendor specific payment terms		
5	Ability to conduct Annual pre-qualification of vendors based on criteria and categories		
B	**Purchase Requisition**		
1	Ability to create Purchase Requisitions for goods & services		
2	Ability to auto convert requisition to request for quotations. RFQ should be attached to selected vendors based on past data/performance		
3	Ability to consolidate multiple purchase requisition from different departments		
4	Ability to monitor the status of purchase requisition raised		
5	Ability to attach files (e.g. Word, excel, pdf) against header & lines of purchasing documents (PR, RFQ, Quotes and Purchase Orders)		
6	Ability to auto create requisition if the quantity at hand goes below reorder level		
7	Ability to allow requisition based on the budget balance.		
8	Requisitions to go through approval		
C	**Quotations (Receive & Evaluate)**		
1	Ability to prepare Request for Quotation against a purchase requisition		
2	Ability to electronically send the request for quotation & link it to multiple suppliers		
3	Ability to enter the quotes received		
4	Ability to have an expiry date for the Quote		
5	Ability to copy vendor's quotation into PO; either as a whole or selected lines		
D	**Purchase Order**		
1	Ability to convert quotation or requisition to purchase Order		
2	Ability to create multiple purchase orders against a single quotation/requisition		
3	Ability to create purchase order for goods & Services		

4	Ability to create purchase order for service contracts with vendors		
5	Ability to create long term contracts in the system		
6	Ability to create replenishment automatically for specific items		
7	Facilitate constant monitoring of reorder levels for restocking & trigger points		
8	Ability to record purchase order acknowledgement from vendor		
9	Auto generate an alert if acknowledgement is not received within 2 weeks from PO issue date		
10	Ability to enter price, payment terms, special discounts, delivery instructions, etc in PO		
11	System, upon approval, should attach & send email of PO to vendors		
12	System should allow reprint of PO with "copy" marked on the print out		
13	Ability to generate Goods Received Note (GRN) upon item receipt		
14	Ability to record multiple receipts against a single PO		
15	Ability to record Serial number, Expiry date and Batch number during receipt for specific items		
16	Provision for rejection of unacceptable items with creation of Discrepancy Report		
E	**Approval Workflows**		
1	Workflow for approval of Purchase Requisitions, Purchase Orders & Vendor Quotations based on criteria: Amount limit, Item ranges, Account ranges		
2	Send notification (email) to approver to action pending approval & Initiator is notified of Approval or Rejection of Documents (PR, PO, Quotation)		
3	Auto escalate approval within hierarchy if it delays beyond a specified time		
F	**Inventory management**		
1	Ability to setup and maintain item codes with different segments.		
2	Ability to maintain the following info for items: Item code, description, Purchase lead time, Vendor code, Min stock level, Item Status (Active, Obsolete, Blocked), Expiry Date, Serial No		
3	Ability to group items into categories & sub-Categories		
4	Ability to link supplier code to items in the item master		
5	Ability to allow minimum or zero stock level for specific items & generate alerts if the quantity falls below pre-defined limits		
G	**Reporting & Analytics**		
1	Ability to generate stock ledger report		
2	Track status of document processing e.g Purchase Request, Purchase Orders		
3	Report on documents pending Approval for more than "N" number of days		
4	Ability to print summary of expected receipts		
5	Ability to print purchase register for a filtered date range		
6	Report on Item purchase cost history over a user defined date range		

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3L3: MEMBER SERVICES

	Requirement	Doable? (Yes/No)	Brief comments
A	**KYC Onboarding**		
1	Integrate to Judiciary system (JAMS) to pull register (on need basis) of Advocates newly admitted to the Bar; P105, ID number, Full name, Email		
2	API integration to push refined members data back to Judiciary (JAMS) on need basis.		
3	Allow user, via permissions, to capture additional member details that may not be maintained by JAMS.		
4	Capture KYC details such as; P105 No, Full Name, ID No, Mobile No, Email, DOB, Gender (Male, Female, Others), Admission date, Nationality, County, Next of Kin, Photo, Signatures, Employer code, Petition, Specialization, Practice centre, LSK Branch, etc		
5	Ability to change member status e.g in case of death, status is changed to Deceased. This requires user permissions.		
6	Generation of automatic letters & notifications to applicants/members		
7	Support attachment & retrieval of files & docs e.g practicing certificate		
8	Create a member induction checklist or program. This can be setup in the Training module.		
9	Ability to alert member of outstanding documents yet to be provided. If user/member logs in, account should show an incomplete progress bar or marked us "Unverified" until all documents are fully provided		
10	Map one National ID number to only one account (1:1) to avoid a member having multiple accounts		
11	Ability to classify accounts in accordance with account activity e.g Active, Inactive, Dormant, Deceased, Withdrawn. An alerts (SMS/Email) should be sent to a member once account status changes.		
12	Restrict transactions from Suspended/Deceased accounts. Alert sent to the member & also a senior system user.		
13	Besides practising number (P105), system shall auto generate a FILE NUMBER for each member upon approval. Internal use only.		
14	Alert member (SMS or Email) & generate a certificate for mailing upon successful activation of the application		
15	Type of member; Council, Ordinary, Special, Non Practicing, Honorary		
16	Nature of Practise; Sole Proprietorship, Partnership, Associate, In-house Lawyer, State Counsel,		

	Magistrates, Chief Registrar, Attorney General, County Attorneys		
17	Capture special advocate roles e.g Commissioner for Oaths, Pro-bono,		
18	Produce periodic reports of all members onboarded; show if accounts have incomplete documents		
19	Generate statistics from register; Total members; Year of admission, Status (Applied, Approved, Dormant), Gender, County		
B	**Member Profile**		
1	Generate a unique QRCode for each member account as digital identity		
2	Provide a 360 view of ALL member info to be accessed from a card		
3	View CPD points earned, Badges & Certificates from events attended & pro-bono services offered		
4	Member Statement; generate & access transaction register for YTD		
5	Ability to download; Practicing Certificate (PC), Certificate of Good Standing (COG), CPD Compliance Cert, Statement, Receipts, Invoices, etc		
6	Approval workflow for any changes initiated for/on a member account		
7	Audit log of any changes in the member profile showing old & new value, DateTime stamp, user, machine IP		
8	Next of Kin; ability to differentiate the principle member & dependants (Names of nominee, Relationship, National ID, Mobile, Email, etc)		
9	Allow member to view their Unallocated payments		
C	**Members Billing**		
1	Provide setup to create Fees & Charges and map them to GL accounts; *Annual Subscriptions, Practicing certificate, Library Fund, LSK Journal, E.Africa Law Society, ABA Annual Subscription, ABA Life membership, Building Levy, Advocates ID*		
2	Ability to bill a member once at the end of the year either as a consolidated figure or separate charges		
3	Generate & issue Demand Notes to members		
4	Allow members to upload signed declarations for PC applications		
5	Generate Invoices for services & charge them against the member		
6	Member shall use available payment modes to pay against their invoice		
7	Post transaction to General Ledger to update the member account & bank		
8	Allow member to download or print receipt from Web/Mobile channels		
D	**Practicing Certificate**		
1	Have color codes, or verification badges, for PC compliant members		
2	Integrate to Compliance & Ethics to check for DCC clearance		
3	Member shall complete the Application form online via Web or Mobile		

4	Ability to download/print Practicing Certificate (PC)		
5	Feature to allow attachment of a PC link against member account; integrates to Judiciary		
6	Invoicing, Payment, Posting & Receipting shall utilize the Member Billing feature		
E	**APPOINTMENTS**		
1	Create a list/setup of statutory bodies that require LSK members to be seconded or appointed.		
2	Manage appointment of members (advocates) to statutory bodies to sit Boards & Tribunals		
3	Generation of standard templates of letters & memos		
4	Advertisement (notice) of vacant positions that require members to apply		
5	Allow members to make online applications for the vacant position		
6	Appointment or approval is done by Council		
7	Send notification to the member & also statutory body		
8	Monitor expiry of tenure for members appointed		
9	Once appointed, attach a Gazette notice against the member's profile		
10	If position fails vacant due to member exit, system mark the position as available & advertises to members		
11	Support appointment of Arbitrators to specific tasks; the appointees must be members of the Chartered Institute of Arbitrators		
12	Produce list of appointees to different bodies & also for the arbitrators		

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3L4: CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

	Requirement	Doable? (Yes/No)	Brief comments
A	**CPD Calendar**		

1	Create courses or training sessions with topical areas in the format of lectures & seminars;
	  a) Program Name
	  b) Objectives
	  c) Expected outcomes
	  d) Target audience
	  e) Time Allocation (Start, End)
	  f) Mode (Virtual, In-Person)
	  g) Facilitator/Provider
	  h) Course Content/Units
	  i) Learning Method
	  j) Venue
	  k) Cost/Charges		

2	Integrate with Procurement module for setup & requisition of;
	  a) Venue
	  b) Transport
	  c) Goods & Services
	  d) Consultancy Services		

3	Ability to setup supplementary free programs that may not earn points		
4	Access to general info on training requested (submitted) by members		
5	Feature to create calendar of activities carried out across the year		
6	Color coding of events e.g Free events can have a unique color		
B	**Accredited Partners**		

1	Create & maintain KYC details of Partners (Public & Private) & attach relevant documents;
	  a) Reg No
	  b) Organization Name
	  c) Category
	  d) Address
	  e) Contact Person
	  f) Position/Title
	  g) Phone No
	  h) Email
	  i) General Info
	  j) Educational Goals
	  k) Evaluation Methods		

2	Workflow approval for training content providers (partners) in order to provide a holistic curriculum that embeds necessary skills		
3	Setup to define CPD units to be earned for courses conducted by accredited partners		
4	Facilitate annual invoicing, payment & receipting of each accredited provider; One off subscription (KES 120,000), Annual (KES 500,000)		
5	Ability to verify full compliance of a provider, including payment, before offering any training		
6	If a member attends training organized by a non-compliant provider, then they don't earn CPD points from the training		
7	Annual subscription for accredited institutions auto expires in December.		
8	Ability to set customized renewal dates for certain accredited partners. Requires workflow approval.		
C	**Booking Events**		
1	Members can see sessions, trainings & events available for booking either in calendar or list form		
2	Any sessions available for booking should be VISUALLY highlighted on channels to attract users to view the content		
3	Member must have at least one VERIFIED contact in their account to book an event/training session		
4	Open booking; any member can view availability of the event & register		
5	Referral booking; only SELECTED members are invited to apply. Filter criteria could be Gender, Region, Category, Years of practise,		
6	Cancelling & re-scheduling bookings		
7	Allow a member to do multiple booking of events at the same time		
8	Enable a member to book an event on behalf of another e.g Tom booking for Mary		
9	Corporate bookings; allow Mary to book an event for several colleagues within their law firm		
10	Early Bird; ability to setup Start & End of the offer period (Early Bird) & state applicable rates		
11	Allow members to book & enjoy special rates during the early bird period		
12	Upon expiry of early bird (offer) system shall regenerate a pro-forma invoice & notify members who had booked but not paid.		
13	Avail channels (Mobile/Web) to book for an event & get billed/invoiced		
D	**Exemptions**		
1	Persons exempted from paying event fees; a) CPD committee b) Council Members c) LSK Staff Members d) Event Speakers (only for that event) e) Branch Chairpersons (in their own branch)		
2	Have a setup or flag for "Exempt" so that billing or invoicing is not done against the member		
3	CPD points will still be earned & assigned for exempted persons		

E	**Attendance (Physical)**			
1	In-Person; have inbuilt or integrated technology to uniquely identify a member & mark attendance during physical events			
2	External; for non-LSK trainings, ERP shall integrate (API) with portals for Training Partner to pick attendance register			
3	ERP shall maintain the primary member register. In case of integration to 3rd party tools & systems, e.g Biometrics, API/Web services shall be used to query from the ERP.			
F	**Attendance (Virtual)**			
1	Ability to tie the meeting joining code to Member No (P105) to avoid wrong number being keyed in			
2	Generate unique links for each member to avoid sharing webinar passcode			
3	Attach link to Member profile only if they have paid or are exempted from event fees			
4	Ability to track attendance for virtual sessions			
G	**Awarding attendees**			
1	CPD points; Auto award CPD points to members who have fully paid-up for & attended approved/accredited courses			
2	Rule setup; member must accumulate a min of 5 CPD units of which 2 must be from LSK events,			
3	Certificates; issuing & verifying digital certificates when they have completed their sessions. Certs can be for Attendance or Compliance			
4	Notifications; members to get reminders (SMS/Email) as their booked event approaches. Member also reminded to pay.			
5	Profile update; members to receive badges/certificates which appear in the "Badges" or "Certificates" section of their profile page (if applicable)			
H	**Finance Integration**			
1	Booking fees; CPD program is self-financed by registration fees charged on participants. Create GL accounts			
2	CPD points should not update if member hasn't fully settled the event's invoice			
3	Supplier Invoice; upon update/upload of the attendance register, system shall generate & email an invoice (Kes 1,000 per trainee) against the training Partner (institution)			
4	Supplier Receipting; the partner (supplier) shall make payment that shall be posted against their account to settle outstanding invoice			

5	Receipting, which also works for Practicing Cert, shall have this flow;
	    a) Member pays.
	    b) Gets receipt.
	    c) Receives event link via Mobile App, Portal, Email, SMS			

6	Achieve ideal CPD picture (Booked {Yes}, Invoiced {Yes}, Receipted {Yes}) by ensuring proper & synchronized mapping of;
	    a) Member
	    b) Item (service)			

	c) Invoice (Bill) d) Payment e) Receipt f) GL Accounts		

7	The ERP must be configured to avoid any of the following scenarios;
	     a) Booked {Yes}, Invoiced {Yes}, Receipted {No}
	     b) Booked {Yes}, Invoiced {No}, Receipted {Yes}
	     c) Booked {Yes}, Invoiced {No}, Receipted {No}		

I	**Feedback & Survey**		
1	Ability to create templates for Feedback (star rating) or Surveys (Questionnaire)		
2	Upon completion of training, collect feedback from attendees on different aspects of the courses e.g. Speaker, Topic, Content, Delivery, AV Aids, Venue,		
3	Ability for member to post feedback or survey as anonymous		
4	Reusability; allow this feature to be used by other departments e.g HR, ABA, CPD, PIL, Member services, Parliamentary		
J	**Helpdesk support**		
1	Feature to create & track tickets logged from member enquiries & complaints		
2	Define periods in which various categories of queries must addressed		
3	Notify any items that are running past their defined periods		
4	Provide notes against each query if needed		
5	Ability to search/filter for queries based on set criteria (e.g Open queries)		
6	Listing & statistical reports on tickets raise, their category/nature, status		
7	Reusability; allow this feature to be used by other departments e.g HR, ABA, CPD, PIL, Member services, Parliamentary		
K	**Visibility & Reporting**		
1	Dashboards, Graphs & Charts		
2	Produce financial reports e.g How much was generated from an event?		
3	Listings & statistical reports e.g Member compliance, Service providers, CPD calendar, Courses		
4	Calendar; ability to display monthly events in a calendar format		

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3L5: COMPLIANCE & ETHICS

	Requirement	Doable? (Yes/No)	Brief comments
A	**Case Management**		
1	Compliance & Ethics Directorate receives written complaint from; Public, Advocate, Court, Authorities.		
	System shall provide an online form/template to file new complain, attach signed documents (evidence, statement) & push to ERP		

2	Case shall be created in the ERP with a tracking number;
	    a) Case Details (FileNo, Date, Case title, Allegations)
	    b) Parties
	    c) Court Sessions (Date, Proceedings, etc)
	    d) Case Orders (Dates, Orders, etc)		

3	System shall generate a letter (standard template) to be served upon the accused Advocate (member). The Letter shall give 21 days to the Advocate to respond.		
4	Written response (letter) is received from the member within 21 days. Advocate signs, scans & attaches the response in the system.		
5	Dismissal letter; If member's explanation or defence is satisfactory, case is closed & a dismissal letter sent to both complainant & accused member		
6	If the response is unsatisfactory/ no response; the complainant shall be advised, via letter, to either refer the matter to AC or DT		
7	Affidavit; If member's explanation or defence is NOT satisfactory, or NO response, an affidavit is done either by Complainant or ACC & forwarded to Tribunal.		
8	Affidavit is forwarded to the Advocate with a 14-days forwarding letter		
9	Prima Facie Stage: Upon lapse of 14 days, Affidavit & response are sent to a member of the Tribunal. If no response from the Advocate, Affidavit is sent to an ADT member.		

10	Case File; if there is a case to answer, a file is opened at the Tribunal. User to create & track these stages;
	    a) Plea taking
	    b) Mention
	    c) Hearing
	    d) Judgement
	    e) Mitigation
	    f) Sentence
	    g) Execution		

11	Resolution; system shall track proceedings from the Tribunal. A signed judgment is attached against the matter.		

12	Finance; judgement may result to accused member paying fines, costs, interest to LSK/ACC or depositing client (complainant) funds with LSK		
13	Payment is posted against a DTC number & narration (Interest, Costs, Fines, client monies)		
14	Release orders; client's monies are paid to ADT bank account then released to client upon order of the Tribunal.		
15	Severance; disciplinary action may be taken to suspend or strike off the member from the advocates' roll. Change status in Member register.		
16	Member Profile; track status of each stage & update the profile		
17	ERP shall track TAT of cases from time of lodging to time of closure		
18	Auto-generation of chronological proceedings.		
19	System should be able to receive payments from complainants too.		
20	System should have the ability to generate orders, decree, Registrar's report etc.		
21	Where two members have been charged together & one is discharged, the System should discharge the said member.		
B	**DTC Team**		
1	Create list of DTC members (P105, Name, etc) with tenure/term		
2	Provide advocate list to select DTC members		
3	Creation of tribunal members; 6 elected by advocates & 1 (chair) appointed by AG		
C	**Advocates Complains Commission (ACC)**		
1	Create list of ACC (Name, Category, P105, etc)		
2	The options for Category; Commissioner, Investigator, Prosecutor		
D	**Advocate Response**		
1	Receive & capture the written response from accused advocate		
2	List of responded complaints		
3	Auto email advocate reminders		
4	Review of advocate response		
5	Review of affidavit complaint		
6	Scheduling of the affidavits		
E	**Certificate of Good Standing (COG)**		
1	Data Migration; Data on Historical & Ongoing cases from the current systems should be migrated to the new ERP		
2	If a case has more than one accused member, ERP shall flag off & free up the member who has been discharged from the matter.		
3	All the over 24,000 members shall access their COG from the ERP		
4	A member with an active DTC matter shall not get/print COG		
5	Have a setup (window or period) that upon closure of a case, the system allows affected Advocate to generate COG		
6	Closure of a case doesn't mean deletion. Matter is archived but remains accessible on member's profile.		

7	COG for Law firm; if 10 members are registered in the ERP as working under XYZ firm, system shall check status of the 10 members & generate COG			
F	**API Integration**			
1	Practising Certificate (PC); during member's application for PC, LSK approval is needed by checking & confirming DTC compliance			
2	If member is discharged, acquitted, case withdrawn, matter marked as settled, the member should automatically be able to apply for their PC.			
3	Finance; receipt & process funds coming from DTC for litigant payment by the accused Advocate via LSK			
4	Commissioner for oaths & notary public; although application is done to judiciary, LSK verifies & recommends to a 13 member council for approval			
5	Ability to pull data from Judiciary for all Advocates who have been approved as Commissioner for Oaths & Notary Public.			
G	**Dashboards & Reports**			
1	Capability to present the statistical reports in pie charts & graphs			
2	Ability track status of case (open or closed) with comments against each stage or action			
3	Alerts for all due responses from the accused advocates i.e 21 working days after the member has been served with a notice			
4	Support drill down showing the make-up of statistical values			
5	Case management; Open cases, Closed cases, No of complaints, No of advocates			
6	DTC Case Listing; File No, Case Title, Accusation, Last Sitting Date, Next Sitting Date, Status			
7	Statistics; Registered matters, Charge Occurrence, Concluded matters by year			
8	Anti- Money Laundering/Counter Financial Terrorism (AML/CFT) reporting			

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3L6: ADVOCATES BENEVOLENT ASSOCIATION (ABA)

	Requirement	Doable? (Yes/No)	Brief comments
A	**ABA Governance**		
1	System should support multi-tenancy to have ABA module have their own Chart of accounts.		
2	Create governance structure. ABA is headed by a board comprising of seven (7) members; 4 elected & 3 x-officials		
3	Pick KYC details from the member register for Advocates and/or Personnel module for Staff		
4	Integrate to Payroll & Finance module for processing & payment of any emoluments		
5	Set term or expiry period (Start-End) for the serving team		
B	**Members Subscription**		
1	The ERP shall maintain the primary register of members. ABA shall pull/read from member services module.		
2	Confirm member's KYC about Beneficiaries & Next of Kin; Full Name, ID/Birth Cert, Mobile No, Date of Birth, Relationship		
3	Ability to receipt Annual membership subscription of KES 3,500. This is done during payment/renewal of PC		
4	Ability to process Life membership payment of KES 150,000 either in full or instalments.		
C	**Medical Assistance**		
1	Member fills claim form		
2	Attach medical bill		
3	Verify member status (paid-up). Board may however grant exemption if need be.		
4	Fill pink form (summary of application)		
5	CEO authorization		
6	Approval by any 2 board members		
7	ABA writes cheque to hospital		
8	Finance, within ABA, verifies/posts		
9	Board members (2) signs cheque		
10	System should have integration (file or API) to do online disbursement of funds.		
D	**Approval workflow**		
1	Support a Maker-Checker approval workflow with email notifications		
2	Exemptions; ABA may issue a letter of undertaking to the hospital (up to 100K) before patient is discharged. System shall support generation of the letter of commitment.		

3	Rejection; user to state the reason;
	   a) Not a member
	   b) Not paid up		

	c) No bill attached d) Incomplete form			
E	**Last Expense**			
1	Processing of KES 80,000 as payment to the declared Next of Kin			
2	Last expense payment is processed after notification of the demise of a member.			
3	Application process has a similar workflow as medical assistance			
4	Attach burial permit, ID card, LSK ID & ID of Next of Kin			
5	Create an online platform (Web/Mobile) to enable next of Kin to initiate claim & attach documents			
F	**Education Assistance**			

1	Process school fees disbursement for children of the deceased member;
	    a) Nursery (up to 55k/academic year/child)
	    b) Primary & High (up to 80k/academic year/child)
	    c) Tertiary (up to 100k/academic year/child),
	    d) Kenya School of Law (full fees- Kshs. 190,000)			

2	Ability to track student transition from 1 level to another			
3	Configure the system along different curriculum (8-4-4, CBC, GCSE) to track Exits.			
G	**Application (Education)**			
1	Family of the deceased member fills & submits form			
2	Board checks eligibility & validates attached documents; Birth certificate, fee structure, death certificate, Deceased's ID			
3	Each school going beneficiary must have a corresponding annual school fees attached			
4	Application shall be auto assigned a new File No which shall be used for tracking progress & payment of benefits			
5	Generate a summary report of claimed/payable amounts. Submitted to the Board for approval			
6	Ensure the workflow approval complies with the set rules; built in ERP			
7	Upon approval, system print cheques in the name of the school & circulated for Board's signature.			
8	Maintain a cheque disbursement register			
9	Post the payment against the relevant GL accounts			
H	**Advocates Assistance Program**			
1	Create setup for eligible types of programs; Pension, Clubs, Salons, Gyms, Emergency evacuation, counselling			
2	Create service providers or partners for such programs e.g AMREF for Emergency evacuation, CPSK for counselling, etc			
3	Capture details as negotiated by the ABA Board; Program, Provider, Start Date, End Date, Rates, etc			
4	Maintain list of members enrolled (opted In) for such programs			
I	**Source of funds (Cash-In)**			
1	Membership subscriptions collected by LSK & remits to ABA quarterly; 3,500 annual or 150,000 for life membership			
2	Back fees; post auto journals for monies paid by members as back fees			

3	Donations; create sponsors & donors & capture the nature of funding		
4	Investments; post interest earned from fixed deposits upon maturity		
J	**Expenses (Cash-out)**		
	Create GL accounts & post expenses such as; salaries, Board emoluments, Meeting, Retreats, Trainings, Travel, Accommodation, etc		
K	**Investments (excess funds)**		
1	{Cash surplus = Operating revenues - Operating costs}		
2	Link to the current account (GL) to check for balance		
3	Create a trigger that notifies finance to invest extra/surplus cash		

4	Select from a pre-defined list of safe investments e.g
	  a) Term Deposits
	  b) Securities e.g Bonds, Stocks		

5	Capture the following details about an investment;
	  a) **Option**; What's the investment vehicle of choice?
	  b) **Term**; What's the Period of investment?
	  c) **Risk**; volatility of value {Low, Medium, High}
	  d) **Yield;** expected return or reward {Rate in %}
	  e) **Liquidity**; access to funds {Weak, Medium, Strong}
	  f) **Maturity**; When can funds be fully withdrawn?
	  g) **Notice**; notice given before early withdrawal
	  h) **Penalty**; fee charged for early withdrawal
	  i) **Tax**; applicable tax rate for this investment type		

6	Get alerts on interest earned & maturity of an investment		
7	Post charges; taxes, penalties for early withdrawal		
8	Post earnings received from the matured investment		
9	Reports; Investment listing. Historical & current (running) investment.		
L	**Dashboards & Reports**		
1	Financial; TB, Cash flow, Income & Expenditure, performance ratios, Investments		
2	Operations; Paid vs Outstanding payments, Deceased members, summary of Beneficiaries, Disbursed cheques		

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3L7: PUBLIC INTEREST & LITIGATION (PIL)

		Requirement	Doable? (Yes/No)	Brief comments
A		**Case Qualification**		

1		Provide setup for rules & criteria for a case to qualify for PIL;
		    a) Affects a significant section of the community
		    b) Involves an important question of law		

2		Maintain a register of PIL committee (43 members) that vets & decides if to join a case.		
B		**Project Management**		

1		Create project modelled on a 5 thematic areas;
		    a) Sexual reproduction
		    b) Purple ribbon
		    c) Pro bono pathways
		    d) Environment climate justice
		    e) Rotational - what donors plan to fund		

2		Donor & Partnership management; Create & maintain details of partners & link them to specific projects		
3		Integrate to Finance for Fundraising, Monitoring & Reporting on utilization of funds to donors.		
C		**Case Management**		
1		Case Intake Form; Create a new case by filling Bio-data, Contact, Nature of Case, Respondents, etc		
2		Select advocate from existing list of pro bono advocates		
3		Conflict Check; determine if a possibility of conflict exists		
4		Workflow Approval for instructions		
5		Client-Lawyer Agreement; generate a standard template		
6		Integrate to Finance to disburse KES 50,000 to advocate		
7		Track status of payment from LSK to the Advocate		
8		System to record all the work undertaken on a file		
9		Expose cases to the public but with filtered information		
10		Case Progress Report; Demand notices, Case filing, Motions, Preliminary Objections, Submissions, Hearing, Judgement		
D		**Diary Management**		
1		Integrate with Judiciary system to create visibility		
2		Maintain a calendar of all the key dates for legal work		
3		Provide data to LSK Communication's team (Color coded cases based on category, priority, dates, etc)		
E		**Lawyer Referral System**		
1		Provide a functionality to match a potential client to a lawyer. Client shall fill an application form providing details		
2		Create a register of all advocates who have enrolled in the scheme to provide pro-bono services		

3	Capture advocate's info; Areas of expertise, level of experience, geographical area of operation, language spoken, gender,		
4	Generate progress report from the lawyer on the case		
5	Feedback; get satisfaction report via survey from the client		
F	**Award Scheme**		
1	Upon completion of a PIL case, system shall update member's profile		
2	Award the advocate with special Badges & Certificates		
3	Allow the member's profile to be accessible to the public		
4	Advocate can also share their profile via email or social platforms		
G	**Finance Integration**		
1	Cash-In: Donor funds, sell books, selling space for exhibition, 30% as Admin cost for donor funded projects		
2	Cash-Out: Pro-bono fees paid by LSK to advocates		
H	**In-house Council**		
1	Maintain database of advocates that don't go to court		
2	Capture place of work; AG office, State council, Public Companies, Private Companies		
3	Plan caucuses, webinars, trainings, events; utilize the CPD event planner		
4	Members don't earn CPD points for attending these events		

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3L8: HUMAN RESOURCE MANAGEMENT

	Requirement	Doable? (Yes/No)	Brief comments
A	**Personnel**		
1	Create Organization structures & organograms		
2	Employee Bio Data; Name, ID number, DOB, Gender, Address, Qualifications, Photos, Position, Dependents, Next of Kin, Blood Group, Allergies, Ethnicity, Religion, Disability, Good Conduct, etc)		
3	Payroll related details such as; Pension fund details, medical insurance, travel allowances, grades, PIN, NHIF, NSSF, HELB, Tax Compliance, CRB,		
4	Asset allocation; Payroll No, Date of assigning, Location, Asset Code, Category (Laptop, PC, UPS, Workstations, Access Cards, Medical Cards, Logins,		
5	Ability to reinstate an employee who was previously terminated. Maintain the previous history.		
6	Ability to accept current staff numbers & provide for the sort code by department, titles and locations.		
7	Notifications - prompt the users on expiry of items such as Contracts, Probation periods, Birthdays, Events (AGM, Crucial meetings), Trainings, Appraisal, Medical renewal, Payroll closure, Audits, etc.		
B	**Leave Management**		
1	Ability to maintain leave records of all staff; leave types, rates, history due dates etc		
2	Ability to provide online leave self-entry applications		
3	Auto calculate departmental & individual accruals for holiday entitlements		
4	Record rules on carrying over excess leave & reports in advance on leave balances		
5	Ability to amend leave balance and financial implications once leave entered and approved in the system is not subsequently taken in full		
6	Provide for a leave planner and Check for overlapping leave dates		
7	Workflow; Allow departmental heads or managers to authorize leave		
8	Auto calculate total accrued annual leave & balance days		
9	ESS; ability to access & use leave functionality via Employee Self Service		
C	**Employee Relations**		
1	Ability to track & maintain disciplinary related information per employee		

2	Maintain & classify employee cases i.e. disputes, grievances, discipline, appeals, conciliation, arbitration, labour court, incapacity, and counselling			
3	Ability to list issues considers disciplinary cases			
4	Ability to create disciplinary committee members & their positions			
5	Ability track status of case (open or closed) with comments against each stage or action			
6	Generate or upload these standard templates; Employee Code of Conduct, Contract of Employment, Grievance Procedure Form, Disciplinary Procedure, Warning Letters			
D	**Training & Development**			
1	Ability to maintain & track pre-determined career development goals			
2	Capture skill development needs for staff			
3	Create a Training plan for each employee			
4	Ability to create course & schedules			
5	Record courses attended & their evaluation			
6	Integrate training module to budgets, Requisition & Appraisal			
7	Ability to create a consolidated training calendar or schedule			
8	Allow administrative tasks; create course, book a venue, book a facilitator, book transport			
9	Ability to pick training participants from the list of employees			
10	Ability to obtain training feedback, reports (after training), evaluation/assessment			
E	**Succession Planning**			
1	Ability to identify potential successors to particular positions			
2	Identify skills gap & link to the Training & Development module			
3	Manage coaching & mentorship while tracking progress			
F	**Separation**			
1	Capture exit interview			
2	Online staff clearance form with comments & approvals by different departments			
3	Ability to specify reason for separation			
4	Manage handover including release of allocated company assets			
5	Exit checklist; freeze payroll, pension, medical insurance, etc			
6	Ability to re-engage or re-instate an staff who had already exited			
7	Calculate the final pay cheque			
G	**Performance Management**			
1	Ability to list the organizational objectives which are linked to the Vision & Strategy			
2	Ability to list & edit departmental objectives derived from organisational objectives			

3	Setting of targets, submission dates, mid review & final review together with plan of action on existing gaps		
4	Ability to set goals and performance plans for each employee with approval workflows		
5	Ability to describe Key Result Areas (KRA) when setting goals		
6	Ability to conduct performance appraisals (360/Balanced Score Card) with weights assigned against each goal & results recorded.		
7	Maintain historical info for an employee's performance including review dates & outcomes		
8	Maintain history of promotions & demotions, including effective date, amount of pay change, reason for promotion/demotion		
9	Create appraisal cycles/calendar; Quarterly, Semi-annual, Annual		
10	Restrict access to appraisal info to only relevant personnel. Only HR & line managers should have access to their staff appraisals. Staff should only access their current & previous appraisals		
11	Ability for staff to fill an online self-appraisal		
12	Ability to capture training needs arising from the appraisal & link them to the training module to feed into the training needs assessment report		
13	Ability to capture mitigating factors for non-performance		
14	To enforce discussions between line managers and staff on appraisal result, the system should have the ability for both the manager & staff to indicate on the system that the discussion has taken place		
H	**Recruitment, Selection & Induction**		
1	Ability to track & maintain vacancy related Information		
2	Vacant & filled positions as per organograms		
3	Details of vacant positions, such as grades, required qualifications, skill sets etc		
4	Store application details; Bio data, address, confidential details, employment history, current salary, employee qualifications, photos, academic certificates,		
5	Ability to track & maintain recruitment costs e.g Consultant or Agency fee, advertising, placement fee, hiring, and any other costs		
6	Automatic letter & notification generation to applicants		
7	Support attachment & retrieval of files & documents		
8	Maintain induction checklist		
9	Maintain register of applicants for future vacancies		
10	Display history/log of all stages of the recruitment process		
11	Generate statistics; Total applicants; Source (internal & external), Status (Applied, Approved, Regret), Gender, County		
I	**EMPLOYEE SELF SERVICE (ESS)**		
1	Provide staff channel (Web/Mobile) & integrate to the backend (ERP)		

2	Activate account; link is sent to staff email to activate their ESS account		
3	Login; support 2-factor authentication e.g OTP		
4	Profile; staff can view their own profile – Photo, Bio, Next of Kin, Beneficiaries, Qualifications, Membership, allocated assets, etc		
5	Leave; view balance, apply leave, track status,		
6	Downloads; Payslip (with E-Stamp), P9 Report, Pension statement, Appraisal reports, Training Calendar, Company policies		
7	Have controls so that an employee can ONLY view their OWN report		

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3L9: PAYROLL MANAGEMENT

	Requirement	Doable? (Yes/No)	Brief comments
1	Integration with key modules such as Personnel, Finance, budgets and General ledger		
2	System should be able to auto allocate payroll costs to GL accounts		
3	Integrate with external applications such as bank payment applications, EFT, etc		
4	Ability to specify payroll period i.e. weekly, fortnightly & monthly		
5	Capture & calculate payroll related info on one or more employees e.g Basic Pay, Deductions, Taxes, Pension, Formulae, Recurring transactions, Balances (Increasing & Reducing), etc		
6	Provide various payment modes (Bank, Mpesa, Cheque, EFT)		
7	Handle instances where deductions are greater than the gross pay		
8	Prevent additional payroll calculation once complete & authorized		
9	Handle & track balance (reducing & increasing) transactions		
10	Maintain archive of previous payment details for no less than 5 years		
11	Ability to run payroll for a single/all employees		
12	Period management; have only one open payroll period at a time		
13	Capture & auto-calculate statutory deductions e.g NSSF, NHIF, PAYE		
14	Ability to stop/freeze a particular deduction for the next period		
15	Capture Earnings e.g commission, overtime, house allowance, phone allowance etc		
16	Avail vital employee reports via Email or ESS portal e.g Payslips, P9		
17	Generate payroll management reports		
18	Integrate to Time & Attendance system to pick staff daily clock-in & clock-out		

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3L10: PRACTICE STANDARDS

	Requirement	Doable? (Yes/No)	Brief comments
A	**Policy Documents**		

	Create links to these policy documents;
	    1) Advocates act
	    2) LSK dress code
	    3) LSK code of conduct
	    4) Advocates practice rules 1966
	    5) LSK general regulations of 2020
	    6) Standard Operating Procedure (SOP)		

B	**Registration**		
1	Ability to maintain records of all registrations.		

2	Ability to setup categories of registrations;
	    a) Law Firm
	    b) Association
	    c) Legal consultancy
	    d) Foreign Advocate		

3	Applicant shall fill details for selected category on an online platform		
4	Attach, if necessary, required documents & submit		
5	Users shall review & Approve; Maker-Checker		
6	Auto generate a serialized letter of "No Objection"		
7	Applicant is notified with a link to the pdf letter		
8	Integrate to Business Registration System (BRS) to push data to initiate formal registration or pull data upon completion of registration.		
C	**Compliance**		
1	Access register of all law firms in the Business Registration System (BRS)		
2	Create a checklist for compliance parameters of the firms		
3	Setup a calendar/schedule of inspection for different regions		
4	Generate reminder notifications for due or overdue inspections		
5	Create template for inspection of firms		
D	**Pre-Trial (malpractices)**		
1	Set Objectives Pre-trial sets the stage for a systematic & fair inquiry in respect of a rule violation. System to provide setup to guide on objectives; a) To do a preliminary investigation		

	b) To suspend the service pending enquiry, if necessary. c) To issue a charge sheet. d) To obtain letter of explanation and make decisions based on it. e) To conduct a formal inquiry		
2	Complainant Ability to capture the Source of allegation, Complainant or Informer; a) Court b) Client c) Public d) Colleague e) Authorities		
3	Initiate (incident reporting) Create an online platform to collect & record facts in respect of; i. Who is the complainant – option for anonymous ii. Who is the accused advocate(s)? iii. What rule has been violated? iv. When & Where did it happen? v. Details or statement of occurrence vi. Are there any witnesses?		
4	Charge Sheet A letter issued by LSK to the accused Advocate who is expected to respond within a prescribed time; i. Advocate details (P105 No, Full Name) ii. Date & Time; when? iii. Place; where? iv. Accusation; what happened? v. Rule violation; which rule was broken? vi. Impact; Qualitative or Quantitative effects vii. Response Date; stipulated time frame for response viii. Receiving Address; who will receive the response?		
E	**Case Trial**		
1	Should the pre-trial stage lead to a case against the accused, Practice & Standards shall capture comments, recommendations or attachments		
2	Create a workflow for escalation of the matter to Compliance & Ethics for the Trial process.		
F	**Sensitization**		
1	Create courses or training sessions (no CPD points) with topical areas in the format of lectures & seminars; a) Program Name b) Objectives c) Expected outcomes d) Target audience e) Time Allocation (Start, End) f) Mode (Virtual, In-Person) g) Facilitator/Provider h) Course Content		

	i) Learning Method j) Venue		
2	Integrate with Procurement for setup & requisition of items & logistics.		
3	Access to general info on training requested (submitted) by members		
4	Feature to create calendar of activities carried out across the year		
5	Booking; system shall utilize/reuse the booking feature in the CPD module. However, member shall not make payment for booking.		
G	**Integrations (internal)**		
1	Member services – access register of Advocates		
2	Compliance & Ethics – escalation & trial of cases		
3	Executive – for Approval Workflows		
H	**Integrations (External)**		
1	Business Registration System – data exchange between ERP & BRS		
2	Police & ODPP – Generation, exchange & attachment of documents e.g Statements, Standard letters		
3	Kenya School of Law (KSL) – creation of content & events for sensitization of young lawyers		
I	**Workflow Approval**		
1	Support a Maker-Checker architecture for process approval		
2	A staff within the Directorate Initiates, HOD Reviews & CEO Approves		
3	Escalation, beyond CEO, goes to Council for certain approvals e.g Budgets, Law firm Names not within Law, Registration of Foreign Advocates, Filing of law suits, etc		
4	Create a setup for documents & processes to set approval levels, limits & approvers		
J	**Dashboards & Reports**		
1	Ability to generate statistical data & reports on the following aspects;		
2	Foreign Advocates admitted		
3	Letters of no objection		
4	Registration of Associations e.g GEMA		
5	Report on masquerade "Advocates"		
6	Registered Legal consultancies i.e Non-practising firms/advocates		
7	Report of compliance status of law firms		

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3L11: PARLIAMENTARY

	Requirement	Doable? (Yes/No)	Brief comments
A	**Bill Notices**		
1	Integrate to parliament platform to pick details about a Bill; currently, a memo (summarizing Bill) is dispatched from parliament to LSK		
2	System shall generate a notice (template) for members		
3	The notice shall undergo an approval process		
4	Members shall receive a message with the link to the notice		
B	**Survey & Feedback**		
1	Create a dynamic feature to create templates for survey		
2	Ability to categorize input as guiding questions for Bills		
3	Platform shall include star-rating feature for feedback		
C	**Member Profile**		
1	Provide link to available bill notices on Member's profile (Web/App)		
2	Show number of bills a member has participated in		
3	Color code profile or show special badges for members who have participated in bills		
D	**Integrations**		
1	Member services – access register of Advocates		
2	Communication		
3	Executive – for Approval Workflows		
4	Public Interest & Litigation (PIL)		
5	Continuous Professional Development (CPD)		
6	Practice Standards		
7	Parliament (Office of the Clerk)		
E	**Workflow Approval**		
1	Support a Maker-Checker architecture for process approval		
2	User shall Initiates, HOD Reviews & CEO Approves		
3	Escalation may go to Council for certain approvals		
4	Create a setup for approval levels, limits & approvers		
F	**Dashboards & Reports**		
1	Generate statistical data & reports on the following;		
2	Number of bills with LSK input		
3	No of bills per status e.g Passed, Failed, etc		
4	No of participants (members) per bill		
5	Generate a memo, from survey, to forward to parliament		

3L12: CHANNELS (MOBILE & WEB)

	Requirement	Doable? (Yes/No)	Brief comments
	Android & iOS. Avail same features on Web portal		
1	Launching page & entire theme must be in Corporate Colours, Logo & Font		
2	Use flat round icons to represent functionality; Banner, Contact, Services, Requests, Calendar, FAQ		
3	Banner; scrolling images in horizontal layout		
4	Contacts; flat & clickable icons with our Social media links		
5	Services; display info on services offered by LSK		
6	Calendar; display events pulled from backend		
7	FAQ; display list of questions & answers		
8	Access control; login, logout, pin reset, password policy		
9	Welcome; display text at the top upon login e.g "Good morning Monte"		
10	CPD Points; display cumulative CPD points earned		
11	Practicing Status; colour coded status of the advocate		
12	DCC Status; figure showing member's number of cases		
13	My Wallet; show balance of funds in member's account		
14	Book; allow member to book, pay & see history of events		
15	Apply; enable member to initiate application for services		
16	Payments; integrate to payment modes – wallet, C2B		
17	Self Service; member can access their own, Profile, Change PIN, Security questions, Notifications,		
18	Downloads; member ID card, Statement, Receipts, Certs		
19	Engage; members to Rate (star) & give Feedback (survey)		
20	Service Requests; Cancel/Transfer Booking, Register Firm, Raise Claim, Profile Change, Beneficiaries		
21	Quick Access; frequently used features by members		