

Student submitting form 1 (RPI)

As a student,
I want to submit an RPI form,
So that I can request to withhold/release my academic information.

Specific: Student requesting a certain form.

Measurable: Can submit or cannot submit

Achievable: Form creation and submission is a core part of HTML.

Relevant (5 Why's)

- UH has the form available for students to submit.

- It is required by law for universities to have it.

- It ensures students can control their privacy and own their own information.

- According to modern law and beliefs, privacy is a birthright.

- People don't like being unwillingly publicized.

Time-bound: Possible within one sprint

Student submitting form 2 (Early withdrawal)

As an international student,
I want to submit an Early Withdrawal form,
So that I can leave the UH system and/or the US.

Specific: Student requesting a certain form.

Measurable: Can submit or cannot submit

Achievable: Form creation and submission is a core part of HTML.

Relevant (5 Why's)

- An international student may need to fill out an Early Withdrawal form.

- They may need to leave the US during their academic career.

- The form allows students to leave without harming their academic status.

- Not every student should be expected to complete their degree.

- Medical leave, financial reasons, or family emergencies may force their hand.

Time-bound: Possible within one sprint

Student editing submission

As a student who previously submitted a form which has not been approved,
I want to edit my existing submission,
So that I can submit a form with the correct information.

Specific: A feature that is only available under certain conditions.

Measurable: Can edit or cannot edit

Achievable: Submitting an edited form is just form creation with extra processing.

Relevant (5 Why's)

- A student's original submission could have been returned.

- It could contain errors or missing information.

- All submissions cannot be expected to be perfect on the first try.

- Submitters may have mistyped or input inaccurate information.

- We are all only human.

Time-bound: Possible within one sprint

Student viewing submission status

As a student who previously submitted a form,
I want to view the status of my submission,
So that I can know whether it has been approved or not.

Specific: A certain type of student in a particular situation.

Measurable: Can see status or cannot see status

Achievable: Already would be viewable from the reviewer process

Relevant (5 Why's)

- A student must know if their form was approved.

- If their form was returned or otherwise not approved, they cannot continue.

- A returned form contains errors that prevent processing.

- Errors in a form may result in the form not actually being useful to the submitter.

- Typos or missing information may mean the form is not legally valid.

Time-bound: Easily possible if done after reviewer flow implementation.

Reviewer viewing pending submissions

As a reviewer,

I want to be able to see all pending submissions in a table,
So that I can approve or return them.

Specific: A selected role and a defined view.

Measurable: Can see pending submissions or not

Achievable: Submissions are already stored - would just need to display.

Relevant (5 Why's)

- A reviewer needs to see pending submissions.

- So they can do their job

- So forms can be properly processed

- So submitters can have their forms approved

- So students can accomplish what they desired from submitting their forms.

Time-bound: Quickly possible after implementation of submission systems.

Reviewer approving or returning

As a reviewer,
I want to approve or return pending forms,
So that students can fulfill their submission or correct any errors.

Specific: A certain role performing certain tasks.

Measurable: Can approve/return or not

Achievable: Can reuse actions taken during submission

Relevant (5 Why's)

- Reviewers must be able to review forms.

- Reviewed forms can be approved or returned

- Unreviewed forms block students from doing what they need to do.

- Universities must eventually approve submitted forms.

- It is legally required.

Time-bound: Possible within one sprint

Reviewer leaving notes

As a reviewer returning a form,
I want to send a note to the submitter,
So that they can know why the form was returned and what they should fix.

Specific: A certain role performing a certain task.

Measurable: Can add a note or cannot add a note

Achievable: Extension of reviewer approval/return flow

Relevant (5 Why's)

- A submitter should know what needs to be fixed.

- If they don't know, they cannot fix it.

- The submitter might not know what is wrong.

- They might have misunderstood, misread, or skipped a question.

- People make mistakes.

Time-bound: Easily possible after implementation of form approval/return.