**OUSL internship Management System – Requirements Gathering**

1. **General Information & Current Process:**
   1. Can you describe the current process for managing student internships, from application to end evaluation?
   2. What are the strengths of the current system (if any) that you'd like to retain?
   3. How many students participate in internships annually?
   4. How many staff members are involved in managing internships?
   5. What departments/faculties are most involved in internships?
   6. Who are the stakeholders during the process?
   7. What are the documents available which are used in current process ?

**2. Student-Related Requirements:**

* 1. What information do you collect from students applying for internships ( resume, result sheet, skills, area of interest)?
  2. How do you notify students about internship opportunities or application status?
  3. What kind of reporting or tracking do students need access to regarding their internship progress?
  4. Do students need to submit reports or other documentation during their internship? How is this currently handled? What would be ideal?
  5. Should the system allow students to request or select internships?

1. **Faculty/Supervisor-Related Requirements:**
   1. How do faculty members/supervisors currently approve or track student internships?
   2. How many login levels required with what kind of access levels
   3. What information do faculty members/supervisors need about student applicants? (Summary of CV, results etc)
   4. What reports need to generate?

3.5 Do you need any communication between stake holders within this system ? (Chat , Email , Notifications etc)

* 1. How do you currently handle the evaluation of student performance during internships? What are the criteria?
  2. Do faculty members/supervisors need to be able to upload any documents related to the internship (evaluation forms, feedback)?

1. **Administrative Staff Requirements:**
   1. What information do administrative staff need to track regarding students?
   2. What reports do administrative staff need to generate from the system (number of internships per department, student placement statistics)?
   3. How do you currently manage the process of matching students with internship opportunities?
   4. How do you handle communication with companies offering internships? Do the system need a interface for industrial personals to update their requirements / vacancies?
   5. How do you track internship agreements or other legal documents?
   6. What integration with existing university systems (Myousl) is required?
2. **Company/Industry Requirements (If Applicable):**
   1. What information do companies need to provide when offering internships?
   2. How do companies currently communicate with the university regarding internships?
   3. What information do companies need to receive about student applicants?
   4. What level of information and access we going to allow for them?
3. **Technical Requirements:**
   1. What are your preferred technology/ platforms?
   2. Are there any specific security requirements or compliance standards that need to be met?
   3. What are your expectations for system availability and performance? (how many users should be handle at the same time)
   4. Do you have existing hardware and infrastructure that can be utilized? If so what are they
4. **Future Considerations**
   1. Are there any future features or functionalities that you would like to consider for the system?