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**University of North Alabama**

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**Advising System  
Deployment Plan**

**Version 1.2**

Advising System	Version: 1.2
Deployment Plan	Date: 3/14/2023
<Advising System Deployment Plan>	

## Revision History

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# Deployment Plan

## 1. Introduction

This document describes planning process for the Deployment of the Advisement System.

### 1.1 Purpose

The purpose of this system is to provide advisement functions for the students, registrars, administrators, and advisors of the University of North Alabama.

### 1.2 Scope

Advisor can access the advisee's degree plans and schedules. They can check the courses and schedule of each semester, they can wave-off the prerequisites, if needed, and can add or drop courses for advisees.

Advisee can add or drop courses, schedule the courses, and can contact the advisor if required to change the course or class, they can examine their degree plans and profile.

Registrar can access and edit the course schedule, they can access the advisor information, update advisee's transcript, and can manage the records of advisee.

Administrator can access everything, they use the system to prepare reports and perform tasks of advisor, advisee, and registrars.

### 1.3 Definitions, Acronyms, and Abbreviations

UNA: The University of North Alabama.

Advisor: an employee who is responsible for assisting students with registering for and scheduling classes.

Advisee: a student who may add/drop courses, create course schedules, and view student account information (billing, financial aid, transcripts, etc.)

Registrar: an employee who is responsible for updating schedule, transcripts, semester classes, degree plans, evaluations, and student billing.

Administrator: an employee who has authority to complete any tasks that are performed by above three individuals and additionally prepare reports.

### 1.4 Overview

This document is organized by describing the specific steps taken for our deployment process. Factors include: Planning, Scheduling, Responsibilities, Resources, and Training. Each section has concrete details of how the deployment for this project will be achieved.

## 2. References

- Use-Case Specification Version 1.0
- Domain Model
- Analysis Model

## 3. Deployment Planning

Activities contributing to the deployment of this system include the following:

- Planning
- Prototype testing; including mobile app development and web design.
- Providing training to designated "Help Desk" team.
- Preparing tutorial videos and instruction manuals for users.

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### 3.1 Responsibilities

- Ensure system is responsive and functional.
- Ensure that the system is secure and runs properly without error.
- Ensure that the system is easily accessible to all users.
- Perform frequent testing to ensure proper function of the system.
- Ensure scheduled deadlines are met.
- System should be well presented and visualized properly to ensure readability.
- System will contain instructions for users that include informative video tutorials.
- Ensure frequent updates based off user feedback to maintain adequate performance.

### 3.2 Schedule

- **Planning the Deployment** (March 10-March 20): During this phase we will prioritize coming up with a concrete plan to deploy our new database.
- **Developing Support Material** (March 21-April 9<sup>th</sup>): The developing supporting material will include a variety of resources such as the tutorial videos, system access demonstration, and the use cases as a supporting reference. All of these materials will assist in users getting acclimated with the system's functionality.
- **Managing Acceptance Tests** (April 10<sup>th</sup>-April 25<sup>th</sup>):
  - Acceptance Testing at the Development and Deployment Site: The product will be deployed and developed virtually, so it will not take place at a physical site. If needed, the team can go onsite to the university's campus to do a thorough demonstration where UAT testing can take place in person. If the virtual option is preferred, all testing can be conducted over a series of days to ensure that the system is working properly for the end user.
- **Producing the Deployment Unit** (April 26<sup>th</sup>-May 15<sup>th</sup>): The Deployment Unit package consists of a build (an executable collection of components), documents (end-user support material and release notes) and installation artifacts. During this phase the product can be tested after doing the initial UAT testing. Once the testing has succeeded and all errors have been corrected, the deployment team will be able to move on to the next step.
- **Managing the Beta Program** (May 16<sup>th</sup>-June 11<sup>th</sup>): Beta testing is when you give a nearly finished product to a small group of your real users. This is a way to see how it performs and gather feedback before releasing it to your entire user base. Test participants should belong to the product's target audience and should complete their tasks in the real environment, not in a lab setting. During this phase, the deployment team will gather an internal group of UNA students, advisors, and billing employees to test out the new system.
- **Making the Product Accessible over the Internet** (June 11<sup>th</sup>-June 30<sup>th</sup>): Once all testing and bug correcting has been completed, the deployment team is now able to make the advising system available to all personnel within UNA. This would include all of the students and necessary employees.

### 4. Resources

- Tutorial Videos
  - Quality camera
  - Video editing software
  - YouTube

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- System Access
  - Quality internet/WiFi
  - Computer/Laptop/Mobile Device

#### 4.1 Facilities

No specific facility is required. Users may be emailed a direct link to the site to test, or a direct link to download the mobile app. A “test room” may be utilized on campus (i.e. classroom or computer lab) for users to test function with designated developers.

#### 4.2 Hardware

No specific hardware is required for the system. Standard built-in hard drives for user devices are sufficient for the system.

#### 4.3 The Deployment Unit

Use-Case Specification Version 1.0

- Deployment Plan
- Mobile App

##### 4.3.1 Support Software

The system is primarily a web-based function that will not require additional software. Should the user wish to access the system on their mobile devices, the Advisement System app is required for mobile compatibility.

##### 4.3.2 Support Documentation

- Use Case Charts
  - Use case diagrams to show the flow of the advisement system functions per user-type.
- Organization Chart
  - Provides contact information for advisor, registrar, or advisement system Help Desk.
- FAQ Page
  - Addresses frequently asked questions pertaining to the system and to troubleshoot any minor uses.
- Tutorial Pages
  - In addition to the tutorial videos, users will be able to access step-by-step instructions for system functions.

##### 4.3.3 Support Personnel

Users will have access to a designated Help Desk, or an online assistant to work through any troubleshooting issues or to ask questions/submit feedback.

#### 5. Training

Training for this system will be three brief video tutorials, with voiceover, of the different uses of the system. The videos will be broken down from the perspective of the student, advisor, and the registrar. In each video, users will receive step-by-step instructions following the on-screen walk-through. The tutorial will cover all user-end functions of the system. No additional training will be required.