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| --- | --- | --- | --- |
| **P100 Business Need** | | | |
| Business Need Title: |  | | |
| Business Requestor: |  | | |
| Requestor Unit: |  | | |
| Sponsor Name: |  | | |
| Stakeholders (optional): |  | | |
| Date submitted (originally): | <YYYY MMM DD> | Ticket #: |  |
| IT Service Manager |  | PPM #: |  |

< **Instructions**

The purpose is to briefly describe a need as a Business Opportunity or a Business Process Improvement. This document is used to evaluate and prioritize work. More detailed instructions are provided in blue throughout this template. Delete all of these instructions from the final document >

# Business Need Description

**< Only Part A** should be completed and sent by the Business Requestor.>

## Business Need Statement

### Current Situation

< Describe the current situation to help make a clear justification for the initiative.  Include information such as:

Describe your current business activities.

*Indicate who participates in the business activities.*

*Describe the problem or opportunity you would like to address.*

Who is affected by your situation?

What do you want to do differently and why?

What system are you currently using and does it adequately support your process?>

# We are two PhD students in physics, Oulin Yu and Pierre-François Duc

# We set up a softbooking software which could be used by mcgill students and staff to softbook rooms which are not hardbook by McGill central reservation system (analog to display the schedule of classes for the coming week on the door of the room on printed sheet but with the possibility to include last minute changes and have an available room search engine)

# We met in 2016 with Kathleen Massey (the former registrar) and Anna Walsh (the current interim registrar, formeley working in Kathleen’s office) to present our project and it was agreed that it would be a plus for McGill student body and staff.

# We coded the software using Django and python 3.5, it works very well (we implemented automated test of the code as part of test based development coding scheme) . There is no password stored on our side, for confirmation, modification or cancellation of a softbooking we send an email with a link to the email address the person entered (need to be a @mcgil.ca or @mail.mcgill.ca one), the person click the link and gets redirected to the page.

In the most recent meeting (2017-11-17) some points were discussed and we agreed to implement the following changes or improvements of the software :

-Ask students purpose of booking the room

-Add a disclaimer that McGill retains right to the rooms at all times and that the person softbooking will be responsible for maintaining the room clean and will pay for damages (with tick box they need to tick before they click the booking button)

-Add information about the hard booking official way on the front page

-Tell security and cleaners about this culture change : student can be in rooms when there is no class

-Ask building directors which rooms are available for booking by students

The minimal requirement in terms of python packages is :

colorama==0.3.7

decorator==4.0.10

Django==1.10.1

ipdb==0.10.1

ipython==5.1.0

ipython-genutils==0.1.0

Naked==0.1.31

numpy==1.11.1

pickleshare==0.7.4

prompt-toolkit==1.0.8

Pygments==2.1.3

PyYAML==3.12

requests==2.11.1

shellescape==3.4.1

simplegeneric==0.8.1

six==1.10.0

traitlets==4.3.1

wcwidth==0.1.7

win-unicode-console==0.5

### Business Needs

< Briefly describe the overall business need that you are trying to fulfill as opposed to the solution that you are looking to implement.

For example,

“The department requires a more efficient and effective way of displaying information to the students and staff electronically.”

rather than:

“The department needs a newly designed website that feeds to a database that will be integrated with Banner.>

# We need to be able to send emails to users.

We need information about which rooms are available for softbooking on campus to

Once we have the latter we need to have a mechanism to share the information about the hard booked timeslots with our softbooking software.

We need to have a space to host a server.

We would need to know what are the typical schedule breakdown and the smallest time one can book a room for (ie is it 0800, 0900, 0100 or 0805, 08h45, 9h25 etc..; what are all the possible starting times and end times for bookings)

### Desired Key Functionality (Optional)

< **This section is optional.**

You can use this section to list any key functionality that the solution “must have”. Do not try to outline a solution; instead, only outline any desired functions that you may have already identified.

Specific solution requirements will be gathered at a later point.

Use bullet points.

For example:

* Calculate taxes;
* Keep the original for 1 year;
* Provide information on Academic Staff>

# We need to be able to send emails to users (we managed to do so with mailhost.mcgill.ca in the physics department, but they might be a better way).

We need to have a mechanism to update the (un)availability of the hardbooked rooms on banner (ie being able to get the state of theses rooms in a file that could be passed over to our software and would update the rooms availability), if possible something that could repeat every half an hour or hour.

We need a way to know which rooms are available for booking on campus and which specific fields we should create on our database for a room model (ie for example number of seats, building location, number, building director name)

We need to have a space to host server

### Business Need Complexity Evaluation

*<This section is to be filled out by the Portfolio Manager>*

|  |  |
| --- | --- |
| **Complexity Criteria:** | **True/False** |
| Is Development required on more than 1 system, OR |  |
| Is this a new technology or Service for McGill, OR |  |
| Does it require more than 20 person days of IT effort, OR |  |
| Does the need require new integration work, OR |  |
| Does the need require non-existing data, OR |  |
| Does the need impact major security concerns? |  |
|  |  |
| If all are “NO” then Technical Complexity is FALSE (F) |  |

< Portfolio Manager can add further comments or explanation about how the complexity was determined.>.