User Guide for Capstone Project Management System

**1. Introduction**

The Capstone Project Management System is a comprehensive digital platform designed to organize and streamline capstone projects in educational institutions. It enhances collaboration, submission, evaluation, and supervision processes across all academic levels.

**2. User Roles and Responsibilities**

|  |  |
| --- | --- |
| **Role** | **Responsibilities** |
| Student (Member) | Submit project phases, view supervisor feedback, and track personal progress. |
| Student (Team Leader) | Inherits member privileges, and additionally submits final reports and manages team progress. |
| Teacher (Class Supervisor) | Review and assess student submissions, provide written feedback. |
| Engineer (Class Supervisor) | Provide technical evaluation, validate reports, and offer feedback. |
| Head Engineer | Monitor all projects, ensure quality standards, and approve final reports. |
| School Deputy | Oversee the system performance across all classes, monitor feedback and send announcements. |
| Super Admin (School Director) | Manage all users, project phases, roles, system settings, and school-wide analytics. |

Ministry Admin Supervise multiple schools, view national-level reports, and issue regulations or public announcements.

**3. Core Features**

1. Role-based access control and customizable permissions
2. Dynamic project phase management across academic levels
3. Structured submission and review workflows
4. Smart dashboards tailored to user roles
5. Real-time notifications for deadlines and feedback
6. Team creation, invitations, and member management
7. Threaded in-system commenting and rubric-based evaluation
8. Auto-generated PDF reports for all submitted content
9. Secure file uploads with version tracking
10. Multi-school supervision and performance analytics for Ministry Admins
11. Administrative dashboards for Super Admins and Ministry officials
12. Configurable system settings (phases, roles, deadlines)
13. Announcement modules for school-wide or national communication

**4. System Access and Technology**

The system is accessible via web browsers on desktop and tablet devices.

Frontend: React

Backend: .NET Core

Database: SQL Server

Security: Role-based access and regular backups

**5. Expected Benefits**

Clear timelines and requirements for students

Centralized access to student work for supervisors

Transparent progress tracking for school management

Automated notifications to reduce delays

Improved quality through structured evaluation and feedback

**6. Optional Features (Future Enhancements)**

Email and SMS notifications

Parent/guardian portal

Report export to Excel or student information systems

**7. Page Overview by Role**

**Student (Member and Team Leader)**

* Dashboard: Shows current project status, deadlines, and feedback
* Submit Phase: Upload files and notes per phase
* Feedback Page: View supervisor comments
* Notifications Page: See upcoming deadlines and alerts
* **(Team Leader Only):** Final report submission and team member progress view

**Teacher / Engineer**

* Dashboard: Overview of assigned teams and their progress
* Team List Page: Filter and review teams by class or phase
* Submission Review Page: View student submissions and give feedback
* Report Review Page: Evaluate final team reports

**Head Engineer**

* Access to all project teams across the school
* Detailed analytics and statistics on submissions and feedback
* View and audit all feedback provided by staff

**School Deputy**

* Full school-wide dashboard
* Analytics and reporting on submissions and staff activity
* Announcement tool for students and staff
* Optional administrative settings access

**Super Admin (School Director)**

* Full access to all dashboards, users, reports, and settings
* Responsible for configuring academic years, phases, roles, and deadlines
* Cannot act on behalf of students

**Ministry Admin**

* National-level monitoring across all institutions
* Read-only or full access to data (depending on permissions)
* Export performance data in PDF or Excel
* Send national regulations and public announcements
* Cannot submit student work