

Future Kings Mentoring

Executive Summary

Community Partner

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Background

Future Kings Mentoring is a non-profit organization with a mission to “cultivate and develop male-identifying black youth into realizing they are Future Kings.” The organization serves the greater Pittsburgh area and provides mentorship opportunities to kids through workshops and activities. Their goal is to form these pupils into young successful leaders in their careers, in their communities, and in their worlds.

Project Description

Project Opportunity

Future Kings Mentoring thrives on robust leadership and deep connections with mentees but struggles with organizational inefficiencies in routine tasks. Their current use of their document management system, Microsoft SharePoint, does not fully utilize its capabilities and has become cumbersome. This has resulted in laborious manual management of tens of thousands of files and hundreds of forms. This inefficiency underscores the urgent need for streamlined processes and advanced digital tools to enhance the organization’s operations.

Project Vision

Our project vision is to create an organized and automated environment for Future Kings Mentoring, enabling the organization to minimize time spent on mundane and manual tasks. This shift will free up valuable time, allowing staff to focus on critical activities such as developing workshops and securing grants. By implementing proper file tagging and automation, fully leveraging SharePoint features, we aim to simplify tasks such as aggregating survey data, locating specific files, and accessing historical documents, thereby streamlining operations, and enhancing productivity.

Project Outcomes

Our primary project outcome was an organized SharePoint that better leverages the available features, as well as an automated workflow for collecting mentee information. The SharePoint now features several best practices including proper file tagging and filtering functionality as well as naming conventions and clear folder structure. Additionally, multiple training sessions were conducted with Future Kings Mentoring to onboard them onto the system and leave them with the tools to onboard new members on their own given the wealth of documentation that we left behind.

Project Deliverables

Future Kings Mentoring was left with a restructured SharePoint environment as well as a forms aggregation system using PowerBI. The restructured SharePoint includes a new home landing page, including links, images, and embedded documents for quick access upon members arriving on the SharePoint. A similar page was also left for organizing and creating workshops.

Within the folders themselves include new metadata tags, folders, document sets, content types, as well as detailed documentation on how to leverage these features to enhance accessibility and efficiency.

Recommendations

While the current changes have significantly improved the file organization, SharePoint environment, and data analysis capabilities, there are additional opportunities for further enhancements.

We highly recommend eventually switching to using multiple sites for each section of the organization. Especially as FKM continues to grow, it allows for further separation of concerns, as well as better control over permissions. In the same vein, as the amount of content grows, it would be beneficial to create separate document libraries for different types of content (e.g., workshops, media, guides). This approach can provide additional organizational benefits and facilitate more granular permissions and security settings.

Student Consulting Team

Zhiheng Ye - served as a quality assurance lead. Is a fourth-year student studying Information Systems, Computer Science and Artificial Intelligence.

Ireoluwa Alarape - served as technical researcher and led documentation efforts. He is a third-year student studying Information Systems, Computer Science and Language Technologies.

Matthew Leboffe - is a third-year student studying Information Systems, Computer Science, and Software Engineering. He is dedicated to facilitating meetings with both advisors and clients, as well as managing client relationships effectively.