**Requirements Plan**

**Primary Stakeholders:**

**Trea Kimball** - Curriculum and Assessment Specialist

**Deb Stencil** - Interim Vice President of Academics

**Lyz Hasset** - Academic Assistant (Keeps track of TSA Documentation.)

**Secondary Stakeholders:**

**Jennifer Conwell** - Registrar

**Al Javoroski** - Dean of Advanced Manufacturing (Has sent in several TSA documents and has a good working knowledge of the history and reasoning behind TSA purposes)

**Kris Buss -** Departmental Administrative Assistants who place the TSA scores into PeopleSoft Client Reporter.

**Angie Steltenpohl -** Departmental Administrative Assistants who place the TSA scores into PeopleSoft Client Reporter.

**Carrie Becker -** Departmental Administrative Assistants who place the TSA scores into PeopleSoft Client Reporter.

**Dawn Baker -** Departmental Administrative Assistants who place the TSA scores into PeopleSoft Client Reporter.

**Chelle Matthews -** Departmental Administrative Assistants who place the TSA scores into PeopleSoft Client Reporter.

**Tammy Krueger -** Departmental Administrative Assistants who place the TSA scores into PeopleSoft Client Reporter.

**Initial Questions:**

1. What problem are we trying to solve by developing this software?
2. What unique value or unique feature will this provide for you?
3. Who are key stakeholders and users?
4. Can you give an example of something you would like developed?
   1. What could it do to make things easier for you?
   2. What could it look like?
   3. What would it improve for you?
5. How do you currently perform the steps to complete TSA documents?
6. How do you want to handle security?
   1. Should users be created by administrators?
   2. Should users be allowed to create their own accounts?
   3. How should authentication be handled?
7. Will only the admins have the ability to edit data after initial submission or can each user do it?
8. Who will use the system and would their roles look like?
   1. Admin users
   2. Faculty users
   3. Staff users
   4. Read-only users
9. What happens once the form is filled in and submitted?
10. How are the results submitted?
    1. Batch? Individually?
    2. EDI?
    3. Encryption?
11. What are the current problems being faced today without the system?
12. What kind of information should be captured and stored?
13. Would this information be subject to potential auditing?
    1. If so: What can we do to make this process easier?
14. How should archived data be handled?
15. How often will you use this system throughout the semester?
16. What are some daily functions you may need?
17. What brand requirement or restrictions are there, if any?
18. Are there any specific features you would like included?
19. Are there any specific features you would like excluded?
20. Is there a certain time nobody will be using the system for maintenance?
21. What would you define as success for this project?

**Question Deliverance:**

Currently, the plan is asking the same list of questions to each Primary Stakeholder (If Attendance is 100%) at the 09/13/2018 Meeting. Each questions results will be recorded per member’s answer.

Questions may evolve depending on responses from the Stakeholders/Customers. If a question evolves, it will be explored to record as much information as possible.

**Comparable Products/Websites:**

* <https://www.pcc.edu/resources/academic/TSA-TechnicalSkillAssessments.html>
* <http://www.minnstate.edu/system/cte/technicalassistance/Technical-Skills-Assessment.html>
* <https://wsutech.edu/technical-skills-assessment/>

**Additional Notes:**

**Four Users**

* **Administration** - Will oversee and maintain the system.
* **Faculty Users** - Will primarily be in charge of entering information into the system. Example: Instructors
* **Staff Users** - Another role to enter outcomes and classes. Example: Secretaries
* **Read-Only** - Have limited functionality within the system. May view but not edit various things.

Watch Lyz report it?

Talk to the instructors

Questionnaire for instructors

Web based app

User administration done using database

Salt pepper

Secure sha