

**University of Victoria (Team 7)**

**Study Room Booker**

**Request for Proposal**

**Version 1.1**

**September 17th, 2019**

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## Request for Proposal

*Project Version 1.1*

### Document History

Version	When	Who	What
1.0	2019-09-14	University of Victoria	Initial Drafting
1.1	2019-09-17	University of Victoria	Final Drafting

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### 1.0 Problem Description

Study rooms are available in several buildings across the University of Victoria (UVic) campus for project work, group study and exam study. They are particularly useful for students studying for midterm or final exams and end up in high demand several times during a semester. This demand forces some students to spend a lot of time inefficiently searching for a room instead of studying. It also means that some students get forced to leave rooms because they were unaware that they had been booked. These issues stem from the ambiguity of the current booking system for study rooms. Each department has its own distinct web page and the mobile version of each page is very unintuitive. There are many rooms on campus that could be used by students that cannot be found due to this ambiguity.

### 2.0 Project Objectives

The University of Victoria wants to give students a platform to locate study rooms across all UVic buildings. This new solution must:

- Reduce time required to find rooms
- Improve the experience in finding a study space
- Organise prioritisation of specific groups over single occupancy
- Consolidate all buildings booking systems into one platform

The solution system should contain a user interface for booking, searching, and viewing availability. The interface must be optimized for all mobile platforms (iOS, Android and others). It must display detailed study room information; complete building name, room number, and clear distinction between available rooms and rooms that are occupied. The interface must also include a room/building search feature and an account log in system.

### 3.0 Current System(s)

Currently, the University of Victoria utilises a discrete system in which the study rooms for different buildings on the campus have to be booked by those buildings' websites. The booking websites are designed for use on a desktop or laptop. Students book a room based on the building and duration of time within which they want to study. Booking may be done by a student up to a week in advance with only one booking allowed per day. If a booked room is not occupied within fifteen minutes of the reserved time, then the booking is considered voided and is deleted from the system by faculty.

### 4.0 Intended users and their interaction with the system

The study rooms are mainly used by the undergraduate and graduate students. They will be booking to study in groups and with one another. The user can use the system to efficiently find close available study rooms to them. As well as knowing which study rooms are booked for the future so they can effectively plan their study schedule.

The faculty will predictably use the system minimally, but in the case that they need to schedule extra time with a student, or intend to have small working groups in a private room, faculty could use the system. The by-product of this usage is minute will have little impact on our primary users, students.

### 5.0 Known interaction with other systems within or outside the client organization

The consolidation of the study rooms into one system would alleviate time and other resources from each individual department. Rather than monitoring room usage, the system itself would motivate students to regularly book and be on top of their study room availability.

This product would also free up space in the library, and other study areas around campus. With the study rooms being used more effectively, the need for open air study locations become less, opening up space for those looking for a casual place to study.

The site will also be connected to the UVic main site and resources, and will be used through these sites and could be accessed by anyone linked to the school.

### 6.0 Known constraints to development

This project has constraints regarding who can use the system and when the system can be used. For the function of the solution system to be successful they must be met.

#### *Multiple Users Should Not Be Able To Book The Same Room At The Same Time*

Only a single student may book a room at a time, regardless of the size of the group they are booking for. The University of Victoria does not have room to resolve double bookings, so each room may only be booked by a single person.

#### *Known Bookings Must Update Regularly (Less Than Two Minutes) and Contain All Available Rooms Across Campus*

We would like users to be able to know when rooms are already booked and which ones are available, anywhere on campus. This viewable schedule must be up to date with all bookings as regularly as possible. If users refresh the page, it should include any changes that have been made.

#### *The Rooms Should Not Be Open When Buildings Are Closed*

Study rooms should not be available to be booked or marked as open when the building the room is located in is closed, including evenings and holidays.

### 7.0 Project Schedule

	Task Name	Start Date	End Date	Duration	Assigned To	Percent Complete
1	Release RFP to Market	2019-09-10	2019-09-17	1 Week	UVic	100%

2	1 <sup>st</sup> Client Meeting (Requirements Elicitation)	2019-09-24	2019-09-24	1.5 Hours	UVic And Designer Company	0%
3	RD 1.0	2019-09-24	2019-09-30	1 Week	Designer Company	0%
4	RD 1.1	2019-09-30	2019-10-02	2 Days	UVic	0%
5	2 <sup>nd</sup> Client Meeting (RD1.0 Feedback)	2019-10-03	2019-10-03	1.5 Hours	UVic And Designer Company	0%
6	RSD 1.0	2019-10-03	2019-10-15	1 Week and 5 Days	Designer Company	0%
7	RSD 1.1	2019-10-15	2019-10-17	2 Days	UVic	0%
8	RSD 2.0	2019-10-17	2019-10-29	2 Days	Designer Company	0%
9	Lo-Fi UI Mock-ups	2019-10-29	2019-11-5	1 Week	Designer Company	0%
10	3 <sup>rd</sup> Client Meeting (Prototype Demo)	2019-11-05	2019-11-5	1.5 Hours	UVic And Designer Company	0%
11	RSD 3.0	2019-11-05	2019-11-14	1 Week and 2 Days	Designer Company	0%
12	RSD 3.1	2019-11-14	2019-11-17	3 Days	UVic	0%
13	RSD Final	2019-11-17	2019-11-25	1 Week and 1 Day	Designer Company	0%
14	Release Product	2019-11-25	2019-12-02	1 Week	UVic And Designer Company	0%

## 8.0 Project team

The UVic members assigned to this project includes seven members with a variety of backgrounds at UVic. Contact information and the list of members can be found below.

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## 9.0 Glossary of terms

Term	Definition
Booking	Reservation of an area that will be used for study
Mobile platforms	The hardware and software developed for portable devices such as laptops, tablets, and smartphones.