

PRE-INTERVIEW CONSENT FORM

This form obtains your consent to allow the interviewers, Elmer Felisilda, Daisy Borbe, and Rechelle Golimlim, to record this interview for documentation purposes as part of the Capstone project process for academic purposes. To help you prepare with this interview, we have supplied the interview questions as follows:

Interview Questions

Relevant Figures

- What is the average count of students enrolled at NSDAPS' main and SHS campus?
- What is the total count of employees, both teaching and non-teaching, that is currently active in NSDAPS' main and SHS campus?
- How many classrooms are there at NSDAPS' main campus?
- How many classrooms are there at NSDAPS' SHS campus?
- Does the school share resource and facilities?
- What is the total count of employees that work under the General Services Unit?
 - How many of which work at NSDAPS' main campus?
 - How many of which work at NSDAPS' SHS campus?
- What instance have you experienced where there were significant time spent processing requests?

Proposed System

- Would you like the website to include multiuser support, so that other departments would be able to access and interact with the system?
- Should teachers be able to create reservations directly?
- Should students and the general public be able to create reservations?
 - Should they be granted permission to view the interactive map?
- Should requesters stop by the administration / student affairs office first before the requested schedule is created, or should they be able to create a request that would be approved by the administration before arriving to you for final approval?
- What kind of reports would you like the system to generate?
- Do you agree with the proposed account management module of the system?
- Do you agree with the proposed schedule management module of the system?
- Do you agree with the proposed interactive map and map editor module of the system?
- Do you agree with the proposed reports generation module of the system?
- Are there any features/functions discussed that you want to be removed/modified?
- Are there any features/functions that you want to be added?
- Do you have specific requirements on the modules discussed?

Expectations

- Do you believe that the proposed system will benefit the General Services Unit and the school?
- If the system works well, how would it change the room reservation routine of the school?

Consent and Confirmation

I, _____, hereby confirm that:

- I understand the purpose of this interview and topics that will be discussed.
- All answers provided during this interview are truthful and complete to the best of my knowledge.
- I consent on having this interview audio recorded for the purpose of documentation and transcription by the interviewers for their IT Capstone Project.

Interviewee signature

Date signed

