

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

Current System Context

- Could you describe the current process of reserving rooms and facilities for school events and activities? What is the current method of recording and tracking room availability in the school?
- Who is responsible for managing room requests and assignments?
- How are student-initiated and teacher-initiated room requests and permits handled?
 - What is the current process of receiving, handling, and tracking these requests?
 - How is the approval or rejection of requests communicated to the requesters?
- Had there been any instances of parties outside the school (such as the church) using the school's rooms and facilities?
 - Are their requests also subject to the same process as those of the teachers and students?
- Does the method of room management and tracking in the main campus apply to the annex campus as well? Or does it have its own processes?
- What are the most common types of events or activities that require room and facility reservations?
- Had there been any instances of conflicts in scheduled use?
 - How are they handled and communicated to everyone involved?

System Issues

- What are the biggest challenges or frustrations that staff face with the current room and facility management process?
- How much time is typically spent in processing room and facility reservation requests?
 - How about the time spent in handling scheduling conflicts?
- Are there difficulties in tracking room and facility usage or generating reports?
- Do you see the use of a digital web-based room and facility management system as a potential improvement in the school's operations?

Future collaboration

- Are you willing to collaborate with us in the creation of a web-based system for room management in Nuestra Señora De Aranzazu Parochial School?
- How do you prefer to communicate and receive updates?
- Who is the best point of contact for project updates?
- How often do you want to be updated regarding the project status?
- What are your expectations for the final product and implementation?

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

