

SUPPLEMENTARY SCHEDULE MANAGEMENT SYSTEM RELEASE PLAN DOCUMENT

- **Introduction:**

The initial version of the system is proposed to be divided into two releases.

- **First Release:**

- **Basic Details:**

This release should contain the following system features:

1. Supplementary schedule formulation.

- **Version Changes:**

Since this is the first release of the supplementary schedule management system, there will not be any version changes.

- **People Affected:**

Members of the Registrar's office will need to adapt to the new system. Following are the training options:

- **How to upload an excel document:**

The excel document must:

1. Be in the ".xlsx" format.
2. Ensure that the material names are spelled appropriately.
3. The user is required to enter 1s for supplemental materials, which indicates that the student failed the exam.

- **Techniques for setting the start date:**

The following rules must be followed when providing the starting date:

1. It must not begin with a date that is earlier than the current date.
2. Choose a day other than Friday to begin with.
 - **How to include a common material with its date:**
1. The common materials must be accurately written with the same name as it appears in the excel file.
2. Choose a date that is not earlier than the present day or the start of the exams.
3. The beginning dates of any two distinct materials cannot coincide.
4. No two different materials may share the same name.

- **Second release:**
- **Basic Details:**

The second release of the system will be submitted after the users are adapted to the first release; this release should contain the following system feature:

1. Monitoring staff arrangement.
2. Exam hall arrangement.

- **Version Changes:**

Additional features will be added to the system.

- **Affected People:**

Registrar's office has to deal with the new additional features in the system.