

Project Coordinator Features:

1. Create and manage project cycles.
2. Define start and end dates for cycles.
3. Specify submission forms for each cycle.
4. Set the duration of reminders for weekly reports.
5. Monitor overall system settings.
6. Send system-wide announcements and updates.
7. Project dashboard for monitoring team progress.

Ambassador Lead Features:

1. List and manage active projects.
2. View details such as Microsoft Technologies involved, team name, team availability times, and required skills.
3. Create and manage project teams.
4. Specify team availability times and days.
5. Define required skills for team members.
6. Express interest in participating in a cycle.
7. Receive notifications when a new cycle is initiated.
8. Communicate with team members and project stakeholders.

Member Features:

1. Indicate interest in running for a cycle.
2. Request to be notified when a new cycle is launched.
3. Update personal profiles with skills and preferred Microsoft Technologies.
4. Provide information about the desired technologies to work with.
5. Receive notifications about cycle launches.
6. Engage in team communication through the platform.
7. View all the project teams in one space and can ask to join.

Other Features:

1. Skill-matching AI functionality for team formation.

2. Set Project team formation Stages (Looking for teammates, team complete, pending coordinators review)
3. User authentication and authorization.
4. Notifications for important events and updates.
5. Help and support resources for users. (Links to existing resources)

Out of Scope:

1. In-depth integration with external platforms beyond Microsoft 365. (GitHub Projects)

Key Stakeholders:

1. Microsoft Learn Student Ambassadors (End-users)
2. Project Team Members
3. Microsoft Learn Program Administrators