**Biology Safety IBC Log Book Project**

**Preliminary Version 1**

**09-21-2012**

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**System Vision Document**

**Problem Description**

The IBC formerly used Microsoft Access to store information, but due to the system conversion to eRA for Temple Research Administration, Access was disabled. The system storage reconstruction happened more than five years ago and the IBC was the only regulatory committee that was not given a place in eRA. The IBC record keeping remains primitive and inefficient, using paper and excel sheets to document their information. While not changing the process, they need web-based data entry and a query system with a database to store the information. IBC needs to meet the 21st Century before paper overhead becomes too cumbersome.

**System Capabilities**

This document identifies the required system capabilities to provide the IBC with a web-based database for managing Biosafety Registration Logs.

* User Interface
  + User friendly interface to interact with the entire web-based database
* Form entry
  + Registration Forms
  + Biosafety Seminar Forms
  + Protocol Request Forms
* Registration Logging
  + Generate an end of the day list of today’s log
* Cancellation Protocol
  + Interface to cancel Bio Safety Registration Submission

**Business Benefits**

The primary business benefits of these capabilities include:

* Electronically stored as opposed to paper file-cabinet storage
* Extensive Web-based Form entries that can be Created/Read/Updated/Deleted seamlessly
* Electronic Log reports generated from the Biosafety Submissions
* Biosafety Registration Submission Cancellation

**Checklist for Conducting an Interview**

**Before**

* Establish the objective for the interview, the database for IBC Log Book (Matt and Nikita)
* Determine correct user(s) to be involved (Nikita and Wera)
* Determine project team members to participate (Wera and Josh)
* Ensure all participants read and understand the task (Jon)
* Build a list of questions and issues to be discussed (all participants)
* Review relate documents and materials, all the forms (Jon and josh)
* Set the time and location (all participants)
* Inform all participants of objective, time, and locations (Matt)

**During**

* Dress appropriately in business attire (all participants)
* Arrive early and review questions (all participants)
* Introduction and explain about the interview (Matt)
* Asking questions (Matt and Nikita)
* Look for exception and error conditions (Josh and Jon)
* Probe for details (Wera)
* Take through notes (Wera)
* Identify and document unanswered items or open questions (Jon and Josh)
* Be alert for related sources mentioned in the interview (All participants)
* Leave contact information (Matt)

**After**

* Review notes for accuracy, completeness, and understanding (All participants)
* Transfer information to appropriate models and documents (Wera and Josh)
* Identify areas needing further clarification (Nikita)
* Thank the participants or send a thank-you note (Jon)
* Follow up on open and unanswered question. (Nikita)
* Assign next task to each participants (Matt)

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| --- |
| **Interview Questionnaire** |
| **Setting**  Objective of Interview  *Determine the IBC Log Book Process*  Date, Time, and Location  *TBD*  User Participants  *Mary B. Pultro, Institutional Biosafety Committee Coordinator*  Project Team Participants  *Matthew Shirley, Nikita Gmiryanky, Werawati Phang, Jonathan Marlo*  *Gampon, and Joshua Jodesty* |
| **Interview/Discussion**  What are the IBC’s Biosafety operations?  How are they performed?  What information is needed to perform these operations?  What functions do these operations fulfill?  Can you describe the Biosafety Registration processes?  What information is needed to perform these processes?  What functions do these operations fulfill?  Which IBC’s Biosafety operations does the Biosafety Registration Form (BRF) interact  with? Explain their interaction.  Which IBC’s Biosafety operations does the Biosafety Registration Log interact with?  Explain their interaction.  Which IBC’s Biosafety operations does the Biosafety Level 1 Registration Form  interact with? Explain their interaction.  Which IBC’s Biosafety operations does the Biosafety Registration Addendum A  interact with? Explain their interaction.  Can you describe the protocol amendment and renewal request processes?  What information is needed to perform these processes?  Which IBC’s Biosafety operations does protocol amendment and renewal requests  interact with? Explain their interaction.  What systems are currently in place (hardware and software)?  Do you have any preferred software for the system?  Can we have a list of reliable contacts for each subsystem that we could direct our specific questions?  Who will have access to which particular form or specific datasets?  Can you describe their roles and procedural relationships?  What was your original scope and future plans for this system? |
| **Follow-Up**  Important decisions    *Open Items not resolved*  *Date and time of next meeting*  *Additional notes* |

**First Client Email**

Hello Mrs. Pultro,

My name is Matthew Shirley. I am a senior Information Science and Technology student working with Rose McGinnis in conjunction with our systems analysis and design course. I will be leading a team of four other students in an effort to design the IBC Log Book that you have requested. I would like to meet with you at your earliest convenience to conduct formal introductions and gather the information we require to get this project underway. If you could be as kind as to let me know your availability next week, I can organize my team to meet with you at a time that does not conflict with your schedule.

Please feel free to contact me at any time through this process with questions or concerns. If phone conversations tend to be more convenient than emails for you, do not hesitate to contact me by the number in my signature.

I look forward to hearing from you,



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Matthew Shirley

President, Association of Computing Machinery

Information Science and Technology Major

Temple University

Mobile: [215-510-1710](tel:215-510-1710)

**Team Sign-off Sheet**

**Matthew Shirley**

**Nikita Gmirvansky**

**Werawati Phang**

**Jonathan Marlo Gampon**

**Joshua Jodesty**