National Teachers College
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National Museum of Fine Arts
Student Visitor Log
Plan and Prototype

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In partial fulfillment of the requirements for
Information Management

Submitted to
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I. Project Overview

1.1 What is the problem or need your project will address?

The project addresses the need for **operational efficiency and data accuracy** by migrating student visitor tracking from manual, paper-based logbooks to a streamlined, digital platform. This solves issues like long entry queues, data loss/illegibility, and the inability to quickly generate analytical reports needed for resource planning and educational program assessment.

1.2 Who are the users of your system?

- **Primary Users (System Operators)**

  These users are responsible for the daily operation and data entry into the system. Their primary need is speed, accuracy, and ease of use.

- **Secondary Users (Information Consumers)**

  These users interact with the system's outputs (reports and analytics) rather than the data entry module. Their primary need is actionable information and statistical insight.

- **Subjects of the Data (Student Visitors)**

  These are the entities whose information is being recorded. While they do not operate the system, their experience is directly impacted by the system's efficiency.

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1.3 What type of information will be managed?

- Student visitor information
    i) Name
    ii) Grade Level
    iii) Program Attended / SHS track
    iv) School Attended
- Visit Logs
    i) Date of Visit
    ii) Approximate Time of Entry
    iii) Approximate Time of Exit
- Feedback
    - What was the primary reason for your visit today?
    - Did you feel the museum successfully helped you understand the historical or cultural context behind the art?
    - How would you rate the general comfort level of the galleries (e.g., temperature, noise level, seating availability)?
    - How likely are you to recommend a visit to the National Museum of Fine Arts to a friend?
    - Do you have any suggestions for the museum to make the student experience better? (Optional)

II. Objectives of the Project

The primary goal of this project is to develop and implement a functional, robust, and user-centered information system that automates the tracking and management of student visitors at the National Museum of Fine Arts. The system must implement effective, reliable, and standardized methods to capture data on every student visit, including their school affiliation, the specific programs they engaged with, and the date/time of their visit.

This process standardizes and cleanses visitor data (school, program, date) by linking it to established institutional records, ensuring data integrity and consistency. The centralized repository then enables automated, real-time analysis—generating accurate reports on school participation and program popularity that were previously impossible to produce efficiently, transforming raw attendance figures into strategic, actionable intelligence for decision-making and resource allocation.

III. Scope and Limitations

The prototype system includes the following core functionalities, designed to meet the immediate needs of data capture and basic analysis:

3.1 Features of National Museum of Fine Arts Student Visitor Log Prototype

The prototype system includes the following core functionalities, designed to meet the immediate needs of data capture and basic analysis:

3.1.1 QR Code Deployment

A static QR code linking directly to the Google Form for rapid, self-guided data input by the visiting group coordinator.

3.1.2 Form-Based Data Capture

A structured Google Form interface ensuring all required School Master Data (e.g., School Name, Coordinator) and Visit Transaction Data (e.g., Student Count, Purpose) are entered.

3.1.3 Data Storage and Management (Google Sheets)

All entries are instantly stored in a single, organized Google Sheet, serving as the system's central database for visitor records.

3.1.4 Filtering and Sorting

Basic native Google Sheets functions (Filter Views) allow administrators to quickly sort and view records by criteria such as Date, School Name, or Group Size.

3.1.5 Data Export

The raw data can be easily exported to standard formats (e.g., .xlsx, .csv) for use in external analytical tools.

3.1.6 Basic Reporting and Analysis

Use of Google Sheets formulas to automatically calculate derived metrics

3.2 Features Not Included (for now)

Due to the nature of the Google Forms/Sheets platform, the following features—typical of a full-scale information system—are explicitly excluded from the current prototype:

3.2.1 Advanced Data Validation

The database is prone to receiving slightly different entries for the same school (e.g., "U of Manila" and "University of Manila"), complicating reports.

3.2.2 Real-time Data Update/Editing

Google Sheets does not provide a user-friendly interface for museum staff to click a record and update fields (like correcting a misspelled school name) without directly editing the raw spreadsheet.

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IV. Information Management Plan

Category	Description / Details
Data to Collect	○ Student visitor information v) Name vi) Grade Level vii) Program Attended / SHS track viii) School Attended ○ Visit Logs 4.1.1 Date of Visit 4.1.2 Approximate Time of Entry 4.1.3 Approximate Time of Exit ○ Short Museum Experience Feedback
Data Source	Student input via form
Data Storage	Google Sheets (Direct storage from Google Forms)
Data Retrieval	Search, filters, and automated report generation.
Data Security and Privacy	Data Minimization, Transparency & Consent,

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Backup and Recovery	Automatic backups(cloud/local), manual copies.
Ethical Use of Information	Respect for confidentiality, proper access permissions, compliance with institutional policies

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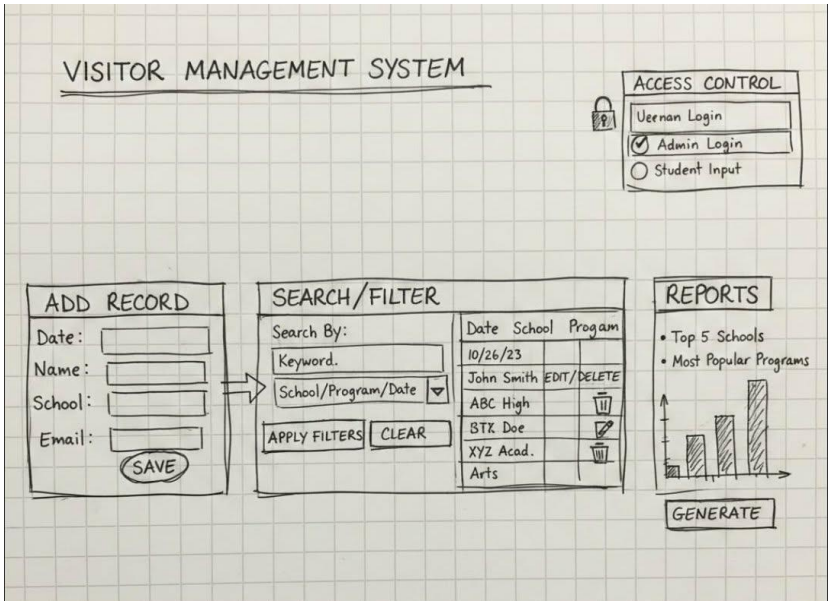
V. Prototype / System Design



5.1 Platform or tool to be used

Google Forms - Serves as the user-friendly input interface accessed via a dedicated QR code. It collects and validates the initial School Master Data and Visit Transaction Data.

Google Sheets - The relational spreadsheet database

5.2 Main Components of the Prototype

QR Code Integration – This is the main access mechanism that acts as link between the user and the Student Visitor Log.

Main Form (Google Form) – This is where the user will input their necessary data to be collected.

Database (Google Sheets) – This is where the data that Student Visitors submitted in the google forms are stored and analyzed.

VI. Implementation and Testing

This section outlines the strategy for ensuring the system functions correctly within the Google Forms/Sheets environment and details the expected outputs that solve the initial problem of poor data management.

6.1 QR Code Access Test

The developer will ensure that the QR Code is directly linked to the Google Form to ensure uninterrupted access, rapid form loading on user devices.

Sample Test: Scanning the QR code from a different device to make sure that it redirects to the correct Google Form.

6.2 Data Flow Test

The developer will ensure that every field submitted via the **Google Form** maps correctly to its corresponding column in the **Google Sheet**.

Sample Test: Submitting a known record (e.g., "Student A, University X") and verifying that the data is accurate and all data appears in the correct row/columns.

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VII. Reflection

We learned that effective Information Management is less dependent on complex, expensive software and more about designing a reliable, low-friction data pipeline. By using the QR code linked to Google Forms, we transformed a slow, unreliable paper process into an efficient digital log, proving that process optimization and data standardization are key to generating immediate, actionable insights for museum management. I realized that a functional system must prioritize the user experience of the data *providers* (the school coordinators) and the analytical needs of the data *consumers* (museum management).

Our project ensures ethical and responsible data handling primarily through data minimization and strict access control. We only collect necessary group contact details, explicitly avoiding individual student names to minimize the scope of sensitive data. Furthermore, all data is protected by Google's secure infrastructure, and we enforce strong organizational controls by limiting access to the raw Google Sheet solely to authorized personnel who must use two-factor authentication. We also include a clear privacy notice on the Google Form to ensure the coordinators provide informed consent for data use.