Requirements from Stakeholders

1. MUST HAVE
   1. BOE DATA IMPORT
   2. DESIGN DATA REPOSITORY
      1. Use microsoft SQL
      2. Separate and relational tables
   3. USER INTERFACE
      1. SCREEN TO VIEW PERSONAL TRAINING HISTORY
      2. SELF-REPORTING
      3. ADMIN SCREEN
   4. REPORTING
      1. INDIVIDUAL TRAINING HISTORY
         1. Should also be able to see reports from previous years
      2. AUTOMATED PDF GENERATION AND DISTRIBUTION
      3. USERS’ DASHBOARD: “QRYDATAENTRYDATABASE” QUERY
   5. BROWSER COMPATIBILITY
      1. IE 10/11/CHROME/FIREFOX
2. COULD HAVE
3. CARRY END CALCULATOR
4. VALIDATION
5. May be used for all employees in the future, not just appraisers
6. Keep Retired Employees status

Project Tools:  
-JIRA  
-Azure Cloud  
-GitHub (as needed)  
   
Infrastructure  
-MS SQL  
-PHP

-HTML5/CSS3

-JQuery?

-SSRS for SQL to PDF

Meeting Minutes at LA County Office of the Assessor  
-Appraisal training records and training database will need to capture records of 600 active appraisers. Currently looking for a means to handle the records and include reporting tools.  
-Long term goal; ability to capture everyone’s records including all classes taken, all classes failed and submit that to everyone.  
-Board of Equalization will have information once a month. BOE provides information in parallel to our records, however BOE’s records are the standard. Later request is to capture images of training  
   
Existing Structure: Currently we have existing MS Access, and the information is a one-way feed, with the raw data from BOE.  
Recommendation: Spin up MS SQL 2014 for project  
   
-When BOE provides the database, it contains information that Assessor does not capture, such as hours completed, running totals etc.  
-Primary Key in BOE Records: First Name, Last Name, Certification Number  
-Recommendation: Merge active directory and have duplicate keys: Certification Number and Employee Number. Create a table with certification number as primary key and the names and information from our Active Directory  
-Scheme will be able to support extensibility: main focus and scope will be for Appraisers, but later to include non-appraisers as well.  
-Certification numbers both temporary and permanent, but the Appraiser keeps the same certification number.  
   
-Access currently has 38,000 records  
-BOE’s records drop off retired appraisers , USC team will develop and decide method of appending data and transposing it to database  
-Synchronization: training staff does not want to maintain the database manually. Design a method to automate the process from BOE’s website. BOE has limited technical staff, FTP, etc may not be possible.  
   
For further enhancement, USC team can develop a method to handle the calculations to validate the numbers BOE provides. Decision is made to not recalculate the numbers BOE uses, and maintain their existing logic.   
-Additional feature will be for appraisal staff to view their training  
-Maintain and duplicate existing queries in Access  
-Develop reports and export templates to PDF  
   
Action Items  
-USC team will provide 1- Proof of Concept 2- Install PHP Manager on server 3-Complete non-disclosure forms (when available)  
-Assessor Team will 1- Prepare Azure Cloud Server 2- Install MS SQL 3- Prepare product backlog for Sprint #1 4-Provide supporting documentation to Professor Miller