

# Ambassador Log Requirements Document

Target release	01 May 2020										
Epic	Key	Summary	T	Created	Updated	Due	Assignee	Reporter	P	Status	Resolution
	EA-36	Debug and refine functions		Mar 02, 2020 15:19	Mar 02, 2020 15:19	Apr 17, 2020	Unassigned	Nicholis Wright		TO DO	Unresolved
	EA-35	Implement functions of ambassador log pages		Mar 02, 2020 15:17	Mar 02, 2020 15:18	Mar 19, 2020	Unassigned	Nicholis Wright		TO DO	Unresolved
	EA-34	Implement functions of Event pages		Mar 02, 2020 15:17	Mar 02, 2020 15:18	Mar 19, 2020	Unassigned	Nicholis Wright		TO DO	Unresolved
	EA-33	Implement sign-in page		Mar 02, 2020 15:16	Mar 02, 2020 15:18	Mar 19, 2020	Unassigned	Nicholis Wright		TO DO	Unresolved
	EA-32	Create user classes		Mar 02, 2020 15:16	Mar 02, 2020 15:18	Feb 19, 2020	Unassigned	Nicholis Wright		TO DO	Unresolved
	EA-29	Implement Calendar		Mar 02, 2020 15:14	Mar 02, 2020 15:18	Feb 19, 2020	Unassigned	Nicholis Wright		TO DO	Unresolved
	EA-28	Create the GUI		Mar 02, 2020 15:14	Mar 02, 2020 15:18	Feb 02, 2020	Unassigned	Nicholis Wright		TO DO	Unresolved
	7 issues										
Document status	FINAL										
Document owner	Nicholis Wright										
Designer	Nicholis Wright										
Tech lead	Nicholis Wright										
Technical writers	Nicholis Wright										
QA	Nicholis Wright										

## Objective

The goal of the FGCU Eagle Ambassadors is to encourage innovation and spark interest for the world of engineering in the eyes of the future of our society. By organizing running outreach events, the Outreach Specialist and her team of Ambassadors reach students all around Southwest Florida and show middle and high school age students the amazing things which can be done in the various fields of engineering.

The system used to schedule and track events, as well as tracking the contributions of the individual Eagle Ambassadors is time consuming and inefficient. By creating an all-in-one desktop program to schedule events and log service hours provided by the Ambassadors, the Outreach Specialist will have more time to commit to other projects while continuing to inspire students in the local area.

## Success metrics

Goal	Metric
The system should provide an easier way for the Outreach Specialist (OS) to track Ambassador service hours.	The OS is able to organize more events
A module for Ambassadors should be included which should provide an up to date list of all Ambassadors volunteering in the current semester as well as the hours they have volunteered for the current semester and overall.	Once implemented, the OS should not have to manually record service hours or manually create service hour reports.
The system should be completed and rolled out by April 1, 2020 to ensure all required information from the outreach specialist will be inputted and the system is operational by the following academic semester.	A complete system is provided to the OS to begin transferring Ambassador information. The system should be completely integrated by Fall 2020.



1	<p><b>EA-4</b> - Ambassadors are responsible for reporting their hours to the Outreach Specialist who is responsible for keeping track of said service hours and approving them through Eagle Career Link, FGCU's time management website. <b>TO DO</b></p>	<p><b>EA-17</b> - As an outreach specialist, I want a fast way to log hours so that I can spend time focusing on other tasks <b>TO DO</b></p>	HIGH	
2	<p><b>EA-14</b> - The system should be able to add events to the university's event calendar. <b>TO DO</b></p>	<p><b>EA-18</b> - As an outreach specialist, I want a more streamlined method to announce events so that attendance can increase. <b>TO DO</b></p>	MEDIUM	
3	<p><b>EA-50</b> - The system shall generate semester reports for total service contributions <b>TO DO</b></p>	<p><b>EA-19</b> - As an outreach specialist, I would like a report of all service hours completed to be generated at the end of each semester. <b>TO DO</b></p>	HIGH	
4	<p><b>EA-51</b> - The system shall display events in a calendar on the home page. <b>TO DO</b></p>	<p><b>EA-20</b> - As an outreach specialist, I want a main calendar where I can see all upcoming events so that I can see where other events may fit in. <b>TO DO</b></p>	HIGH	
5	<p><b>EA-48</b> - They system shall send reminders to Ambassadors who are signed up for an event <b>TO DO</b></p>	<p><b>EA-21</b> - As an outreach specialist, I would like event reminders to be sent out to ambassadors so that I do not have to individually remind those signed up to attend an event. <b>TO DO</b></p>	LOW	
6	<p><b>EA-49</b> - The system shall permit students to sign into events. <b>TO DO</b></p>	<p><b>EA-22</b> - As a student worker, I would like a time management system that lets students sign in at events so that I do not have to do it manually. <b>TO DO</b></p>	MEDIUM	
7	<p><b>EA-4</b> - Ambassadors are responsible for reporting their hours to the Outreach Specialist who is responsible for keeping track of said service hours and approving them through Eagle Career Link, FGCU's time management website. <b>TO DO</b></p>	<p><b>EA-23</b> - As a student worker, I would like the system to record hours to an ambassador profile based on UIN or name entry so that I can participate in events rather than manually log hours. <b>TO DO</b></p>	HIGH	
8	<p><b>EA-2</b> - The Outreach Specialist is responsible for organizing and carrying out successful, engaging community events which showcase the many benefits of the WCE while also staying within the operating budget provided by the WCE. <b>TO DO</b></p>	<p><b>EA-24</b> - As an outreach specialist, I would like a system that allows me to create an event with a basic template so that others may see a basic description of the event. <b>TO DO</b></p>	HIGH	
9	<p><b>EA-47</b> - The system must allow Assistant and Admin user types <b>TO DO</b></p>	<p><b>EA-25</b> - As an outreach specialist, I would like the system to accommodate multiple users so that I can delegate work to my student workers. <b>TO DO</b></p>	HIGH	
10	<p><b>EA-4</b> - Ambassadors are responsible for reporting their hours to the Outreach Specialist who is responsible for keeping track of said service hours and approving them through Eagle Career Link, FGCU's time management website. <b>TO DO</b></p>	<p><b>EA-26</b> - As a student worker, I would like the system to assign a general hour amount on a per event basis that each ambassador in attendance will receive to limit the amount of manual work. <b>TO DO</b></p>	LOW	

11	<b>EA-46</b> - The system must provide an efficient way to view ambassador hours. <b>TO DO</b>	<b>EA-27</b> - As an ambassador, I would like an easy way to find out how many hours I have so that I can submit the proper amount on career link. <b>TO DO</b>	<b>LOW</b>	
12	<b>EA-12</b> - A user must be able to log in remotely. <b>TO DO</b>	<b>EA-52</b> - As an outreach specialist and as student workers, we would like to be able to log in remotely to use the system at off campus events. <b>TO DO</b>	<b>MEDIUM</b>	
13	<b>EA-13</b> - The system must be compatible with MacOS and Windows systems. <b>TO DO</b>	<b>EA-53</b> - As users, the system must be compatible with macOS and windows systems to maximize usability. <b>TO DO</b>	<b>MEDIUM</b>	
14	<b>EA-7</b> - The UI must be ADA compliant, meaning it must be easily used by those with disabilities. High contrast color choices for text requested. <b>IN PROGRESS</b>	<b>EA-54</b> - As a user with a visual disability, I want the system to be ADA compliant so that I can benefit from the new system's implementation. <b>TO DO</b>	<b>HIGH</b>	

## User interaction and design



## Open Questions

Question	Answer	Date Answered
How will users be aware of available features?	Features will be announced in an information tab in the system	3/2/2020
How will users learn to use features?	Instructions on how to use each feature will be available in the information tab under each feature.	3/2/20

## Out of Scope

### Features to be revisited:

- Potentially revise the way events are advertised.
- Alter the way notifications are sent out if email is implemented.
- Allow multiple event templates.