

FAS IIT Application Developer Presentation

Introduction:

The purpose of this exercise is to understand the approach you would use as an application developer to translate the business requirements into technical requirements and design the frontend and backend of the application including workflows for an application development project.

Presentation Format: PowerPoint

Delivery method: MS Teams screen share

Time: 25-30 Minutes

App Mockup or Demo

As part of your presentation, we encourage you to include a quick mockup or demo of your app idea. This isn't mandatory, but it's a great opportunity to showcase your creativity, product thinking, and how you translate ideas into visuals or working prototypes.

What We're Looking For:

Clarity: A simple, clear representation of the app's key screens or features.

User Experience Insight: Show how a user would interact with the product.

Creativity: Highlight what makes your app unique or valuable.

Feasibility: Demonstrate an understanding of what's technically achievable.

Description:

The International Experience Program (IEP) allows for a faculty member to apply for funding to take a group of students on an international experience as part of a course they are teaching. The budget requested cannot exceed \$25,000 and they are only allowed one submission per academic session, unless an exception is granted by their Department Chair. The overall workflow for this program is as follows:

- The faculty member must log into the forms & workflow system in order to fill out the form.
- Once authenticated the faculty member must fill out an online application form, which includes a budget not to exceed \$25,000. If the budget exceeds \$25,000 the faculty member will be prevented from submitting the form.
- If the Faculty member has already submitted an IEP form during the current academic year, upon submission the system will indicate that "Faculty Members are only allowed one submission per academic session, pending an exception from the Department

Chair.” Their submission will be sent to the Department Chair for review with a status of **“On Hold”**.

- If the IEP form does not exceed \$25,000 and the faculty member has not already submitted an IEP form, then the form will be sent to their Department Chair with a status of **“Pending DEPT Approval”**.
- The Chair will review the IEP form and either:
 - Approve the IEP form; status will be **“DEPT Approved”**
 - Send the IEP form back to the faculty member with comments indicating what areas to revise. The Status would be **“Pending Revisions”**.
- The IEP form, once approved by the Department Chair, is sent to the Faculty Dean’s Office for final review and approval.
- The Dean’s Office administrator will review the IEP form and either:
 - Determine that it is complete and ready for DO review; status **“Pending DO Approval”**
 - Send the IEP form back to the faculty member with comments indicating what areas to revise. The Status would be **“Pending Revisions”**.
- Once the Dean’s Office administrator reviews and deems the IEP form complete, they will assign the IEP form to one of the Decanal Committee members.
- The Decanal Committee member will review and either:
 - Approve; status **“DO Approved”**
 - Send the IEP form back to the faculty member with comments requesting more information; status **“DO Conditionally Approved”**
 - Deny the submission with comments; status **“DO Denied”**
- An approved IEP form then gets sent on to a Finance administrator for processing internally. Both the Faculty member and Chair **should be sent an email**, which includes a link to the IEP form.
- In all three steps of the process where the IEP form could be sent back to the faculty member for revision or request for more information, both the faculty member and Department Chair **should be sent an email**, which includes a link to the IEP form. Once the Faculty member revises the form, it would progress through the same workflow until it is DO Approved or DO Denied.
- IEP forms which are denied should be sent back to the Faculty Member with comments indicating the reason for denial. Both the Faculty member and Chair **should be sent an email**, which includes a link to the IEP form.

Acceptance Criteria:

1. **LOGIN:** The Faculty member should have to log into the system and authenticate in order to use the system. Their first and last name should be prepopulated in the form.
2. **FORMS:** The form should be recreated in its entirety, and you should walk us through the online submission of the form with an emphasis on the following functionality:
 - a. Ability to add / remove lines from a budget table (refer to budget table in Appendix A).
 - b. Auto calculation of budget based on table data with total displayed.
 - c. Validation on the budget to indicate if they are over the \$25,000 budget cap.
 - i. If the budget exceeds \$25,000 the faculty member should not be allowed to submit the form.
 - d. Validation on submission to check if the faculty member already has a submission for this academic period.
 - i. If the Faculty member has already submitted an IEP form for the current academic year, there should be warning message as outlined in the scenario description.
3. **WORKFLOW 1:** The following Workflow steps should be demonstrated: *(please use the statuses outlined in the description scenario)*
 - a. **Step 1:** Faculty member submits completed IEP form to their Department Chair.
 - b. **Step 2:** Department Chair approves the IEP form and submits it to Deans' Office for approval.
 - c. **Step 3:** Dean's Office Admin reviews IEP form for completeness and assigns it to Dean's Office Committee member for final review and decision.
 - d. **Step 4:** Dean's Office Committee member approves the submission. An email should be sent to Faculty member and Department Chair.
4. **WORKFLOW 2:** The following Workflow steps should be demonstrated: *(please use the statuses outlined in the description scenario)*
 - a. **Step 1:** Faculty member submits completed IEP form to their Department Chair.

- b. **Step 2:** Department Chair sends the IEP form back to the faculty member with comments outlining revisions needed. An email should be sent to the faculty member, and they should be able to review the Chair's comments.
 - c. **Step 3:** Faculty member completes revisions and then re-submits IEP form.
 - d. **Step 4:** Department Chair re-evaluates the changes.
- 5. **WORKFLOW 3:** The following Workflow steps should be demonstrated: *(please use the statuses outlined in the description scenario)*
 - a. **Step 1:** Faculty member submits completed IEP form to their Department Chair
 - b. **Step 2:** Department Chair approves the IEP form and submits it to Deans' Office for approval.
 - c. **Step 3:** Dean's Office Admin reviews IEP form for completeness and sends it back to Faculty member requesting more info. Faculty member and Department chair should receive an email and they should be able to review the Admin's comments.
 - d. **Step 4:** Faculty member edits the IEP form and sends it to Department Chair for review.
 - e. **Step 5:** Department Chair reviews and approves the IEP form and submits it to Dean's Office Admin.
 - f. **Step 6:** Dean's Office Admin reviews and assigns Committee member.
 - g. **Step 7:** Dean's Office Committee member denies the submission. The faculty member and Department Chair should receive an email and be able to view the reason for denial.
- 6. **EMAIL:** At each stage of the process, email notifications should be sent out to applicable users. (Refer to description scenario and Appendix B).
 - a. You can use their own EMAIL text but should demonstrate that it can be customized.
 - b. There should be a link to the applicable IEP form in the email notification.

7. **INDIVIDUAL DASHBOARD/QUEUE:**

- a. Each user in the process should also have their own individual dashboard / queue with their tasks. We'd like to see:
 - i. A Department Chair who has Applications waiting for their review.
 - ii. A Faculty member who has had a submission returned to them with edits required.
 - b. In addition, these individual queues should contain forms from multiple different workflows.
 - i. Please demonstrate a Department Chair scenario where they would not only see submissions needing their approval for International Experience Program, but other programs: Research Opportunity Program, Experiential Learning Program.
 - ii. The Department Chairs should be able to easily distinguish the different program types from their queue
 - iii. PLEASE NOTE: you can create mock-up forms for these other two programs.
8. **KPIs\METRICS:** For the IEP specific dashboard for both Departments and Dean's Office group queue, the dashboards should show the following metrics and KPIs on the program:
- a. Number of applications received
 - b. Number of applications approved
 - c. Amount of total budget requests
 - d. Amount of total approved budget requests
9. **REPORTS:** Users should also be able to export reports based on:
- a. Dashboard metrics described above for the Dean's Office.
 - b. Raw output of all submissions for the Dean's Office

Appendix A: International Experience Program Form



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International Experience Program

Application for Funding: 2022-23

IEPs provide an opportunity for the incorporation of an international experience into the framework of an existing undergraduate course. IEPs take place over the November or February Reading Week, but in some cases, IEPs can also take place in May for nongraduating students. At all times, travel must be completed prior to granting the final grade for the course. IEPs are designed to enhance students' classroom learning by applying course content to relevant settings and communities around the globe.

Proposals are submitted through the unit under which the course is given. The IEP proposer should email their complete application form to the Chair/Director of the unit for verification of the eligibility of the proposer. All applicants or co-applicants must either hold a continuous appointment to the Faculty of Arts & Science (St. George) or be a Faculty of Arts & Science undergraduate student. All student proposals must include the full participation of such a faculty member. ***It is the expectation of the IEP Program that the faculty member listed on the proposal will both lead the IEP and be the course instructor.*** Funding is provided for one faculty member and Arts & Science degree students enrolled in the course(s) in which the IEP is proposed, plus possible planning and logistical support. A completed form forwarded from the Chair/Director/designate will be considered eligible by your department or program. Submit proposals via email to test@utoronto.ca no later than **March 22, 2022**.

Upon completion of the IEP, the faculty member will be expected to submit a brief report describing the successes and challenges of IEP. In that report, we would welcome any comments, or concerns about the IEP program and suggestions on how to improve it. Indeed, we welcome comments, concerns, and suggestions at any time.

PART I – Applicant Information *(Last Name and First Name should be autopopulated from Login info)*

Last Name:

First Name:

Status: *Please indicate whether you are a faculty member, graduate or undergraduate student.*

- ☐ **A&S faculty member with continuous appointment**
- ☐ **A&S undergraduate student**
- ☐ **graduate student**

Sponsoring department or program:

Email Address:

Co-Applicant Information (if applicable)

Last Name:

First Name:

Status: *Please indicate whether you are a faculty member, graduate or undergraduate student.*

☐ A&S faculty member with continuous appointment

☐ A&S undergraduate student

☐ graduate student

Sponsoring department or program:

Email Address:

Part II – Project Summary

Course code and title for IEP:

Only students enrolled in the course may participate

Estimated total number of undergraduate students enrolled: **Maximum number of students proposed to participate in IEP:**

Location of IEP (city and country):

Proposed travel dates:

Amount requested from Arts & Science:

Part III – Proposed Activity

Description of proposed IEP module:

Please provide a brief description that is student-facing and can be used in A&S promotional materials.

Planned academic outcomes:

What are the learning objectives of this module and how does the IEP enhance students' (both IEP participants and non-participants) learning for the course in which it is embedded?

All undergraduate students, graduate students, and faculty taking part in international opportunities must meet the UofT Safety Aboard guidelines as noted on the Safety Abroad website: <http://www.studentlife.utoronto.ca/cie/safety-abroad> in order to participate. Support will be provided by the Professional and International Programs (PIP) office at Woodsworth College to ensure safety abroad requirements are met.

PART IV – Itinerary + Budget

Please provide an itinerary briefly indicating daily (or weekly, if more than 2 weeks) locations and activities, and a budget in Canadian dollars. The budget should include any additional sources of funding received or applied for. The tables below are provided as examples; feel free to use any format that provides the required information.

Sample Brief Itinerary (list dates and daily activity):

Dates	Location	Activity
February 16	Toronto	Depart for Country X
February 17-19	City A	Research workshop
February 19	City B	Lecture on research
February 19-22	University of A	Joint seminar with students
February 22	City A	Depart for Toronto

Sample Estimated Budget in Canadian Dollars:

Proposed IEP budget requests are not expected to exceed \$25,000. Contributions from other sources are encouraged. We ask that participating students contribute \$200.00 each toward the IEP. Standard allowances are provided below. If your budget requires more or less for your project, please provide a quote with date (e.g. expedia.ca 11/15/) or brief explanation (accommodation \$15/night – camping at national park). Final funding is provided based on actual costs.

Item	Amount and description	Total
Travel		
Flight: Toronto – Country X - Toronto	\$1,500 x 5 students + 1 instructor	\$9000

Accommodation (based on double occupancy for students)		
<i>May 16-22</i>	<i>4 rooms @ \$40/day x 7 nights = \$280</i>	<i>\$1,120</i>
Food		
<i>May 16-22</i>	<i>6 participants @ \$25/day x 7 days = \$175</i>	<i>\$1,050</i>
Subtotal		\$11,170
Other funds received or applied for	Dept. X providing plane ticket for faculty member	(\$1,500)
Total Amount Requested		\$9,670

Appendix B: International Experience Workflow

