Your first project assignment is:

<u>1. What is the final title of your project?</u>
Email Sifter

<u>2. What is the problem statement of your project?</u>

        The administrative organization is responsible for many of the students at different universities' needs. However the lack of organization and prioritization of the emails sent to the administration has affected many students negatively. By creating an organizational sorting system to identify the subject as well as the urgency of said subject in emails sent to the admin, the school will be able to better attend to the needs of their students. As well as a notification system that will alert faculty of when there is a high priority email.

<u>3. Who are the potential stakeholders of your project?</u>
- ➔ All Faculty Departments
  - ◆ Health services
    - ● Not available on weekends, therefore having a system to prioritize the severity of a situation would prevent students from facing emergencies during this time
  - ◆ Financial aid / Bursar
    - ● Send out unnecessary emails, this system would allow for faculty to identify one aid has been provided / paid for and stop the need for excessive emails.
  - ◆ Admissions
    - ● Lack of attention towards applicants, an organizational system would allow for the faculty to provide the students with responses based on the priority/ severity of their situation.

<u>4. What is this project's scope (boundaries, what is in and out)?</u>

        Within our boundaries, we believe that we will be able to create the prioritization and notification system, however as we are new to coding we believe that it may be out of our boundaries to create an organizational structure that will work across all departments and provide assistance to faculty.