

Company name: CARSA Administration (Group 2)

CARSA COVID-19 Vaccine Tracker

Request for Proposal

Version 1.4

September 24, 2021

CARSA QuickPass

Project Version 1.4

Document History

Version	When	Who	What
1.0	September 22, 2021	Ben Phelps Melissa Cartwright	Initial Drafting
1.1	September 22, 2021	Ben Phelps Melissa Cartwright	Formal Writing
1.2	September 23, 2021	Ben Phelps Melissa Cartwright	Review Document
1.3	September 23, 2021	Ben Phelps Melissa Cartwright	Editing and Formatting
1.4	September 23, 2021	Ben Phelps Melissa Cartwright	Final Review

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1.0 Problem Description / Expression of Need

The Centre for Athletics, Recreation and Special Abilities Facility (CARSA) on the University of Victoria's Campus (UVic) now requires its members to show proof of COVID-19 vaccination every time a member wishes to access CARSA. As a result, lines usually form at the door of the facility. Over time, this can become a frustrating process for both members and the one or two staff members that are required to check for vaccine proof. For these reasons, CARSA is in significant need of a one-time verification process. The CARSA QuickPass system must allow for members to go through the main entrance turnstiles if they are registered as fully vaccinated.

2.0 Project Objectives

2.1 Program with GUI

- The base level of the project is that the CARSA QuickPass must be a functional program that can correctly function with the computer running the CARSA entrance turnstiles. The program must be built with a usable GUI so that CARSA employees are able to run the system.

2.2 Registration interface

- In order to initially register members, CARSA employees will need to use a registration tool built into the Fusion system that saves the members basic information and also saves the members vaccination status. The CARSA employees will register the members by scanning the members BC Services Card COVID-19 QR code, this will then verify the members vaccination status which can then be saved into the existing Fusion system.

2.3 Turnstile check

- When a member attempts to enter CARSA, the member must swipe their ONECard to be able to enter through the turnstile. The member's information is then displayed on the CARSA computers in a program called Fusion and the member is allowed to enter. The program then must follow these steps:
 - **1: Scrape the members information from Fusion**
 - **2: Search for the member in the QuickPass database, in order to verify a member's vaccination status.**
 - **3: Run a command to open the turnstile if the user is found to be registered and vaccinated, otherwise the turnstile is kept closed.**
- The systems GUI should also display the vaccination status of members trying to enter the CARSA facility on the CARSA employee computer, to aid CARSA employees in the check-in process

3.0 Current System(s)

The initial vaccine check process at CARSA is done by one or two CARSA employees, depending on how busy the facility is. Each time a member enters, the member is required to show proof of vaccination alongside government ID in order to access CARSA.

4.0

Intended Users of the System

The users of the system will strictly be CARSA employees. CARSA members will only need to register for the system, not use the system. CARSA employees will be required to use the GUI when using the registration interface and watching the vaccination status as members swipe their ONECard.

5.0 Known Interactions Within or Outside the Client Organization

- **System to Fusion:** The OneCard scanning system must interact with Fusion in order to cross check the CARSA QuickPass (when a student swipes their ONECard, information is displayed on Fusion and CARSA QuickPass, then a CARSA employee must check to see if that member is registered as vaccinated)
- **Person to System:** A member must register their COVID-19 vaccine QR code, from the BC Services Card app, with the CARSA QuickPass system. In order to do this, a user must verify their vaccine QR code with the staff at CARSA, in order to save this data with their CARSA membership file in Fusion.

6.0 Known Constraints to the Solution

- The CARSA QuickPass system must be fast. Normally, unlocking the turnstiles takes no more than one second. The CARSA QuickPass system should add no more than 100 milliseconds to the unlocking time.
- The CARSA QuickPass system must be considered easy to use (User-friendly) and understandable for the CARSA employees. This could be measured by using test groups of CARSA employees to try and review the GUI early in development.

7.0 Project Schedule

Project Component	Due Date
Idea Brainstorm	September 13, 2021
Idea Proposal Presentation	September 16, 2021
Request For Proposal	September 24, 2021
Meeting with Analysts	September 27, 2021
Requirements document review	October 21, 2021
Final Product Finished	November 29, 2021

8.0

Project Team

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Glossary of Terms

BC Services Card App - A government application for mobile devices. British Columbia residents must register with the application in order to receive their COVID-19 vaccine QR code.

CARSA - Centre for Athletics, Recreation and Special Abilities. The athletic facility on the University of Victoria's campus

COVID-19 - SARS-CoV-2, a virus which causes a severe acute respiratory infection.

Fusion - The new online portal used by CARSA for athletics and recreation registration. A data storage for any user who has a membership with CARSA.

GUI - A graphical user interface, an interface which interacts with various electronic devices.

OneCard - The student card for UVic students. This card holds student data as well as can be used for on campus spending.

Registered - This is the term for when a CARSA member has gone through the registration process, and now has a vaccinated status in the QuickPass database.

QR Code - A quick response code, a specially designed barcode used to store links to various data.

User-friendly - The system or software is easy for the intended user to learn how to use.