

2018

Academic Surveys Project Scope



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- ❖ Version 1.3

Academic Surveys Project

Scope:

The Academic Surveys Project is a web software that aims to help professors create, distribute and analyze surveys, that can help identify if certain classes meet the required objectives or not. It helps to achieve the following:

- 1- Manage professors and students.
- 2- Manage surveys and templates.
- 3- Select survey question priority.
- 4- Assign survey to group of students.
- 5- Find survey meaningful insights.
- 6- Fire alerts for different known situations.
- 7- Choose survey priority and preference.
- 8- Send emails for different purposes.
- 9- Provide profiles with needed information.
- 10- Enforce different constraints for different roles.
- 11- Support in closing meant feedback loop and building out a light-touch.
- 12- Export survey insights in a readable document format.
- 13- Access restricted data and apply consequences.

Functionality and Data:

1) Functionalities:

- 1.0 Login:
 - 1.1 Authenticate the user by email address and password.
- 2.0 Manage survey:
 - 2.1 Choose template from provided templates.
 - 2.2 Add, edit and remove questions.
 - 2.3 Submit survey under certain conditions.
 - 2.4 Manage unaccepted submitted surveys.
 - 2.5 Change state of existing survey.
 - 2.6 Archive existing survey.
- 3.0 Assign survey:
 - 3.1 Assign survey to authorized group of students.
- 4.0 Add new user:
 - 4.1 Add new admin with certain role.
 - 4.2 Add new professor or student to the database.
 - 4.3 Use easy batch upload tool.
- 5.0 Manage user account:
 - 5.1 Change authorization of user.
 - 5.2 Modify information and state of user.
- 6.0 Send email:
 - 6.1 Send email of different states of survey.
 - 6.2 Send warning, confirmation, notification and rejection emails.
- 7.0 Find survey statistics:
 - 7.1 Find survey meaningful insights.
 - 7.2 View feedback submitted surveys.
 - 7.3 Export statistics in PDF and Excel format.

- 8.0 View tables:
- 8.1 View list of users.
 - 8.2 View user information.
 - 8.3 View list of achievements.
 - 8.4 View list of required surveys.

2) Data:

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| 1- Professor: | <ul style="list-style-type: none"> ❖ Collect information on a professor: <ul style="list-style-type: none"> ▪ Name. ▪ ID. ▪ Mobile number. ▪ Primary email address. ▪ Secondary email address. ▪ Password. ▪ Academic year he/she teaches. ▪ Department he/she teaches. ▪ Course(s) he/she teaches. |
| 2- Student: | <ul style="list-style-type: none"> ❖ Collect information on student: <ul style="list-style-type: none"> ▪ Name. ▪ ID. ▪ Mobile number. ▪ Primary email address. ▪ Secondary email address. ▪ Password. ▪ Academic year. ▪ Department. ▪ Type [Fresh – Other]. ▪ Previously non-passed courses. |
| 3- Admin: | <ul style="list-style-type: none"> ❖ Collect information on admin: <ul style="list-style-type: none"> ▪ Name. ▪ ID. ▪ Mobile number. ▪ Email address. ▪ Password. |
| 4- Survey: | <ul style="list-style-type: none"> ❖ Contain the information of each survey: <ul style="list-style-type: none"> ▪ Title. ▪ Main topic. ▪ Questions. ▪ Target academic year. ▪ Target department. ▪ Target course. ▪ Creator name. ▪ Open date. ▪ Close date. |
| 5- Template | <ul style="list-style-type: none"> ❖ Contain the information of each template: <ul style="list-style-type: none"> ▪ Title. ▪ Main topic ▪ Questions. ▪ Creator name. ▪ Availability [Creator only – Specific years/courses/departments – All]. |

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| 6- Question | <ul style="list-style-type: none"> ❖ Contain the information of each template: <ul style="list-style-type: none"> ▪ Type [Rating scale – Multiple choice – Rank order – Dichotomous – Open-ended]. ▪ Question sentence. ▪ Answer. |
| 7- Department | <ul style="list-style-type: none"> ❖ Contain the information of each department: <ul style="list-style-type: none"> ▪ Name. ▪ Parent department. |
| 8- Academic year | <ul style="list-style-type: none"> ❖ Contain the information of each academic year: <ul style="list-style-type: none"> ▪ Start year. ▪ End year [= start year + 1] ▪ Year [Preparatory – First – Second – Third – Forth]. |
| 9- Course | <ul style="list-style-type: none"> ❖ Contain the information of each course: <ul style="list-style-type: none"> ▪ Course code. ▪ Department. ▪ Academic year. |

Work Breakdown Structure (WBS):