

PAST&E Project: Tennis Case

I. Project Summary:

Create a scheduling and notification system for use by the volunteers and staff of PAST&E. The system should be easy to use, allow the volunteer to access and update their schedule, and facilitate messaging between volunteers and staff.

II. Users:

There are three main categories of users that will interact with the system at high frequency: Volunteers, Staff, and Administrator. However, there is also Parents/Children user, which is listed as stretch goal implementation.

III. Requirements Summary:

This part will list out all the use cases along with the features that each category mentioned above.

1. Volunteers: Currently there are around five to ten checking in and out daily. All users that lie under volunteer category will be able to:
 - Check in/out (possibly with specific staff member),
 - Review current schedule,
 - Create/Update/Delete (C/U/D) schedule entry,
 - C/U/D personal data (available on profile). Currently, all the personal data are available in Google docs, which are stored in Excel sheets later,
 - Send messages to staff,
 - Read messages sent to them. Method of reading messages without using web browser (via texts, email) is preferred.
 - Send feedback to staff.
2. Staffs: Currently there are five staffs. All users that lie under staff category will be able to:
 - Check in/out volunteers,
 - Update volunteer profile and make it available for volunteer (visible data),
 - Run reports: hours of volunteering, feedback, and head counts,
 - Broadcasting messages to all staffs and volunteers,
 - Review messages to staffs,
 - C/U/D volunteer schedule entry,
 - Create volunteer task in schedule,
 - Assign volunteers to specific group at specific time,
 - Perform various tasks on behalf of volunteers/parents.
3. Administrators: basically, the administrator category will be able to perform all the staff's task and:
 - C/U/D staff user,
 - Send administrative messages to staff,
 - Create/Activate/Deactivate volunteer profile,
 - C/U/D groups (groups of children, each volunteer will be assigned

to a group).

4. Parents/Children: as mentioned above this category will be listed as a stretch goal for this project. Users under this category will be able to:
 - Send messages to staff: absence announcement, when/where to pick up kids... Currently, this type of communication is via by directly emailing, calling, sending texts to staff members.

IV. **Glossary of terms:**

- Scholar Athletes: participants of PAST&E (kids, children who come to learn playing tennis).
- Chimpanzee: groups of scholar athletes who are in 3rd grade.
- Elephant: groups of scholar athletes who are in 4th and 5th grades.
- Cheetah: groups of scholar athletes who are in 6th grade.
- Tutor/Teacher/Coach: volunteers that participate in educating and teaching scholar athletes in tennis and other fields of education.
- Ding-dong: A game played with the students where one side of the court is controlled by the 'champion' team. All other teams rotate on the non-champion side. Each time a non-champion team beats a champion team, they get one point. When a team has three points, they become the new champion team and take control of the champion side. When a team has two points, they must shout Ding-Dong to the champion team when the match starts, hence the name.