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| **Project Name:** Student Attendance Management System  **Project Sponsor:** Dr. Ayman El-Sayed  **Project Manager:** Eng. Marwa Hassan  **Date:** October 3, 2025 |
| **Project Purpose and Justification:** To automate and streamline student attendance tracking for Future Tech University, eliminating manual errors and improving the reliability and accessibility of attendance records. The system supports timely reporting and decision-making towards student eligibility and examination requirements. |
| **Project Objectives:**   * Develop and deploy the system by April 15, 2026 * Achieve 100% adoption by all faculty in the Computer Science department * Reduce manual attendance-processing time by 80% within the first semester * Generate comprehensive weekly, monthly, and term attendance reports automatically |
| **Scope Description:**   * In Scope:  1. Development of a responsive web application accessible via desktop browsers 2. Faculty and admin login, student attendance marking, and reporting features 3. Integration with the university’s LMS and SIS 4. Automated report generation and notification system 5. User training sessions and documentation  * Out of Scope:  1. Mobile app or SMS marketing features (subject to future approval) 2. Hardware procurement or upgrades 3. Integration with non-university systems or platforms 4. Advanced analytics and data visualization beyond standard reports |
| **Deliverables:**   * Fully functional web application * User manual and training sessions for faculty * Attendance report generation module |
| **Constraints:**   * Must be delivered by April 15, 2026 (before the next academic year) * Budget limited to EGP 150,000 * Only university IT infrastructure to be used; external hosting excluded * Concurrent access must support up to 1,000 users |
| **Assumptions:**   * Faculty, staff, and students will participate in required training sessions * University IT resources (servers, authentication system) are available throughout development * Academic calendar remains unchanged during deployment period |
| **Exclusions:**   * No biometric or physical tracking (RFID/QR) for attendance in this phase * No live chat or helpdesk module included * Feature enhancements after delivery require separate funding and approval |
| **Acceptance Criteria:**   * System passes user acceptance tests for all core features * Attendance logs are 95%+ accurate per random checks * All security protocols (role-based access, encryption) successfully implemented * Training materials reviewed and approved by university management |
| **Stakeholders:**   * Sponsor: Dr. Ayman El-Sayed * Project Manager: Eng. Marwa Hassan * IT Development Team * Faculty and students (end users) * University IT support staff |
| **Approval:**   * Project Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ * Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ |
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