TEAM ARBITRARY

Professional Development Tracking Tool

Preliminary Investigation Report

March 3, 2022

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**INTRODUCTION**

In continuing efforts to assist the Professional Development Committee with their operations, the proposed software system design of the Professional Development Tracking Tool should be implemented as a stand-alone application that demonstrates increased functionality of tracking personal professional development and enhanced faculty usability. By implementing this tool, faculty will now have the ability to save the details of their own professional development activities; users can then view these saved details in a separate webpage as a way to keep track of their professional development hours and growth. Additionally, this tool will provide form fields for a professional development session’s start date and end date, adding supported compatibility with events that last multiple days. While there is room for scalability in future development, the Professional Development Tracking Tool is currently designed to be a simple, Web-based tool uniquely designed for submitting and tracking professional development sessions.

**SYSTEMS REQUEST SUMMARY**

Researching a new approach to professional development tracking, the development team would like to make improvements to the existing Professional Development Form (linked [here](https://forms.office.com/pages/responsepage.aspx?id=aDDnqPdAVk-zUQ8x22fThbrr0xZdRPxOvvR3ahhsGoNUN1FQVDRHODNHR0NQQkxSRlE5TkJQM1VHMy4u)) by collecting and storing more diverse information, as well as enhancing the system’s overall services by allowing users to view their own data on a webpage. Currently, the Professional Development Form used to track all faculty’s professional development attendance is designed specifically for virtual professional development sessions; Additionally, the form on its own does not allow faculty to view their own submissions of professional development details. We would like to design and create one cohesive Web-based system with a connected database to allow faculty to view the details from forms they have submitted regarding their professional development.

**PRELIMINARY INVESTIGATION FINDINGS**

The following was determined during the investigations:

* A database will be necessary to store and retrieve information submitted from the submitted Professional Development Forms.
* The project will require a login system to ensure each user may only submit and view data that belongs to them.
* To ensure security, the login system will require the use of a password hashing function.
* The system must be easy to use and understand; the data that is shown must be presented in a logical and organized fashion.
* The entire system can be built with a combination of HTML, PHP, and MySQL; these are all free resources, putting the total tangible cost of the development at $0.

**RECOMMENDATIONS**

It is our recommendation that the Professional Development Tracking Tool be developed and implemented as a replacement for the current method of tracking faculty’s professional development hours. With the current method, users cannot view the details of their form once they submit it; this is inefficient as it causes faculty to have to keep track their own hours elsewhere. The implementation of the proposed system will boost faculty efficiency when it comes to planning and recording their own professional development.

**COST AND BENEFITS**

The cost of development of the Professional Development Tracking Tool is limited to the IT department’s time frame for completion. We have set a goal of full completion by 04/26/22.

Total cost of ownership (TCO) is relatively minimal; there is no cost for software acquisition, but in the future a dedicated server may need to be obtained for full-time hosting. As development continues, updates and bug fixes may need to be performed at some cost. The development team is overseeing the entire project, eliminating the expenses of outside consultations and additional staff. No additional hardware or software will need to be purchased, and no licenses must be obtained. Finally, no subscription fee will be charged to users for access to the system.

The main benefit of implementing the proposed system is that users will be able to track their own professional development, as opposed to having to keep track of it elsewhere after submitting the Professional Development Form. This would reduce the amount of time faculty spends recording the details of their professional development twice. Additionally, it enhances the existing system by using a form users were already submitting to allow them to view a page of all of their professional development sessions and details.