SOFTWARE REQUIREMENT SPECIFICATION FOR S8 PROJECT FOLLOW-UP AND PROJECT REVIEW CONDUCTION AND REPORT COLLECTION

NAME	VISHALI S
ROLL NO	7376221BM150
SEAT NO	149
PROJECT ID	27
PROBLEM STATEMENT	Enhancing Project Communication and Alignment for the S8 Initiative

1.PROBLEM STATEMENT:

The S8 Project, a pivotal initiative within our organization, is nearing its completion. However, we face several challenges that need to be addressed to ensure its successful conclusion. These challenges include inconsistent communication among different teams, gaps in documentation, delays in project reviews, and a cumbersome report collection process. Inconsistent communication has led to misalignment in project objectives and deliverables, while incomplete or outdated documentation could impact the project's final evaluation. Furthermore, scheduled reviews often face delays due to conflicting schedules and lack of preparation,

impeding timely project completion. Additionally, gathering and compiling reports from different teams into a cohesive final report has proven to be time-consuming and error-prone.

2. INTRODUCTION:

The S8 Project stands as a cornerstone initiative within our organization, driving significant advancements and achieving critical business objectives. As we approach the project's final phases, it is crucial to ensure that every aspect of its execution meets the highest standards of quality and effectiveness. This entails a rigorous follow-up process, comprehensive project reviews, and meticulous report collection to evaluate progress, identify areas for improvement, and ensure that all deliverables align with the project's overarching goals.Throughout the lifecycle of the S8 Project, multiple teams have contributed their expertise and efforts toward achieving a common vision. However, as is often the case in complex projects, challenges have arisen that could potentially impact the project's success. Inconsistent communication between teams has led to occasional misalignment in objectives and deliverables. Documentation gaps have been identified, posing risks to the thorough evaluation of the project's outcomes. Additionally, delays in scheduled reviews and the laborious process of report compilation have threatened to derail timely project completion.

3. PURPOSE OF THE PROJECT:

The primary purpose of the S8 Project Follow-Up, Review Conduction, and Report Collection initiative is to ensure the successful completion of the S8 Project by enhancing overall project management practices.Recognizing these challenges, we have embarked on an initiative to enhance the project's follow-up, review conduction, and report collection processes. By implementing a structured and systematic approach, we aim to address communication inconsistencies, ensure comprehensive and up-to-date documentation, streamline review processes to avoid delays, and establish an efficient system for report collection and compilation.The initiative aims to foster a culture of excellence in project management, ensuring that the S8 Project and future initiatives are executed effectively, deliver valuable results, and contribute to the organization's continued growth and success.

4. SCOPE OF THE PROJECT:

The scope of the S8 Project Follow-Up, Review Conduction, and Report Collection initiative includes enhancing communication, improving documentation, streamlining reviews, and optimizing report collection processes. We will develop standardized communication

protocols, schedule regular updates, and establish a centralized platform for project-related discussions to ensure all teams are aligned. Documentation will be improved through standardized guidelines, regular audits, and a centralized repository. The review process will be streamlined by creating a fixed schedule, clear preparation guidelines, and an archive of past reviews. Finally, we will implement an efficient system for report submission, automated compilation, and consistent feedback. This initiative aims to ensure the successful completion of the S8 Project, delivering high-quality outcomes and setting a precedent for improved project management practices.

5. SYSTEM REQUIREMENT SPECIFICATIONS:

5.1 Functional Requirements

User authentication and authorization

1. **Login:**
   - Users must log in using a valid college email ID.
   - Differentiate between admin,Faculty and student users.

2. **Admin Functions:**
   - Manage and maintain the centralized communication platform, ensuring accessibility and functionality.
   - Develop and update standardized documentation guidelines, templates, and checklists.
   - Develop and maintain a fixed schedule for project reviews, including notifications and reminders.
   - Collect, document, and distribute feedback and action items from review sessions.
   - Monitor the effectiveness of the implemented processes and make adjustments as needed to ensure continuous improvement and alignment with project goals.

3. **Faculty Functions:**
   - Approval Decisions: Approve or reject project proposals based on predefined criteria and the thoroughness of the submission.
   - Feedback Provision: Provide detailed feedback on rejected proposals, highlighting areas for improvement and recommending necessary changes.
   - Progress Tracking: Regularly monitor the progress of ongoing projects to ensure they are on track with timelines and deliverables.
   - Review Scheduling: Schedule and organize regular project review sessions to evaluate progress and address any concerns.

- Report Submission Review: Review and assess reports submitted by project teams for accuracy, completeness, and alignment with project goals.
- Feedback on Reports: Provide detailed feedback on submitted reports, requesting revisions or additional information if necessary.
- Final Report Approval: Approve final reports that meet quality standards and project objectives, ensuring they are compiled into a comprehensive project summary.

4. Student Functions:

- Cluster Identification: Identify and choose a project cluster that aligns with their interests and academic or career goals.
- Project Proposal Development: Develop a detailed project proposal outlining objectives, methodologies, and expected outcomes.
- Registration Submission: Submit the project proposal and registration form through the designated portal for faculty approval.
- Draft Report Preparation: Prepare draft reports at various stages of the project, ensuring they meet the provided templates and guidelines.
- Feedback Integration: Incorporate feedback from faculty reviews and peer assessments into the draft reports to improve quality.
- Team Coordination: Coordinate effectively with team members, ensuring that everyone is aligned and contributing to the project objectives.
- Continuous Learning: Engage in continuous learning and improvement, leveraging feedback and experiences to enhance skills and project outcomes.
- Final Report Submission: Submit the final project report through the designated submission portal, ensuring it is complete, accurate, and well-organized.

6. TECHNOLOGY STACK:

Front End	React (JS Library for building user interfaces)
Back End	Node.js with Express.js
Database	MongoDB(NOSQL Database)
API	OpenAPI

7. FLOWCHART: