Requirements Elicitation Techniques

Selected Techniques and it's Justifications:

1. Semi-Structured Interviews:

Description: The school principal, administrative staff, and a number of teachers will be interviewed.

Reason for selection: They facilitate straight forward description of needs and discovery of certain policies such as class limitations, teaching loads, and communication policy.

Expected result: Complete functional and non-functional requirements and identification of most crucial scheduling and communication constraints.

2. Questionnaires (Surveys)

Description: Online forms distributed to a larger number of teachers and students.

Reason for selection: Efficiently collects feedback from many users regarding preferred communication methods, notification frequency, and usability expectations.

Expected outcome: Quantitative data supporting interview findings and helping prioritize system features.

3. Document Analysis

Description: Review of existing school records such as class lists, timetables, room inventories, and communication logs.
Reason for selection: Provides factual information and operational constraints that must be reflected in the new system (e.g., room capacities, subject lists).
Expected outcome: Structured data samples and domain rules useful for defining validation and scheduling logic.

4. Prototyping

Description: Creating low-fidelity screen mockups of the scheduling interface and communication dashboard.
Reason for selection: Allows users to visualize features early and provide usability feedback before implementation.
Expected outcome: Validated interface requirements and adjustments to functionality based on stakeholder feedback.

5. Observation

Description: Observing an administrator and a teacher while performing current scheduling and communication tasks.
Reason for selection: Provides insight into real workflows, time constraints, and pain points that users may forget to mention in interviews.
Expected outcome: Detailed workflow notes to design realistic system processes and identify automation opportunities.