

Appendix

A1 : Notes taken during initial consultation with client

Could you please describe yourself(Name, Job)?

Nathalie Buckland Brough, Deputy Principal at Overseas Family School

Could you please describe your problem and what you need the new system to do?

Allocating Teacher duties and creating a duty roster for highschool teachers

What data needs to be recorded?

Which type of duty, and which teacher is doing it

What is your current system(Spreadsheet, Database)?

Spreadsheet, Manual

What does your current system do in order to solve the problem?

It allows the IT department to upload it onto the school system.

What doesn't your current system do in order to solve the problem?

It's manually done hence loss of time, inefficient. Has to do over weekend

Could you list some of the specific functions that the new system should have?

Be able to look at teachers timetables and find the most convenient duty for a teacher to do.

Great if conditions can be added or removed, important that duties can be added and removed, compatible with the IT department

Conditions

1. Which teachers are in which subject area meetings
2. If a teacher teaches 4/5 lessons a day, no duty
3. Heads of departments get 1
4. Any teacher who has 21 hours in a week did not get any duties (in a week)
5. Everyone who had 20 got 1 duty
6. Part timers get 1 duty
7. 17 and under got 3 duties per week
8. Admin get one duty