Vision and Scope Document

**for**

Tracking Activity and Project Management

**Version 1.0 approved**

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**ABYSS**

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# Revision History

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| **Name** | **Date** | **Reason For Changes** | **Version** |
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# Business Requirements

The TAPM (Tracking Activity Project Management) system must provide a centralized platform for managing projects, tasks, and student progress, enabling efficient collaboration and communication between teachers and students.

The business requirements for the TAPM system must be gathered from PDO (Project Development Office), including the faculty/teachers, development organization's senior management, an executive sponsor, a project visionary, product management, and the marketing department. These stakeholders should have a clear sense of why the project is being undertaken and the ultimate value it will provide, both to the business and to customers.

To ensure the success of the TAPM system, it is essential to gather comprehensive business requirements that outline the specific needs of the school environment. The TAPM system must offer a simple and intuitive interface that enables teachers to create a project board students can work with, assign tasks to students, set deadlines, and monitor progress in real-time. The system must also enable students to collaborate with each other and provide feedback on each other's work, while also allowing teachers to provide timely feedback and assistance.

By providing a centralized platform for managing projects, tasks, and student progress, the TAPM system will enable efficient collaboration and communication between teachers and students, improving the efficiency and effectiveness of project management in the school environment. The TAPM system should provide value to both the school and its customers, namely the students and parents, by ensuring timely completion of assignments, increased productivity, and improved learning outcomes.

## Background

In recent years, the growing need for remote and flexible learning environments has highlighted the importance of effective project management and progress tracking in schools. Traditional methods of project management, such as using paper-based task lists or spreadsheets, can be time-consuming and inefficient, making it difficult to keep track of assignments, deadlines, and progress.

To address these challenges, schools are increasingly turning to management tools like Trello and Microsoft Planner. These tools provide a practical solution for schools to manage projects, assignments, and track student progress efficiently. With the ability to collaborate in real-time, assign tasks and deadlines, and monitor progress, these tools help ensure that students are meeting their objectives and staying on track towards project completion.

In summary, the increasing need for remote and flexible learning environments has highlighted the importance of effective project management and progress tracking in schools. Traditional methods are no longer sufficient, and schools are turning to tracking activity and project management tools like Trello and Microsoft Planner to provide practical solutions. By adopting these tools, schools can prepare students for future careers by teaching them essential digital skills while also improving the efficiency of project management and progress tracking.

## Business Opportunity

TAPM is a software solution designed to streamline project management and tracking activities within a school environment. TAPM provides a centralized platform for managing school projects, assigning tasks, tracking progress, and communicating with team members.

The market opportunity for TAPM exists in schools of all sizes, as educators and administrators struggle with managing complex projects with multiple clients and tasks, leading to missed deadlines, unsupervised, and poor outcomes. TAPM can provide a solution to these challenges, enabling more effective project management, reducing costs, and improving outcomes.

Within a school, TAPM can provide a range of benefits, including more efficient management of classroom projects, better coordination of extracurricular activities, and improved collaboration among teachers and students. The unique features and capabilities of TAPM make it an attractive solution for schools looking to optimize their project management processes and enhance the overall learning experience for students.

## Business Objectives and Success Criteria

Business Objectives:

* Increase project efficiency and productivity
* Improve project outcomes and reduce costs
* Enhance communication and collaboration among faculty, PDO, and teachers
* Improve the learning experience for students

Success Criteria:

* Increase in completed projects on time within the estimated deadline
* Reduction in project costs and errors
* Improvement in communication and collaboration among faculty, PDO, and teachers
* Improvement in student engagement and achievement
* Achieve a specific ROI within a defined period

Factors that may impact success:

* User adoption and engagement with the TAPM platform
* Successful integration with existing school systems and tools
* Effective training and support for faculty, PDO, and teachers
* Competitiveness of the education software market
* Continuous improvement based on user feedback and school needs

Measurable Criteria:

* Percentage increase in completed projects on time
* Percentage reduction in project errors
* Percentage improvement in communication and collaboration among faculty, PDO, and teachers
* Improvement in student engagement and achievement
* Percentage increase in user engagement and utilization of TAPM
* Timely and effective integration with existing school systems and tools
* Achievement of specific training and support goals for faculty, PDO, and teachers
* Regular release of updates and improvements to TAPM based on user feedback and school needs.

## Customer or Market Needs

1. Improved project management: Customers, specifically faculty and teachers, need a solution that can help them better manage their projects, tasks, and schedules in an efficient and streamlined manner.
2. Communication and collaboration: Customers need a platform that allows for better communication and collaboration among faculty, PDO, and teachers, helping them to coordinate efforts and share information effectively.
3. Tracking progress and accountability: Customers need a tool that can track project progress, monitor milestones, and hold team members accountable for their tasks and responsibilities.
4. Accessibility: Customers need a platform that is easily accessible and can be used on a variety of devices and operating systems, allowing them to access and manage their projects and tasks from anywhere.
5. Customization: Customers need a solution that can be customized to meet their specific needs and requirements, allowing them to tailor the platform to fit their workflows and processes.
6. Integration: Customers need a tool that can seamlessly integrate with existing school systems and tools, allowing for a smooth transition and reducing the need for redundant data entry.
7. Security and privacy: Customers need a platform that is secure and maintains the privacy of sensitive information, such as student data and project details.
8. User-friendly interface: Customers need a user-friendly interface that is easy to navigate and use, reducing the learning curve and promoting adoption among faculty and teachers.
9. Real-time reporting: Customers need a solution that can provide real-time reporting and insights into project status and progress, enabling them to make informed decisions and adjustments as needed.
10. Training and support: Customers need access to effective training and support resources, including documentation, tutorials, and technical support, to help them fully utilize the TAPM platform and achieve their goals.

Hardware and software requirements:

* TAPM should be accessible on various devices, including desktop and laptop computers, tablets, and smartphones.
* TAPM should be compatible with popular operating systems, including Windows, macOS, iOS, and Android.

Critical interface and performance requirements:

* TAPM should have a responsive and reliable user interface, with minimal latency and downtime.
* TAPM should be able to seamlessly integrate with existing school systems and tools, including learning management systems and student information systems.
* TAPM should have robust security features, including data encryption and user authentication, to ensure the privacy and security of sensitive information.

## Business Risks

1. Competition: There may be existing or new competitors in the market that offer similar project management solutions, which could reduce demand for TAPM.
2. User adoption: There is a risk that faculty and teachers may not adopt the new system, either due to a lack of interest or resistance to change.
3. Implementation issues: There is a risk that the implementation of TAPM may not go as planned, resulting in delays, additional costs, or decreased functionality.
4. Data security: There is a risk that sensitive student and project data could be compromised, either through security breaches or human error, which could damage the school's reputation and expose them to legal and financial risks.
5. Technical issues: There is a risk of technical issues or system failures that could disrupt the use of TAPM and negatively impact the school's operations and productivity.
6. Limited resources: There is a risk that the development and implementation of TAPM may require more resources than initially anticipated, such as additional funding, staff time, or technical expertise.
7. Changes in technology: There is a risk that advances in technology could make TAPM obsolete or less competitive over time, requiring ongoing updates and maintenance.

The severity of these risks will depend on numerous factors, such as the level of competition in the market, the degree of user acceptance and adoption, and the effectiveness of risk mitigation strategies. To mitigate these risks, the project team could:

* Conduct market research and analyze the competitive landscape to identify unique features and value propositions that differentiate TAPM from competitors.
* Provide comprehensive explanation for faculty and teachers to promote adoption and ensure a smooth transition to the new system.
* Implement thorough testing and quality assurance processes to minimize the risk of implementation issues and technical failures.
* Implement strong security measures, such as data encryption and user authentication, to protect sensitive data and minimize the risk of security breaches.
* Allocate sufficient resources and budget for the development, implementation, and ongoing maintenance of TAPM.
* Monitor changes in technology trends and assess the potential impact on TAPM, adapting the system as necessary to remain competitive and meet evolving needs.

# Vision of the Solution

TAPM is a comprehensive project management system designed specifically for the needs of faculty and teachers within the school. It provides a centralized platform to track all aspects of project management, including timelines, tasks, resources, and communication. TAPM will enhance collaboration, streamline processes, and increase productivity, allowing faculty and teachers to focus on delivering high-quality educational experiences to their students. With TAPM, the school will be able to effectively manage projects and resources, leading to better outcomes and increased success for both faculty and students. The system will be user-friendly, flexible, and scalable, enabling future growth and continued innovation. TAPM will be an essential tool for the school, empowering its faculty and teachers to achieve their goals and drive excellence in education.

## Vision Statement

TAPM is an innovative project management system that empowers faculty and teachers within the school to achieve their goals and drive excellence in education. With TAPM, the school effectively manages projects and resources, leading to better outcomes and increased success for faculty and students. The system is user-friendly, flexible, and scalable, enabling future growth and continued innovation. TAPM facilitates collaboration, streamlines processes, and increases productivity, allowing faculty and teachers to focus on delivering high-quality educational experiences to their students. TAPM will revolutionize the way the school manages projects and resources, enhancing the educational experience for all stakeholders and setting a new standard for project management in education.

## Major Features

Here Are some of the Major features that can be seen in TAPM:

1. Project tracking and management: TAPM enables users to create, track, and manage multiple projects at once, with the ability to assign tasks, set deadlines, and monitor progress.
2. Collaboration and communication: TAPM include features to facilitate collaboration and communication among project team members, including real-time messaging, task comments, and file sharing.
3. Analytics: TAPM includes analytics features to track project progress, resource utilization, and other key metrics, providing users with valuable insights into their projects.
4. User-friendly interface: The system has a user-friendly interface that is easy to navigate and use, even for non-technical users.

## Assumptions and Dependencies

Assumptions:

1. The faculty, PDO and teachers will have access to the necessary hardware and software required to use the TAPM system.
2. The users of TAPM will have a basic understanding of project management principles and will be able to use the system effectively after a brief training.
3. The school's IT (Information Technology) infrastructure can support the implementation and operation of TAPM.

Dependencies:

1. The successful implementation of TAPM is dependent on the availability and integration of various software components.
2. The project team will rely on the timely delivery of hardware and software components from third-party vendors.
3. The project team will rely on the availability of qualified resources to implement, test, and deploy TAPM.

# Scope and Limitations

Scope:

* TAPM is a project management system designed to help users manage multiple projects with ease.
* The system facilitates collaboration and communication among project team members and allows for customization of workflows to suit specific project management needs.
* TAPM includes analytics features to provide users with insights into project progress and resource utilization.
* The user-friendly interface makes the system accessible to non-technical users, improving their ability to manage projects effectively.

Limitations:

* TAPM may not be suitable for large organizations with complex project management requirements.
* Customization features may require technical expertise to utilize fully.
* Analytics capabilities may be limited in scope compared to dedicated analytics tools.
* The user-friendly interface may not cater to users requiring advanced functionality and customization.
* Integration capabilities with other software tools may be limited.

## Scope of Initial Release

The initial release of TAPM will include the following major features:

* Project creation and management: The ability to create new projects, assign tasks to team members, and track project progress.
* Time tracking: The ability to track the time finished on each task by team members.
* Activity tracking: The ability to track the activity of team members, such as when they are working on a task, taking a break, or having completed a task.
* Analytics: TAPM will provide analytics features to help faculty and PDO members monitor project progress, identify potential issues, and make data-driven decisions.

By focusing on these features, the initial release of TAPM will provide significant value to the faculty, PDO, students and teachers at the school. These features will enable efficient and effective project management, collaboration, and data-driven decision making.

# Business Context

The business issues around the project involve the need for efficient and effective project management, which is driven by market demand, organizational need, customer request, and technological advance. The major customer categories include PDO, faculty, teachers, and team members who struggle with project management due to the number of projects and lack of progress updates. The assumptions that went into the project concept are that the project has the full support of the PDO, faculty, and teachers, the project timeline is feasible and will not change significantly, and that communication channels will be clear and open.

The management priorities for the project are to improve project outcomes, enhance team collaboration, optimize resource allocation, and increase efficiency. The project will be executed in phases, starting with assessing the current project management practices, identifying areas for improvement, and implementing project management tools and technologies, such as project planning software and project tracking and viewing mechanisms. The project objectives and success criteria are specific, measurable, attainable, realistic, and time-bound, with requirements for a user-friendly and intuitive system that allows for easy collaboration and communication, provides real-time data on project progress, is secure and provides role-based access, integrates with existing software, and tools, and allows for customization. The constraints include a strict deadline, competing stakeholder interests, and skill gaps, while the assumptions are that the project requirements are clear, the program will function as intended, and communication channels will be clear and open.

## 4.1 Project Priorities

|  |  |
| --- | --- |
| ***Dimension*** | ***Driver (state objective)*** |
| Project Start  Project Documentation  Complete Solution Design  Diagrams Completion  Proofreading Documentation  Complete Project Requirements  Completion of Program | Released by: 04/20/2022.  Released by: 04/26/2022.  Released by: 06/24/2022.  Released by: 11/12/2022.  Released by: 02/24/2023.  Released by: 03/01/2023.  Released by: 03/01/2023 |
| **Three different user interfaces:** Having multiple user interfaces can provide more flexibility and customization options for several types of users. For example, one interface may be designed for managers to view high-level progress, while another interface may be optimized for individual contributors to manage their specific tasks.  **Asia Pacific College exclusivity:** If this system is designed specifically for use at Asia Pacific College, it may be tailored to the unique needs and requirements of that institution. For example, it may integrate with existing databases or systems specific to the college or be optimized for students or faculty members.  **Data numeric tracker:** A numeric tracker could allow for more precise tracking and analysis of project progress, such as measuring completion rates or tracking specific metrics. This could be particularly useful for tracking complex projects or tasks that require an elevated level of detail.  **Task board**: A task board could provide an intuitive and visual way to track progress and manage tasks. This could be particularly useful for collaborative projects where multiple people need to contribute and keep track of progress.  **Project upload:** The ability to upload projects could allow for easy sharing and collaboration among team members. This could be particularly useful for large or complex projects where multiple people need to contribute or review work.  **Feedback and comments:** The ability to add feedback and comments could allow for better collaboration and communication among team members. This could help to identify issues or areas for improvement more quickly and could also help to ensure that everyone is on the same page when it comes to project requirements and goals. | Released by: 03/01/2023.  Released by: 03/01/2023.  Released by: 03/01/2023.  Released by: 03/01/2023.  Released by: 03/01/2023.  Released by: 03/01/2023. |

## Operating Environment

* ***Are the users widely distributed geographically or located close to each other? How many time zones are they in?***

The system referred to in this statement is specifically designed for use by students, faculty, and staff of Asia Pacific College, a reputable educational institution located in the Philippines. As such, the users of this system are expected to be within the same working environment or geographically close to each other, making it easier to collaborate and communicate effectively.

* ***When do the users in various locations need to access the system?***

it can be assumed that the users would need to access the system during the regular working hours of Asia Pacific College, which are likely to be during the daytime in the Philippines. However, the exact time when users need to access the system would depend on the specific requirements of their academic or administrative tasks, which may vary.

* ***Where is the data generated and used? How far apart are these locations? Does the data from multiple locations need to be combined?***

The given statement does not provide clear information about where the data is generated and used. However, since the system is specifically designed for use by students, faculty, and staff of Asia Pacific College, it can be assumed that the data is generated within the institution's premises or its immediate vicinity.

* ***Are specific maximum response times known for accessing data that might be stored remotely?***

Since the system is designed for use by users who are within the same working environment or geographically close to each other, it is unlikely that there will be a need to access data that is stored remotely. If there is a need to access remote data, specific maximum response times may need to be established depending on the requirements of the academic or administrative tasks that the system is being used for.

* ***Can the users tolerate service interruptions or is continuous access to the system critical for the operation of their business?***

It can be assumed that the users of the system would require a certain degree of reliability and availability to effectively collaborate and communicate within the educational institution. While occasional service interruptions may be tolerated, the users would expect a certain level of uptime and performance from the system to carry out their academic or administrative tasks. Therefore, continuous access to the system may be important for the smooth operation of their activities, although the specific tolerance for service interruptions would depend on the nature of the tasks being performed.

* ***What access security controls and data protection requirements are needed?***

The team is still working on the security measures of the system. We are planning to add verification via APC (Asia Pacific College) email and would improve security for each user interface.