**Vision and Scope Document**

**For**

**Hardware Asset Tracking**

Version 1.0 approved

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**Revision History**

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| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
| **Steve Hirabayashi** | 3/21/15 | Initial Draft | 0.1 |
| Julien Laurent | 3/23/15 | Add additional points to the Initial Draft |  |
| Shoaib Khan | 3/24/15 | Made additions |  |
| Christian Girala | 3/26/15 | Adjusting 5.1 and 5.2 tables and adding information to 5.3 | 0.4 |

# Introduction

The following Scope document defines the tasks to be completed by team NULL TERMINATOR in assisting the ENTEC Department of the Miami Dade College in the tracking process of the College’s Hardware assets.

# Business Requirements

* 1. **Background**

The continuing growth of education related to mobile technology and development at Miami Dade College by the Engineering & Technology Department (EnTec) has led to the need for utilizing various models of assets including tablets. Such assets are actively used for mobile development classes as well as various events. There is an urgent need to automate this process for the dept.

## Business Objectives and Success Criteria

EnTec lends tablets in order to aid in teaching mobile technology courses and conducting technological events for its students. Currently the tracking process of these tablets is being done manually and is not as efficient as possible. In order to increase productivity and eliminate the manual operations, team NULL TERMINATOR will implement an efficient and seamless computer program that will ensure assets and related records are properly tracked, managed, and maintained within the EnTec dept.

## Customer Needs

To successfully operate, the program will need:

* A computer
* A scanner
* A Printer

The program will satisfy the needs in regards to asset tracking and management for the EnTec dept at Miami Dade College.

Specifically the completed program will satisfy the following high level requirements:

* Automated process
* Track assets using tag and serial number
* Create and maintain records for renting out assets to identified individuals for classes/events
* Record condition of assets including incident reports
* Prevent conflicts with reservations
* Provide various forms for sign offs during check out and return
* Provide various reports related to asset inventory and usage

## Business Risks

No major business risks have been identified as the program is expected to be well received by the users due to ease of usage especially considering it will be replacing a manual, inefficient system.

# Vision of the Solution

## Vision Statement

The Hardware Asset Tracking program’s purpose is to computerize the lending of Miami Dade College’s tablets. The program will simplify the process of writing and storing the records of borrowed tablets, and will print the records for the borrower’s signature, and repeat the same process when the tablet is returned. The program will also be able to provide a fillable area to report any incident such as damage that happens to a tablet. Furthermore, it can also notify the user of any outstanding issues that need attention, such as non-returned tablet or tablet that is not checked out within its reserve day, and will also offer a feature to reserve tablets for specific members of MDC’s faculty or students.

## Major Features

* The interface menu will provide the user with a list of different option regarding the current inventory of tablets as well as currently or previously borrowed or reserved tablets.
* Input Borrow Request - Program will ask for identity and contact information and print a record for both parties to sign the record. The program will then store the scan of this record.
* Input Return Request - Program will print the record of the borrow request for both parties to sign the record. The program will then store this record.
* Incident Reporting - Program will allow to create an incident report when there is damage observed on a returned asset.
* Reports - Program will generate various reports related to asset tracking and management.

## Assumptions and Dependencies

It is assumed that there will be a scanner and printer available that is connected to a computer, otherwise the program will not deliver all of the implemented features.

# Scope and Limitations

Although this solution is to automate the lending and returning process of the tablets, store and print the report of any incident happen to a tablet, it will not automatically email this report to the appropriate personnel of EnTec.

## Scope of Initial Release

Implementation of this new software solution will facilitate a quicker access to the information of tablets owned by the college that is dedicated to this program.

## Scope of Subsequent Releases

Potential subsequent releases for this proposed solution for the Hardware Asset Tracking program could add the following optional features:

* Automate the e-mailing process to appropriate ENTEC personnel for report(s)
* Integrate a hardware scanner to replace manual input of asset serial numbers
* Encrypt storage of user information for increased privacy
  1. **Limitations and Exclusions**

Encryption of user information is not in scope of the initial release nor is the use of a hardware scanner.

## 5. Business Context

## 5.1 Stakeholder Profiles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Major Value** | **Attitudes** | **Major Interests** | **Constraints** |
| Adnan Z. | Business Owner |  | Use of Scanner,  Recording past borrowers,  easy way of recalling and inputting data | Release version 1.0.0 in a timely manner |
| EnTec Faculty | Program User |  | easy access to files |  |
| EnTec Students | Program User |  | simple process | Time spent together discussing project |

**5.2 Project Priorities**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Dimension*** | ***Driver (state objective)*** | ***Constraint (state limits)*** | ***Degree of Freedom (state allowable range)*** |
| *Schedule* | *release 1.0 to be available by 4/30,* | *Cannot exceed the Spring Semester of 2015* | *Can release product earlier than May 1st, 2015 but no later* |
| *Features* |  |  | *70-80% of high priority features must be included in release 1.0* |
| *Quality* |  |  | *100% of user acceptance tests must pass for release 1.0* |
| *Staff* |  | *maximum team size is 4 developers + 1 tester* |  |
| *Cost* | *Free* | *Try to not need to buy new products* | *budget overrun up to 15% acceptable without executive review* |

## 5.3 Operating Environment

The program will be utilized at the Miami Dade College Wolfson Campus by the EnTec department who maintains the asset inventory. There will not be a reason for multiple users to use this program at the same time as Prof. Zejnilovic will be inputting the user information one by one. Users will consist of EnTec faculty and students from various Miami Dade College campuses that are handled by a single record holder, Adnan Zejnilovic, who will store the data in a local computer. The program needs to be interactive and provide real-time performance within reasonable time period such as seconds. Service interruptions are not expected but in the case they do arise, the EnTec dept will be expected to resort to manual asset tracking and management as a backup. An user password is needed that will be provided by the main operator of the program.