1. Aim

This report aims to outline the clients requirements necessary to build a website that supports Mika’s growing business.

1. Main Goal

Website linked to a database

I require a website that allows me to easily access and manage database information. It must allow for data manipulation so that I can add new elements and also update existing elements including deleting. Furthermore it should allow for easy accessibility and produce reports when required.

1. Features

The features section aims to outline what is expected of the main goal.

* 1. Teacher Information

The website should feature a function that allows the option to add a new *qualified* teacher into the database. It should include a number of fields that are either mandatory or optional. The following table details what should be included:

**Mandatory:**

* First Name
* Last Name
* Sex (female, male, other)
* Date of Birth (DD-MM-YYYY)
* Qualifications (cannot be Nil)
* Email Address
* Mobile Phone
* Skills:
* Music Instrument
* Language skills
* Level of skills
* Multi-lingual skill (can be Nil)

**Optional:**

* Other Phone
* Facebook ID
* Feedback

As teachers will contact me through a contact page (3.7 Teacher Contact) only authorised people should be able to access this page (3.8 Authorisation).

There must be a cancel button in case the decision is made not to hire the teacher after starting the form prior adding the teacher into the database. There should also be an proceed button if I do choose to potentially hire the teach in the future.

In light of this, there needs to be a distinguishing data element that dictates whether a teacher has been hired or whether it is pending. I should be able to update this when I see fit. Whether this is added to the initial teacher creation or is set as default to pending which can be updated later is a design choice.

Therefore, there should be an update page where I can find a data entry based on an identifier such as Teacher ID or the teacher name, and the ability to edit fields. A teacher ID would be the most preferable option as there may be a rare circumstance that teachers have the same name.

* 1. Student Information

The website should feature a function that allows the option to add a new student into the database. It should include a number of fields that are either mandatory or optional. The following table details what should be included:

**Mandatory:**

* First Name
* Last Name
* Date of Birth (DD-MM-YYYY)
* Address
* Gender
* Music Tuition option
* Lesson Duration (30 mins/60 mins)

**Optional:**

* Facebook details
* Preferences (Yes/No)
  + Days
  + Time
  + Teacher Preference
  + Teachers with certain language skills (not actual teacher)
  + Gender of Teacher

**Exception Mandatory/Optional:**

If the student is a child (under the age of 18) these are the fields that must be complete otherwise they are not included:

* Parent’s First Name
* Parent’s Last Name
* Parent’s Gender (Female, Male, Other)
* Parent’s Relation (Father, Mother etc.)
* Parent’s Mobile Phone Number
* Parent’s Other Phone (Optional)
* Parent’s Email Address
* Parent’s Address
* Parent’s Facebook Details (Optional)

It is important to note that if the child is 10 years old or younger, lessons will NOT be offered. The student’s data should not be allowed to be entered under this circumstance.

There should be an option to cancel and proceed with the data creation. Furthermore, a section to update existing data should be present along with searching for particular data and the option to delete data. To delete data the user should be authorised to complete this action.

There should be an additional data element that states whether the data has a pending enrolment contract (3.3. Enrolment Contract). This should be either of three values, pending, activated, deactivated. The pending variable will denote that the student has not been given a contract or a previous contract has ended and they are awaiting a new one. The activated means that the student has a current contract. The deactivated means that a student has completed their previous contract.

There should be an additional data element that can be updated to denote whether a student is a new student or an old student. An old student is determined by having completed a contract. This can be manually updated.

There will be additional data elements that denotes the lessons chosen by the student (3.4 Book Lessons) or alternatively an element that denotes whether the student has lessons or not.

There will be additional data elements that denotes the authorisation of the student (3.8 Authorisation) or alternatively the student ID will relate to an authorisation database.

* 1. Enrolment Contract

The enrolment contract is completed by an authorised person only. They will take into consideration the preferences as stated by the chosen student. Further consideration will be made in regards to whether the student is a new student or an old student which will determine how many lessons that are offered.

As the students may send back information that may change the enrolment, their should be a page to update the enrolment contract information.

It is important to note that all currently created contract information should be considered when creating a new contract. No overlapping of teachers in the same time dates should occur. Furthermore, hours chosen should fit within a regular work day of 9-5, and the date should not occur on the weekend.

Once approved, the student will be able to book the lessons presented to them.

* 1. Book Lessons

The book lessons will be available when a student has created his/her profile and has received an enrolment contract. It will allow them to accept or decline the options presented to them in the contract.

Only the authorised student will be allowed to accept or decline their lessons. This data will then be stored in the students database. Alternatively, a lessons database will be created. The student database will include the ID(s) relating to the lessons database.

Lessons should only be deleted by authorised personnel only. Updating the lessons will involve deleting the current contract and requesting a new one.

* 1. Instrument Inventory
  2. Instrument Hire
  3. Teacher Contact
  4. Authorisation
  5. Search the database
  6. Produce Reports