

System Request

Team:

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Project Name: Mentorship Network Management Software

Business Need:

- Build a centralized system to manage and support the Mentorship Network leadership team's program management and execution. This includes:
 - Handling Mentors and Mentees through recruitment and the AY program
 - Building an external-facing landing page for the program and applications
 - Constructing a matching algorithm for Mentors and Mentees to connect upon.
- Building a data-protected, secure database to host our mentors and mentees information on.
 - Build flexible database to host mentor, mentee, and matches data
 - Produce one-off downloadable csv and google sheet based on queries for data
 - Send mail merge type emails on different segments of mentors/mentees.

Functionality:

- The system must allow users to log in to their accounts in a front-end application.
- The system must support two types of users: admin and user.
- The admin must be allowed to add user logins to the system.
- The system should import new mentors, mentees, and matches for the new academic year from an excel/csv sheet.
- The system should perform data validation on uploaded data.
- The system should generate an external landing page for public usage for that academic year with an embedded application form.
- The system should generate downloaded one-off csv/google sheets.
- The system should provide recommendations for mentor and mentee matches.
- The system should provide a front-end interface for viewing

Expected Value:***Tangible***

- Allow the team to handle upwards of 25% more mentors/mentees in the program for each successive year.
- Cut-down over 5 administrative tasks repeated each year and each week by new leadership team

Intangible

- Facilitate more interactions between students and mentors
- Centralize leadership team content and structure, thus documenting and formalizing each AY work.

Special Issues or Constraint:

- Time Constraint: to be working as soon as possible as this will be adopted immediately
- System should work throughout the academic year with maintenance to be done in the Summer months.
- System should account for training and transference from Leadership Team to Leadership Team year by year.