School Communication Assessment Tool

 Requirements  Specification

Pilot Phase

Version 1.0 ● Nov 2013

**School Communication Assessment Tool**

**SOFTWARE**

**REQUIREMENTS SPECIFICATION**

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**[DEVPOLL]**

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| VERSION: 1.0 | REVISION DATE: November 21 2013 |

## PROJECT STAKEHOLDERS

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| **Name** | **Title** | **Signature** |
| Sandra Cokeley | Project Sponsor |  |
| Dominick DeVito | DevPoll Project Manager (sub-contractor) |  |
| Mark Pollard | DevPoll Software Architect/Developer (sub-contractor) |  |
| Mike Stewart | Quality Assurance |  |

## REQUIREMENTS APPROVERS

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| **Approver Name** | **Title** | **Signature** | **Date** |
| Dominick DeVito | Project Manager |  | Nov 21 2013 |
| Sandra Cokeley | Project Sponsor |  |  |
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## Section 1. Overview

### 1.1 Purpose

*Specify the purpose of this Software Requirements Specification (SRS) and its intended audience.*

An online survey for school districts to administer to staff, parents and the community to evaluate the effectiveness of their communications.

### 1.2 Business Context

*Provide an overview of the business organization sponsoring the development of the software application, including the mission statement and organizational objectives of the business unit.*

(To be added and edited by by Sandra Cokeley)

### 1.3 Scope

*Describe the scope of the software application to be produced.*

The online survey will consist of a battery of questions (approximately 50-70 total) with multiple choice answers and possible open-ended comment sections. The pilot roll-out will start with 5-10 school districts of various sizes. A technical pilot for the project team is scheduled for April 2014. The evaluation and adjustment period is scheduled for April 2015 with full implementation scheduled for April 2016.

### 1.4 User Characteristics

*Identify each type of user of the software by function, location, and type of device. Specify the number of users in each group and the nature of their use of the software.*

School districts will access the survey and create their own site portal in which they will have the ability to direct their participants to respond, store their responses, and generate reports.

## Sect Section 2. Assumptions, Dependencies, Constraints

### 2.1 Assumptions

*Describe the assumptions that can affect the requirements specified in this SRS.*

The project will be successful only if all participating school districts will be sufficient in using an online web site with basic skills for logging in, answering questions and sending out communications. We assume every school district and user involved has an internet connection. We also assume the site survey will be available 24 hours a day, 7 days a week to accommodate work schedules for school administrators, teachers, and parents.

### 2.2 Dependencies

*Describe the dependencies that can affect the requirements specified in this SRS.*

A security model will be needed to address the requirements different access levels within the portals for each designated school district. A proper data model will be needed to address the requirements to differentiate the various types of users, job types, and user roles within each survey.

### 2.3 Constraints

*Describe the constraints that can affect the requirements specified in this SRS.*

The site portals will only be administered by designated school officials set by the project team. The project pilot will only be used by a small number of school districts. When emailing and printing data to anyone outside the scope of this project the data will only be completed and saved surveys (see requirements section). The pilot will handle the English language only. The pilot will only handle reports based on statistical information.

## Section 3. Requirements for Pilot

### 3.1 Business Requirements for Pilot

*Describe all business requirements for the software.*

The online site portal must be able to create surveys based on various types of questions, be able to assign roles to various types of users, be able to make changes to previously created surveys and have the ability to email and print the survey data. The surveys must also be viewable on mobile devices.

#### 3.1.1 Function *: Create Surveys based on various types of questions*

**3.1.1.1 Function X Purpose**

*Describe the intent of the function.*

To create surveys with different types of questions for enhanced communications.

**3.1.1.2 Function X Inputs**

*Describe the inputs to the function.*

The questions will be based on market research.

**3.1.1.3 Function X Operations**

*Describe the operations to be performed within the function.*

The user will first initiate the survey generation. The user will then select the type of question, then write the question, save it, and continue.

**3.1.1.4 Function X Outputs**

*Describe the outputs from the function.*

The output will be a completed list of questions based on radio buttons selection, multiple choice and free form text.

#### 3.1.2 Function *: Assign roles to various users*

**3.1.2.1 Function X Purpose**

*Describe the intent of the function.*

To assign roles of various job types to the site.

**3.1.2.2 Function X Inputs**

*Describe the inputs to the function.*

The designated school administrator (there will only be one) will log on to the site and create users based on the type of role he/she will designate for them.

**3.1.2.3 Function X Operations**

*Describe the operations to be performed within the function.*

The school admin will log into the site using their assigned security credentials. He/she will go to the users section of their portal, click ‘create user’, fill out the necessary information, click Save - and continue for each user.

**3.1.2.4 Function X Outputs**

*Describe the outputs from the function.*

When the site administrator is finished, the school will then have a complete list of assign roles/users with various functions.

#### 3.1.3 Function *: Make changes to previously created surveys*

**3.1.3.1 Function X Purpose**

*Describe the intent of the function.*

To edit saved surveys after they have been completed initially.

**3.1.3.2 Function X Inputs**

*Describe the inputs to the function.*

The surveys will be changed due to error, changed inputs or other various reasons.

**3.1.3.3 Function X Operations**

*Describe the operations to be performed within the function.*

The user will log onto the site, go to the saved surveys section, click on the survey of choice, then click Edit. The user will then change the desired question(s) and click Save.

**3.1.3.4 Function X Outputs**

*Describe the outputs from the function.*

The newly edited and saved survey will be ready for distribution to the targeted audience(s).

#### 3.1.4 Function *: Ability to email and print the data*

**3.1.4.1 Function X Purpose**

*Describe the intent of the function.*

To send the data to other users outside the scope of this project.

**3.1.4.2 Function X Inputs**

*Describe the inputs to the function.*

The input for the sent data will be completed surveys only.

**3.1.4.3 Function X Operations**

*Describe the operations to be performed within the function.*

The user will log into the site, go to the completed surveys section, click on Export - then click on Email or Print.

**3.1.4.4 Function X Outputs**

*Describe the outputs from the function.*

The output will be a report with the statistics listed for each question answered.

### 3.3 Logical Data Requirements

*Describe the logical data requirements for the software.*

The data required for school districts will consist of District ID, District Name, School ID, School Name. The data required for users will consist of school district ID, name, role and date inserted. The data required for each survey will consist of Survey ID, question type, and question. The data required for each completed survey will be Survey ID, School ID, answer, completed, date completed. Other data requirements will be added once the data model is completed.

### 3.4 User Requirements

*Describe the user requirements for the software.*

Each district’s site will require school/grade fields before survey administration; preferably set up so school can input. Designated district personnel will have access to site as administrators to open and close surveys and check on participation. Administrators may delete questions from the survey and may insert up to ten custom questions specifically for their district/school. Options are to be included for survey participants to require an access code to take the survey. Administrators can generate reports across various data fields, i.e., by school, grade job titles or language. Report options will include average rank, percentages, pie charts and bar graphs.

### 3.6 Systems Requirements

#### 3.6.1 Performance Requirements

*Describe the performance conditions and their associated capabilities.*

Technical specifications needed for this site will include Microsoft Windows (any version), Mac OS X (any version), Linux, Chrome OS, Apple iOS 6 or higher, Google Android 2.0 or higher.

#### 3.6.2 Quality Requirements

*Describe requirements for the quality characteristics of the software.*

A web browser is required to view and participate in the online surveys.

### 3.7 Other Requirements

*Identify any other requirements that do not fit appropriately into the preceding requirement sections.*

## Section 4. Glossary

*Define of all terms and acronyms required to interpret the SRS properly.*

## Section 5. Revision History

*Identify changes to the SRS.*

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| **Version** | **Date** | **Name** | **Description** |
| 0.1 | Oct 30 2013 | Dominick DeVito | Initial Creation |
| 0.5 | Nov 2 2013 | Dominick DeVito | First draft completion |
| 1.0 | Nov 21 2013 | Dominick DeVito | Additional Requirements Added |
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