



CAPSTONE PROJECT REPORT

Report 1 – Project Introduction

– Hanoi, September 2024 –

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I. Record of Changes

Date	A* M, D	In charge	Change Description
06/09/2024	A	HauNX	Initiation, add overview and product background
06/09/2024	A	ManhDD	Add product opportunity
07/09/2024	A	ThuyDTT	Add software product vision
07/09/2024	A	PhucND	Add existing system and project scope & limitation

*A - Added M - Modified D - Deleted

II. Project Introduction

1. Overview

1.1 Project Information

- Project name: *Summer Cultivation Course Management System for Co Loan Pagoda*
- Vietnamese name: *Hệ thống quản lý khóa tu mùa hè cho chùa Cổ Loan*
- Project code: SCCMS
- Group name: *SEP490-G51*
- Software type: *Web Application*

1.2 Project Team

Full Name	Role	Email	Mobile
Đào Thị Thanh	Lecturer	thanhdt59@fe.edu.vn	0346078237
Nguyễn Bá Hải	Lecturer	hainb4@fe.edu.vn	0976998086
Nguyễn Tuấn Ninh	Leader	ninhnthel161847@fpt.edu.vn	0338516217
Đỗ Thị Thanh Thuỷ	Member	thuydtthe161856@fpt.edu.vn	0973506889
Đậu Đình Mạnh	Member	manhddhe163126@fpt.edu.vn	0981661879
Nguyễn Duy Phúc	Member	phucndhe176098@fpt.edu.vn	0911468929
Nguyễn Xuân Hậu	Member	haunxhe170950@fpt.edu.vn	0969583865

Table 1: Project team member information

2. Product Background

Currently, summer cultivation courses are being organised nationwide. The cultivation program is designed to be rich with meditation activities, learning Buddhism, group activities, and culture such as performing arts, and folk games, helping participants practise their spirit and develop themselves. In particular, summer cultivation courses are increasingly attracting parents' attention, not only assisting students to have a meaningful summer but also helping them grow in morality, understand more about love for the Fatherland, filial piety to parents, and the spirit of dedication to society.

With the great values that summer cultivation courses bring, every year in the summer, Co Loan Pagoda, located in Ninh Tien Commune, Ninh Binh City, Ninh Binh Province hosts multiple cultivation courses each summer, attracting over 200 students and volunteers. Over the years, the manual registration and management processes have proven

inefficient. However, despite the popularity and success of these courses, the pagoda's current manual registration and management processes have proven increasingly inefficient and burdensome over the years. Parents wishing to register their children often face considerable challenges.

The current business process is described below. Before the cultivation course begins, students need to prepare their complete documentation. The person who wants to be a supervisor - who is responsible for taking care of students- will register to participate and receive notifications from the secretary. They must also attend a training session to understand their responsibilities. Parents need to prepare their children's documentation to ensure everything is ready for the enrollment day.

Students will arrive at the reception desk on enrollment day to complete the enrollment process. Here, they will receive uniforms and student cards, and be guided to their accommodations by the supervisor. After changing into their uniforms and wearing their student cards, students will have lunch and participate in activities according to the established schedule. The supervisors will greet the students, check their documentation, confirm the number of students, and assist them in settling into their prepared accommodations. Parents will bring the necessary documentation to enrol their children and receive a pickup appointment for after the cultivation course.

Throughout the cultivation course, students will engage in activities according to the schedule. In the morning, they will wake up, attend to personal hygiene, meditate, have breakfast, chant, and study teachings. After lunch, students will participate in chores and take rest breaks. In the evening, they will bathe, have dinner, engage in group activities, and write in their journals. Supervisors will monitor and assist students in all daily activities and conduct meetings to check on the health and well-being of the students. On the other hand, pagoda also has volunteers, who will participate in different teams and coordinate tasks via Zalo, while the teachers will guide and oversee all activities.

On dismissal day, students will prepare their belongings to go home and write reflections on the cultivation course. Supervisors will handle the process of sending students back, ensuring that everyone is safe and accounted for. Parents will bring the pickup appointment slip to collect their children.

After the cultivation course concludes, supervisors will write a summary report detailing strengths, weaknesses, and suggestions for improvement for future courses.

Volunteers will receive participation certificates (if available), and students will write about the changes they have experienced after the cultivation course, capturing their memories and lessons learned.

On the side of parents, in September 2024, the pagoda surveyed parents to gain deeper insights into how parents are experiencing the current summer cultivation course. The result of this survey are collected and presented in the sheet: [*Khảo sát phụ huynh khóa tu chùa Cổ Loan*](#)

Based on the more than 30 responses collected, the pagoda obtained the following results:

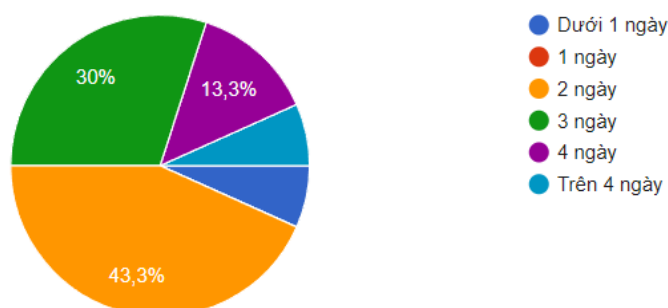


Figure 1: The time parents have to spend to gather cultivation course information

The data underscores the considerable amount of time that parents invest in researching and obtaining relevant information. A significant proportion, 43.3%, require an entire day to complete this task, while an additional 30% of parents need two full days to gather the necessary details. This means that more than 70% of parents spend between one and two days engaged in information-gathering, which can be seen as a substantial time investment. Furthermore, 13.3% of parents require four days to accomplish this, and while the percentage of those spending more than four days is minimal, the data suggests that for many, the process is protracted and inefficient. These findings point to a clear inefficiency in the current system of information dissemination, revealing a substantial need for a more streamlined and effective management system. Such a system would not only reduce the time burden placed on parents but also enhance accessibility and ensure that essential course information is provided in a more timely and organized manner. In light of these statistics, it becomes evident that developing a centralized, well-structured information management

platform would greatly benefit parents, potentially increasing both satisfaction and participation in the course enrollment process.

The team also interviewed three secretaries currently working at the pagoda. The results showed that notifying parents of the registration results takes approximately five minutes per student. The pagoda's secretaries spend around five days organising personnel into various teams, assigning students to groups, and arranging night shifts appropriately. Creating cards for students and volunteers takes about ten minutes per card, extending the card preparation time for around 200 students to approximately four to five days. The administrative staff also face difficulties in sending invitations to 250 former volunteers to participate in the new course. Moreover, storing reports manually has made it challenging to review and retrieve past records.

3. Existing Solutions

Currently, after surveying existing solutions and cultivation course management systems, we have found that extremely little system is specifically designed or implemented to meet the particular needs of managing cultivation courses for pagodas in Vietnam, including Co Loan Pagoda. Moreover, existing solutions are available, they are usually general information management tools or event management tools, and they fail to meet the specific requirements of the pagoda in organising, coordinating, and overseeing cultivation processes.

3.1 Current Cultivation Management of Co Loan Pagoda

Currently, the pagoda manages all activities related to the Cultivation Courses and volunteer assignments manually, largely through direct interactions and traditional paper-based methods. This system includes handling registrations, volunteer allocations, and daily operational tasks without any centralised digital assistance.

As the pagoda's activities, such as organising Cultivation Courses and managing volunteers, expand, this manual approach has become increasingly challenging. The staff, including the Secretary and Managers, must manually review and update records, which is time-consuming and error-prone. This method also makes it difficult to efficiently track the skills and availability of volunteers and assign them appropriately to the various tasks or shifts required.

For registering as a cultivation course participant, the pagoda announces the necessary information and documents for registering for the cultivation course through social media or word of mouth. Students must prepare their complete application and then send it via the pagoda secretary's Zalo. After receiving the application, the secretary will assess whether it meets the requirements for enrollment. If any documents are missing or extra, the secretary will notify the parents to prepare them. If the application is complete, the secretary will add the student to the registration sheet. Once the list of participants is finalized, the secretary will divide the students into different groups. This task is done using Excel to ensure that the groups are balanced in terms of age and that no group contains both male and female students. Afterward, the secretary will create student cards for the participants using Photoshop. On the registration day, students will bring their application to submit to the secretary. The secretary will mark that student as enrolled and then issue them their uniform and participation card.

For registering as a volunteer for the cultivation course, the pagoda will announce the recruitment of volunteers through social media. Volunteers will register via Google Forms, after which the secretary will review and select eligible volunteers and assign them to specific teams. The secretary will also send notifications to those who are not selected. For those who are selected, the secretary will send the list to team leaders through a shared sheet. The team leaders will then contact their volunteers and add them to a shared Zalo group.

For reports, the supervisors are required to write a report each day. Every evening, the supervisors will collect a report template from the secretary's office, fill it out, and submit it. These reports will be compiled for review by the pagoda's monks and the secretary. The report includes issues such as students' psychological state, health, and eating habits, as well as any difficulties or arising problems.

For night shifts, first, the pagoda staff will register their availability through a sign-up form. Students will be assigned to different rooms, with male and female students separated. Each night, there will be approximately three night shifts. The secretary will use the form to allocate night shifts to staff members, assigning them to different shifts and rooms, and then notify the staff via a shared Zalo group. When it's time for their shift, if it's the first shift of the night, the staff member will collect the logbook from the secretary's office. For the second shift and beyond, the staff member will collect the logbook from the previous shift's person. During their shift, the staff must note down any issues during the night (such as room

temperature, noise, etc.) and specific notes for each student. The last shift of the night will return the logbook to the secretary.

Advantages

- Simplicity in implementation without the need for technical infrastructure.
- Direct control over each process by the pagoda staff, providing a personalised touch.

Disadvantages

- Time-consuming, requiring significant manual effort to manage and update information.
- Prone to human error, leading to potential inconsistencies in volunteer assignments and course management.
- Lacks quick scalability and flexibility in response to changes or last-minute adjustments.
- No centralised data storage or backup, increasing the risk of data loss.
- Limited reporting capabilities, making it difficult to generate comprehensive reports for feedback and future improvements.

3.2 Ba Vang Pagoda Management System

The website system of Ba Vang Pagoda is a comprehensive platform designed to optimise the registration process for summer cultivation course courses. The site offers a user-friendly interface, making it easy for participants to register and select suitable courses based on their age. Specifically, the system categorises courses into groups such as: Course 1 for students from grades 7 to 9 (born between 2012 and 2010), Course 2 for students from grades 10 to 12 (born between 2009 and 2007), Course 3 for students from grades 2 to 6 (born between 2017 and 2013), and Course 4 for those from grade 12 to university and young adults under 30 (born between 2006 and 1994).

Participants simply need to click on the corresponding course to proceed with registration, with clear information displayed for each age group. The system supports user information collection through a simple process, including steps for entering personal information and selecting a course. Additionally, the website provides detailed information

about the schedule, location, and activities of the cultivation courses, facilitating easy search and tracking for users.

Besides supporting participants, this system also aids the pagoda management by automatically collecting and organising data about registrants, including personal information, course preferences, and participant numbers. This helps the organisers monitor the number of students, manage capacity, and plan cultivation course activities effectively.

Furthermore, the website integrates news sections that provide updates on events and notable activities at the pagoda, especially programs related to summer cultivation courses, videos, and live events such as study sessions and prominent activities at the cultivation courses, including videos sharing Buddhist knowledge or Google Maps, allowing users to easily search for and get directions to Ba Vang Pagoda. Users can click on the "Directions" section to be guided directly through Google Maps, making it more convenient and accurate for those visiting the pagoda for the first time or those needing assistance in navigating from different locations.

With an intuitive design, bright colours, and a lively interface, the system helps users easily navigate through its functions. The system is also compatible with both computers and mobile devices, making registration quick and convenient. Additionally, support features through phone, email, or a hotline are available to address user inquiries promptly and effectively.

The system's link: <https://chuabavang.com/dang-ky/dang-ky-khoa-tu-mua-he/>



Figure 2: Registering for a summer cultivation course at Ba Vàng Pagoda.

Advantages

- It has been accessible for multiple years and has demonstrated its efficacy for pupils.
- Designed with a user-friendly interface that requires minimal training, making it accessible for pagoda staff and volunteers.

Disadvantages

- Primarily focused on pagoda management in general, it lacks features for specialized management for cultivation courses that can be useful for intensive cultivation course management and organization activities
- The system does not have management functions like daily reports, the application form is for volunteers or night shift assignments.

4. Business Opportunity

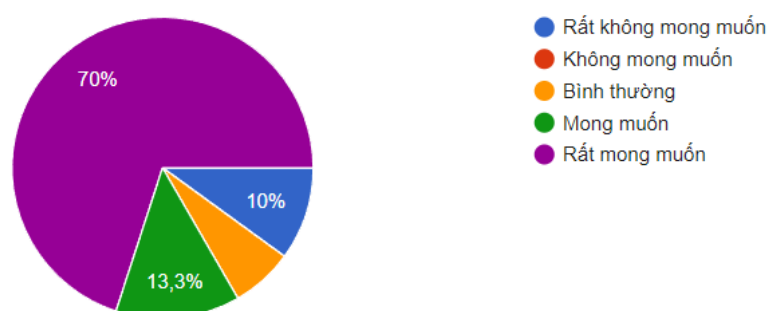


Figure 3: Parents' interest in a website that compiles information related to the cultivation course.

The result of this survey are collected and presented in the sheet: [Khảo sát phụ huynh khóa tu chùa Cổ Loan](#)

The pagoda also surveys to analyze parents' interest in a website that compiles information related to the cultivation course. The survey results demonstrate a strong positive response towards the creation of such a platform. A substantial 70% of parents are "very interested," and an additional 13.3% express moderate interest, meaning that 83.3% of parents overall support the idea. Only 10% of respondents are neutral, while opposition is negligible. These findings suggest a clear demand for a centralised system that would make it easier for parents to access course information, significantly reducing the time and effort required. The data strongly indicates that a website like this would be widely appreciated and highly beneficial for the majority of parents.

Moreover, the secretaries require a management system where they can reduce their manual workloads. The pagoda's secretaries currently spend around five days organising personnel, assigning students to groups, and arranging night shifts. A digital management system can streamline these tasks through automated scheduling, team assignments, and shift planning, significantly reducing the time and effort required while improving the accuracy of arrangements. Creating ID cards for around 200 students and volunteers currently takes about ten minutes per card, extending the card preparation time to four to five days. An integrated system that automates card generation, including photo processing and data input, can reduce the preparation time, allowing for faster and more efficient handling of this critical task.

The secretaries face challenges in sending out invitations to 250 former volunteers due to manual processes. By adopting an automated SMS or emails, the pagoda can easily manage mass invitations, follow-ups, and confirmations, ensuring timely and consistent outreach to past participants and reducing manual errors.

The manual storage of reports has made it difficult to review and retrieve past records, limiting the ability to make data-driven decisions and track historical trends. Implementing a digital report management system would enable easy access, searchability, and analysis of past data, enhancing decision-making and operational efficiency.

5. Software Product Vision

For parents of students who want to enroll their children in summer cultivation courses, the Summer Cultivation Course Management System for Co Loan Pagoda is a comprehensive web-based platform designed to streamline and simplify the registration process. The system allows parents to access and submit summer cultivation course registrations for their children with a user-friendly interface. Unlike the current manual methods where parents who want to enroll their children in a course usually spend days gathering course information, understanding the registration procedures, and receiving feedback on the registration results, this system provides complete information about the summer cultivation course, registration procedures, saving time, enhancing communication and improving efficiency by registering online.

For secretaries involved in managing summer cultivation courses, the Summer Cultivation Course Management System for Co Loan Pagoda is a comprehensive web-based platform designed to streamline and simplify the process of staffing different departments, assigning students to groups, scheduling appropriate night shifts, and returning registration results to parents. The Summer Cultivation Course Management System for Co Loan Pagoda allows secretaries to schedule night shifts in minutes, rather than days as they would have done manually. It also allows for automatic issuance of student and volunteer ID cards, which is a much easier process than doing it manually.

The pagoda's administrative team will be able to easily automatically send invitations to former volunteers to join new courses and allow administrators to review and retrieve records. The system provides a user-friendly management interface, saving time and increasing efficiency in management.

By addressing these key aspects, the Summer Cultivation Course Management System for Co Loan Pagoda aims to become an indispensable tool for Co Loan Pagoda, improving the efficiency and effectiveness of managing summer cultivation courses.

6. Project Scope & Limitations

The system will provide a comprehensive solution to support the organization and operation of summer cultivation course activities, including participant registration, volunteer registration, and night shift management. The system also provides functions to manage reports during the course. The primary objective of the software is to enhance management

efficiency, reduce manual work, and improve the experience for both participants and the organising team.

The software will include features such as online registration, personal information management, and facilitating interaction between participants and instructors. Additionally, the software will integrate reporting and statistics functions to help organizers easily evaluate and adjust cultivation course activities.

However, the software will not include features related to financial management such as tuition collection, fund management, or health services. Any requests or features outside of this defined scope will not be considered unless they offer significant value and are approved along with necessary adjustments to the budget, timeline, and resources. The system does not manage food or volunteer tasks during the cultivation course. It also does not support scheduling and learning material management, detailed tasks of volunteers, and event management for the cultivation course

6.1 Major Features

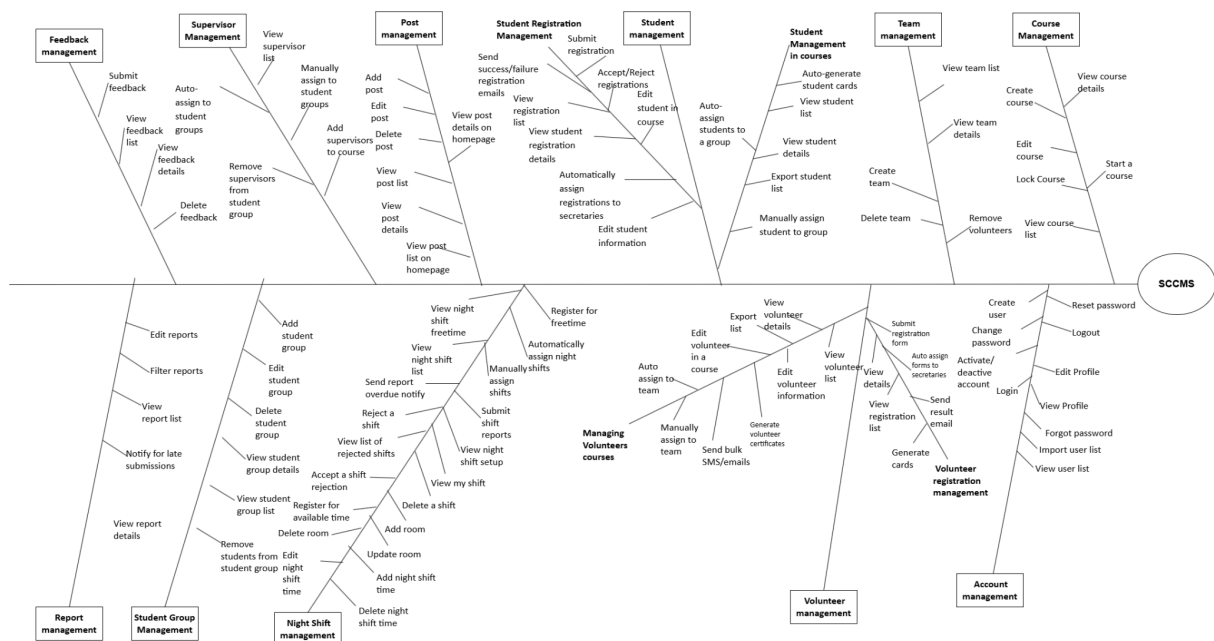


Figure 4: Feature tree of the project

The link of the feature tree: [FeatureTree.drawio](https://www.drawio.com)

Feature ID	Feature
Admin Features	
FE-01	Account Management: Enables admins to create, deactivate, and activate accounts. Admin can also login, password reset, create manager, and view or edit profiles.
Manager Features	
FE-01	Account Management: Enables managers to create, deactivate, and activate accounts of secretaries and staff, team leaders and supervisors. Managers can also do functionalities like login, password reset, import of user lists and viewing/editing profiles.
FE-02	Course Management: This feature allows managers to create, edit, view, and delete courses. It includes the ability to set start and end dates, expected number of students, and notify related parties of any changes (e.g., schedule changes). Managers can also lock/unlock courses and view detailed course information.
FE-03	Team Management: Allows managers to create and manage teams based on gender, age, and the expected number of participants. Teams can be edited, deleted, and assigned to leaders. Additionally, managers can view and filter the volunteer list in each team.
FE-04	Volunteer Management: Managers can accept or reject registrations, view the registration list, search/filter volunteer registration details, and send bulk notifications. Managers can auto-generate volunteer cards, assign volunteers to teams, view, filter, and export volunteer lists, and assign volunteers manually or automatically. This feature also provides a consolidated view of volunteers across a course, enabling managers to filter and search for volunteers, and send emails to all volunteers.

FE-05	Supervisor Management: Managers assign supervisors to student groups manually or automatically, and manage their details. Supervisors can also be added or removed from specific courses or groups.
FE-06	Night Shift Management: The system automatically assigns staff to shifts optimally. Managers can manually assign volunteers, view shift details. The system will use Greedy Algorithm and Brute Force to assign staffs to night shifts automatically.
FE-07	Student Management: Managers can send success/failure emails, accept/reject applications, view and filter registration lists, search registration details, and update registration status or confirm admissions. This feature also auto-generates student cards, allows managers to view and export student lists, filter and sort students, and send bulk messages/emails to parents. Students can also be assigned or removed from groups.
FE-08	Student Group Management: Enables managers to add, edit, and delete student groups, view students in a group, and manage the supervisors assigned to that group.
FE-09	Report Management: Managers can view and filter daily reports, reopen an overdue report
FE-10	Post Management: This feature provides functionality for managing content on a public-facing page. Managers can add, edit, and delete posts, view a post list of the page.
FE-11	Feedback Management: Enables managers to view the feedback list, and access details of submitted feedback. Managers can also delete feedback entries.
Secretary Features	

FE-01	Account Management: Secretaries can do functionalities like login, password reset, bulk Email sending, and viewing/editing their own profile.
FE-02	Course Management: This feature allows secretaries to view courses.
FE-03	Team Management: Secretaries can view, filter, add and remove the volunteer list in each team.
FE-04	Volunteer Management: Secretaries can accept or reject registrations, view the registration list, search/filter volunteer registration details, and send bulk notifications. Secretaries can auto-generate volunteer cards, assign volunteers to teams, view, filter, and export volunteer lists, and assign volunteers manually or automatically. Bulk notifications can be sent to volunteers. This feature also provides a consolidated view of volunteers across all courses, enabling secretaries to filter and search for volunteers, and send emails to all volunteers.
FE-05	Supervisor Management: Secretaries can auto-generate supervisor cards, assign supervisors to student groups manually or automatically, and manage their details. Supervisors can also be added or removed from specific courses or groups, and bulk notifications can be sent.
FE-06	Night Shift Management: The system automatically assigns staff to shifts optimally. Secretaries can manually assign volunteers, view shift details, submit and manage notifications for overdue or rejected shifts.
FE-07	Student Management: Secretaries can send success/failure emails, accept/reject applications, view and filter registration lists, search registration details, and update registration status or confirm admissions. This feature also auto-generates student cards, allows secretaries to view and export student lists, filter and sort students, and send bulk messages/emails to parents. Students can also be assigned or removed from groups.

FE-08	Student Group Management: View, filter and search students in a groups
FE-09	Report Management: This feature allows secretaries to view daily reports. Secretaries can also filter lists and view detailed report information.
FE-10	Feedback Management: Enables secretaries to view the feedback list, and access details of submitted feedback
Team Leader Features	
FE-01	Account Management: Team leader can do functionalities like login, password reset, and viewing/editing their own profile.
FE-02	Course Management: This feature allows team leader to view courses.
FE-03	Team Management: Team leader scan view and filter the volunteer list in each team.
FE-04	Volunteer Management: View, filter volunteer lists.
FE-07	Student Management: Allows team leader to view, filter and sort students.
FE-08	Student Group Management View, filter and search students in a groups
FE-09	Report Management: The team leader can view and filter daily reports.
Staff Features	
FE-01	Account Management: Staff can do functionalities like login, password reset, and viewing/editing their profile.
FE-02	Course Management: This feature allows staff to view courses.
FE-03	Team Management: Staff scan view and filter the volunteer list in each team.

FE-04	Volunteer Management: View, filter, and export volunteer lists.
FE-06	Night Shift Management: This feature allows staff to register for night shifts and submit night shift reports. Staff can also reject night shifts assigned.
FE-07	Student Management: Allows staff to view and export student lists, filter and sort students.
FE-08	Student Group Management View, filter and search students in a groups
FE-09	Report Management: Staff view and filter night shifts, submit night shift reports and can request opening in case it is overdue.
Supervisor Features	
FE-01	Account Management: Supervisor can do functionalities like login, password reset, and viewing/editing their own profile.
FE-02	Course Management: This feature allows supervisor to view courses.
FE-03	Team Management: Supervisor can view and filter the volunteer list in each team.
FE-04	Volunteer Management: View and filter volunteer lists.
FE-06	Night Shift Management: This feature allows supervisor to view night shift
FE-07	Student Management: Allows supervisor to view student lists, filter and sort students. Supervisor can also export the student list
FE-08	Student Group Management View, filter and search students in a groups
FE-09	Report Management: Supervisor can submit, view, edit, and filter daily reports.
Guest Features	

FE-04	Volunteer Management: This feature enables volunteers to submit registration forms and receive successful or failed registration notifications via email.
FE-07	Student Management: Enables online registration submission for students' parents. Parents can also see evaluations of students by filling in the form student code.
FE-10	Post Management: View the logo and posts to learn information about the pagoda, information about the cultivation course, how to register for the course, and the necessary documents for admission... on the page.
FE-11	Feedback Management: Enables parents to submit feedback about the cultivation course. Parents can write about their children's changes after (Parents must input their student's identity across the course)

Table 2: Major features

Conclusion:

The Summer Cultivation Course Management for Co Loan Pagoda is designed to enhance the management of summer cultivation courses by providing a solution that addresses key operational challenges. By streamlining the processes management, the system will significantly improve the overall efficiency and effectiveness of the course. This ensures smooth coordination, clear communication, and timely reporting for all stakeholders involved in the summer cultivation programs.

6.2 Limitations & Exclusions

6.2.1 Limitations

ID	Name	Description
LI-01	No management of food during the cultivation course	The software does not provide any functionality for managing food-related tasks during the cultivation course. This includes tracking food inventory, managing quantities, or handling meal planning and

		<p>preparation. As a result, all food management tasks, such as procuring and preparing meals for participants, will need to be done manually or through a separate system. The software focuses solely on course-related management functions.</p>
LI-02	<p>No management of volunteers' tasks during the cultivation course</p>	<p>The software does not offer features to manage volunteers' activities, such as task assignment, progress tracking, or scheduling. There is no functionality to monitor volunteer hours or assign specific duties within the cultivation course. These responsibilities will be handled separately from the software, either manually or with another tool, allowing the system to remain focused on managing course content and participants.</p>
LI-03	<p>No support for scheduling and learning material management</p>	<p>The system lacks functionality to support scheduling or managing the distribution of learning materials for the cultivation course. There is no provision for organizing course schedules, setting up timetables, or managing the flow of educational materials during the course. Users will need to rely on external tools or manual methods to handle these tasks, as the system's scope is limited to other areas of course management.</p>
LI-04	<p>The system does not include special event management for the cultivation course</p>	<p>The system does not provide any support for organizing special events, such as guest lectures, workshops, or other activities that might occur during the cultivation course. These types of events, which could enrich the learning experience, will need to be planned and managed separately, using other tools or methods. The system's focus is strictly on core course</p>

		management, ensuring that event planning falls outside its scope.
LI-05	No support for financial management and online payments	The system does not include any tools for managing finances or handling online payments. This means that any tasks related to tracking course fees, processing payments from participants, or managing the course budget will need to be done manually or through another system. The focus of the software remains on course management without delving into financial operations, which must be managed separately.
LI-06	No management of resources and facilities	The system does not provide any functionality for managing physical resources or facilities during the cultivation course. This includes tracking the usage, availability, and allocation of materials such as classroom equipment or other supplies. Any management of physical assets required for the course will need to be handled manually or through a separate system. The software focuses solely on managing course-related tasks.

Table 3: Limitations

6.2.2 Exclusions

ID	Name	Description
EX-01	No advanced analytics and reporting feature	The system will not include advanced data analytics, predictive modelling, or custom report generation. Only basic reporting functions are available and users should not expect complex data insights.

EX-02	No mobile application support	The project won't have mobile application support. The users can only access the system through a browser.
EX-03	Internet Dependency	The system requires a stable internet connection to function properly. Users may experience limited functionality or downtime if their internet connection is unstable or unavailable.

Table 4: Exclusions