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UR Lost & Found

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Who We Are

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01

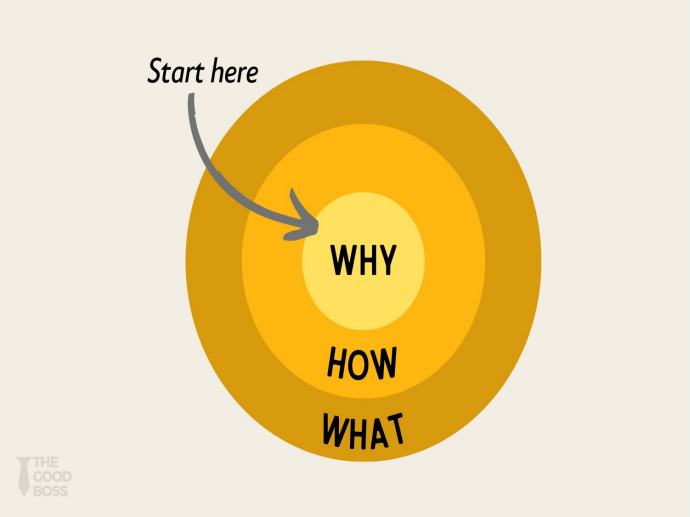
Overview

Project Idea

Web-based Lost & Found Item Management Application

An Overview

- Helps university staff track lost/found items
- Lets people report lost items to the University's staff
- Ensures lost items belong to someone before handing.
- Allows the framework for multiple lost and found locations without needing to be sent to protective services.



(Jain, 2025)

Background

- Many items are lost on campus every day.
- University of Regina Protective Services are responsible for the university's Lost and Found system.
- There are many buildings that have their own Lost and Found departments, such as the library, that gets periodically transferred to Protective Services.
- Valuable items are registered and locked up while other items are left unsorted in a large box.

(U of R Campus Maps, n.d.)

Business Opportunity

- Design and implement a web-based Lost & Found storage management application.
  - Input new items w/location found, item category, image, and description
  - Filter, sort, and view descriptions of logged items
  - Input lost item reports w/name, contact, id, item category, description
  - Compare logged items w/lost item reports

02

Why Are We Designing The Tool?

To simplify the process of reporting lost items

- Many items are lost on campus everyday
- When reporting a lost item, staff may find it difficult to keep track of items
- Fraudulent claims over lost items occur

To solve the problem

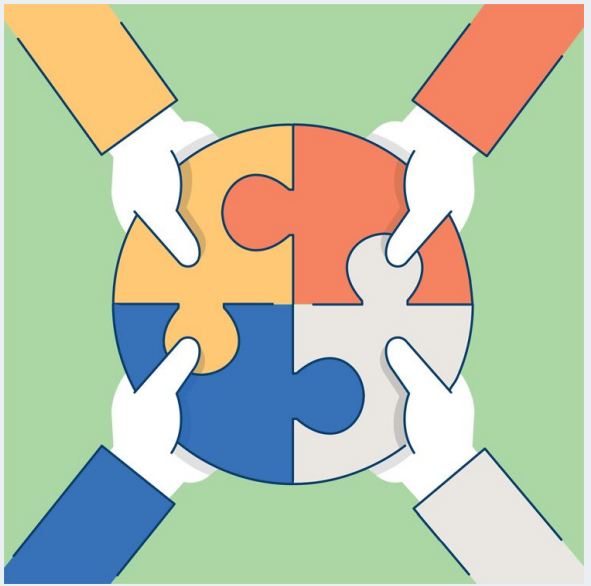
The project shifted from decentralized item reporting to a Protective Services–only system focused on securely and efficiently processing found items and lost item reports.

03

How Are We Approaching The Design?

A Business-Driven, Stakeholder-Focused Design

- Database-design allows staff to quickly filter and verify items lost and answer inquiries about missing items.
- Aligns with existing university processes to ensure the system fits naturally within current staff workflows.
- Reduces the need for staff to drop off boxes of items to the protective services office to be logged.



(Barthold, 2021)

Option 1 - Web-Based Application

Costs

- Time required for design, implementation and testing
- Feedback meet-ups and improvements/updates.
- Data accuracy depends on staff input.
- Basic user training for staff required.

Benefits

- Minimizes redundant inquiries and in-person visits.
- Scales reliably and easily with campus growth.
- Enhances user experience and service transparency.
- Better visibility and control over Lost & Found Items.

Option 2 - Maintain Current System (Do Nothing)

Costs

- Continued inconvenience and time spent for physical visits.
- Potential Dissatisfaction with time taken.
- Increased workload for staff.

Benefits

- No cost for developing and implementing a centralized system.
- No requirement for change in existing workflow.
- Minimal short term operational disruption.

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Who is this project for?

Audience

- Protective Services
- Project Sponsor
- Carryover Customers: University of Regina staff, students, and visitors

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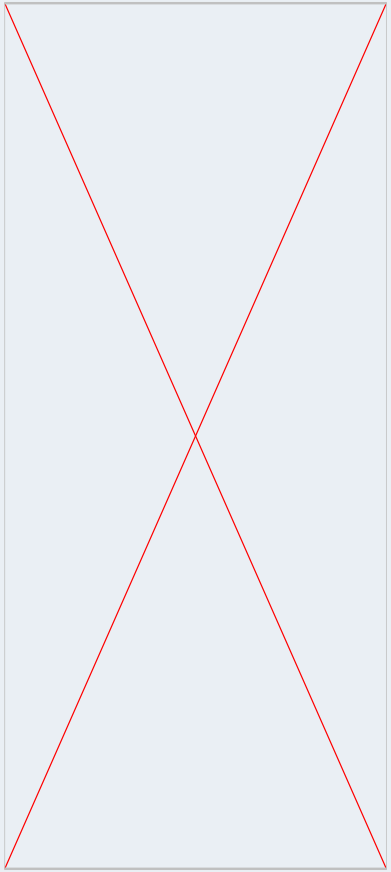
What Does The Tool Do?

Centralizes Lost & Found Inventory Management and Lost Item Reports

- Provides a single platform for submitting and tracking lost items across multiple locations
- Enables staff to log and manage found items in a standardized manner
- Easy to use filter and sorting features allow quick recall of item information.
- Lost Item Reports track inventory for matching descriptions to quickly contact reportee.

Constraints

- System must include a database, a user interface, and interactive features to enable visual data interactions.
- Web-based software application
- Project management through Github
- Must adhere to University of Regina design standards
- 2-month design/development time-box



06

Conclusion & Next Steps

- The proposed tool addresses a common and recurring issue by providing a structured and reliable way to report, track, and return lost items at the University of Regina. By improving efficiency, aligning with existing university processes, and reducing the risk of misuse, the system offers clear operational and administrative value. As a course project, this proposal establishes a strong foundation for further discussion, refinement, and evaluation using formal software testing and validation methods.

- The next step is to translate this concept into a clear and testable system design that aligns with the University of Regina's operational environment. This includes refining the system's requirements, ensuring alignment with existing processes, and identifying potential risks. From there, the focus will shift toward validating the proposed design through structured testing and stakeholder feedback to assess feasibility, effectiveness, and overall value.

Questions?

References

1. Jain, G. (2025, February 10). *The Golden Circle: Use this simple 3-step framework to lead with purpose*. The Golden Circle: Use This Simple 3-Step Framework To Lead With Purpose. https://www.thegoodboss.com/p/the-golden-circle-the-3-step-framework

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3. Barthold, B. (2021, May 26) (n.d.). *IT Change Management Stakeholders: How to Identify them and perform Stakeholder analysis*. Giva. https://www.givainc.com/blog/it-change-management-stakeholders-complete-how-why-of-identifying-analyzing/