# **Travel Funding**

**Project Case Study**

1. **Project Overview**

**Project Idea Title:**

Project Case Study - Online Travel Funding Approval System

**Proposed By (Team Lead and Members’ ID and Names):**

Dr.Asif Q. Gill

**Date:**

Autumn 2019

**Team/ Organisation Name:**

FEIT/ UTS

**Approved by (Customer/ Program Manager):**

Dr.Asif Q. Gill

1. **Project Description**

University of Technology Sydney (UTS) is a well-known Technology University in Sydney, Australia. UTS wants to develop an online travel funding approval system. Based on the initial analysis and meetings with the stakeholders, project team have documented the project brief. The project brief discusses the current UTS travel funding approval process, objectives and the target to be developed online travel funding approval system.

**Planned Duration and Budget**

Management is agreed to use the agile approach to deliver this project in small releases. **Ignore release 0 concept.** The agile project will have 2 short releases: release 1 and 2. Each release will have 3 standard iterations and additional iteration 0 (Zero). Each iteration will be of 2 weeks duration except iteration 0, which will be of 1 week duration only. Each standard iteration will deliver the working software deployable in the production environment. The estimated cost for per man hour is $80. Each day will have 8 man hours. The first release 1 comprising working software and related documentations should have been formally reviewed (showcase) and released in production by no later than by no later than 07/06/2019.

***[Note for Student Assignment Project]*** *Similar to this case, in your ISD assignment project, you will develop software for release 1 only (3 iterations + 1 zero iteration). You are not required to develop software for iterations of release 2. Additional information will be provided in the assignment brief.*

**Travel Funding Approval Process (Current)**

UTS has a number of research students and staff members. Research students and staff members at UTS submit research papers to national and international conferences and journals. Once the paper is reviewed and accepted, they can complete and submit application (with supporting documents) for travel funding approval to UTS travel fund committee. UTS travel fund committee comprises of six to seven senior UTS staff members. UTS travel fund committee reviews the application form and record their decision (approval and disapproval) on the application form so that they can travel and present the paper. Travel fund committee decision email with approved/rejected application form and supporting documents (through internal UTS mail) are sent to the managing officer. Managing officer notifies the applicant about the decision via email and forward him/her the application form and supporting documents via internal UTS mail.

1. **Project Objectives**

Currently, UTS has a paper-based travel form (see the UTS travel application form) and manual funding approval process. UTS wants an online automated travel funding approval system. This online system will help UTS to achieve the following objectives:

1. Eliminate manual travel funding approval forms handling
2. Reduce manual application form data errors
3. Enhance ability to submit and track the travel funding applications
4. Improve applicant (customer/ user) experience

The key users of the new online system are: applicant (e.g. research student and staff) committee members, committee chair, and system admin staff.

1. **Project Scope (Target System)**

The online system will allow the users to login into the online system using their existing user id (UTS staff or student id) and password. The online user information is stored in the online user database. You need to create this separate database with sample users’ data for this project since you will not have access to the official UTS online user database. Once logged in, the system will allow the authorised user to launch, complete (automatic application field validations), save and submit the online travel funding application and attach supporting document (accepted paper softcopy, notification) to travel committee members. The system should be able to capture the travel funding application details and related document in the travel funding approval system database. The online travel funding approval application should be able to load or pre-populate staff and student information in the online travel funding approval application from the online UTS student and staff databases. You need to create these separate databases with (sample) staff and student data since you will not have access to and integration with official UTS student and staff databases for this project. The authorised user should be able to view the status and details of the application they have submitted to the relevant committee for approval. The authorised user should be able to update and delete the information in the application before submission. Once the application is submitted, user cannot change or delete the application.

The authorised committee members will receive an email notification as soon as online application is submitted in the system by the applicant. The system would allow the authorised committee member to login, list and view the applications submitted to them. The system would allow the committee members to review the application and attached documents, and submit their comments and decision about the application. One of the committee members will act as a committee chair and make the final decision based on the review comments provided by individual committee members. The committee members should not be able to delete any submitted application. Travel fund committee decision email with approved/rejected status of the online application is sent to the applicant via mail notification.

The authorised system admin staff should be able to manage (e.g. create, list, view, update, activate and deactivate records) users, staff, student and travel funding approval databases.

1. **Risks, Constraints and Dependencies**

Risk of being new to agile approach.

Time budget constraint.

Team size constraint.

Dependency on identity management system.

1. **Additional Information and Documents**

Please note that the high-level requirements in the Project Case Study brief is a starting point for students to analyse and capture more detailed requirements through interactions with their tutors during the workshop sessions. You need to apply requirements analysis techniques to uncover more details. This case study purposely left some details for the students to discover through regular interactions with their project customers. Teaching staff in this project will play the role of the customer, coach and program manager. This project case study document needs to be read in conjunction with the UTS “application for travel funding” form. You can also look at the faculty travel committee funding guidelines document for more background information.