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| **Project Name: Course Registration System** | | | | |
| **IT Manager Session 1** | | **Date: August 22, 2015**  **Time: 10:00 AM**  **Duration: 1 Hour**  **Location: Commons Learning Center** | | |
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| **Unique ID:** | *ITManager\_22082015\_1000* | | | |
| **Stakeholder:** | *Name: Thomas Graser*  *Title: IT Manager*  *Employer: University of Texas*  *Email: thomas.graser@tlc.state.tx.us*  *Phone:*  *Viewpoint: e.g. IT Manager* | | ***Stakeholder:*** | *Name:*  *Title:*  *Employer:*  *Email:*  *Phone:*  *Viewpoint:* |
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| **Requirements Engineer:** | *Name:*  *Email:*  *Phone:* | | **Scribe:** | *Name: Adam Whipple*  *Email:awhipple@utexas.edu*  *Phone:512-965-5859* |
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| **Session Goals and Desired Outcomes** | |
| **Goal** | **Description** |
| **Topics for goals may include:** | * *Gathering requirements for the system functionality and flow* * *Gathering requirements on what data the system manages* * *Gathering any non-functional requirements* |
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| **Outcomes and Products** | **Description** |
| **Outcomes and Products may include:** | * *Q&A Transcripts* * *Requirements* * *Workflow Diagram* * *Data Flow Diagram* |
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| **Input to Guide Requirements Acquisition Session** | |
| **Portion of System under Discussion** | Managing the student course preferences against priorities and course availability. |
| **Guiding Scenario (if used)** | Student Course Signup: Student fills out preference survey; advisor attempts to give everyone the course desired. |
| **Reference Documents** |  |

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| **Action Items or Outstanding Issues/Requirements from Previous Sessions (if necessary)** | | | |
| **Previous Session Date** |  | **Previous Meeting Purpose** |  |
| **Number** | **Description** | **Assigned To** | **Status** |
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| **Planned Questions** | |
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| **Question**  **#** | **Description** |
| 1 | Who will interact with the system? |
| 2 | What are the primary goals of each user type? |
| 3 | What pre-conditions must be met for the student to register? |
| 4 | How will the system alert users to events? |
| 5 | What is the order of operations for the student and advisor? |
| 6 | Will there be any interaction with current or legacy systems? |
| 7 | What is the budget? |
| 8 | When will this need to be ready for use? |

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| **Notes:** |
| Question: IT Manager - how is the system being accessed are there mobile ports?  Answer: Standard browser on work station.  Request for mobile devices.  We’ve been given a budget of $50k for the whole project.  Question: Is there administrative security on the back end or is it simply through access?  WHo can enter and alter the class schedule?  Answer: In the current system there are specific staff who can alter the schedule.  That’s systematic - the new system will have to accommodate that .  Certain roles that can change that.  Question: Who is the person that assigns those roles?  Answer: IT Staff manages that configuration but we are told by administrative staff who will be given those roles.  They tell us who, we set it up.  Question: You mentioned roles.  What are the roles and privileges  Answer: These are defined by the current system:  Administrative people - those given those privileges  can be given to you.  The primary responsibility of the admins is to establish course schedule and catalogue  Advisors  Students themselves  Staff that are able to update a student record with specific info - not advising status - but they can do things like enter grades and stuff like that.  Question: What are the constraints on the system?  Answer:  Availability of the system  24/7  Budget  Security  By role  Includes internal security maintained independent of security log on for university.  No overarching infrastructure for students login (cannot use UTEID and PW)  Like to be on mobile  No restrictions on look and feel.  Question: Is it feasible to connect to UTEID system to validate login  Answer: Yes - there is a log on provision in the system. Custom connection to the system.  Question: When is this system due?  Answer: By end of semester  Question: IT Manager: Current system - modifications of the system in pipeline  Answer: Goals and plans - currently the system is internal.  We have option to run from cloud as long as connection w/ security and logon can be accomplished.  Question: If from cloud are existing interfaces?  Answer: No all internal  Question: What would we use to connect to system? APIs?  Database?  Answer: Nothing now.  Question: IT Manager - what is database that we need to use?  Answer: No restriction on that.  We just need to be able to create backups.  Question: Any plans to integrate to other system?  Answer: There are systems to manage financial status and bars.  There are interfaces for that.  That would be accommodated in the new system as well.  Question: System to manage course registrant would it be desirable to deal with fees?  Answer: Need all rules on calculating tuition built into that new system as well.  Question: Ties to current system. For example: Hold to non payment that would need to be included?  Answer: YES  Question IT Manager: Are there any maintenance or hardware acquisition along w/ budget?  Answer: Use our current hardware.  Maintenance would be separate costs. During registration 24/7 uptime otherwise it’s negotiable.  Question: Existing data sources we need to import?  Answer: Every student's record displays that info.  It is integrated w/ main UT Systems.  I can get access to the databases.  Admissions database.  Current application materials GPA etc.  General student record history of classes.  Question: What is max number of students to support?  Answer: Current requirement - is that during registration period need simultaneous 5000 transactions.  Question: What reporting and logging needs to go on.  Logging for audits . Reporting advisor to see if things are good?  Answer: Current audit capability to audit every transaction that updates a current schedule - add or drop a course only.  Question: Programmatic access to centralized UT data?  Answer: It would have to be built in conjunction with UT.  You would make the request to interface and we would make it  Question: External system - regulations to be aware of? Example: FERPA  Answer: Yes, FERPA protections. There are various levels of classifications published at UT commonly shared info not. No protected: Name EID email addresses enrollment status. GPA, Current schedule, ARE protected.  Question: Requirements on language (C++)  Answer: NO  Question: Data breaches in past - establish any security procedures  Answer: only to extent of secured info already mentioned |
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| **Action Items** | | | |
| **Action Number** | Description | **Assigned To** | **Due when** |
|  | Represent Requirements based on this document | **Greg / Neal** | **2015 – 09-06** |
|  | Verify & Validate |  |  |

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| **Agreements and Approvals** |

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| *On the delivery date listed, I agree to deliver notes documenting this requirements session to the Stakeholder’s listed below.* | | |
| **Requirements Engineer Name** | **Requirements Engineer Signature** | **Delivery Date** |
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| *The above requirements session report accurately reflects the session for which I served as an expert on the dates indicated above.* | | |
| **Stakeholder Name** | **Stakeholder Signature** | **Approval Dates** |
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Requirements

**Functionality required for the system**

* Users log in with UT EID
* Assign users to a security role
  + Student - input/update data about themselves
  + Administrative - assign permissions, establish coure schedule & catalog
  + Advisor - update all student info and advising status
  + Staff - update student records and enter grades
* Manage financial status, bars and holds
* Calculate tuition
* Log changes to student schedules, e.g. adding or dropping a course

**The data to be managed by the system**

* User data
  + Name
  + User's Role
  + UT EID
  + Email
* Student Data
  + Tuition Owed
  + Financial Holds
  + Registration Bars
  + Current Courses

**Timing of functionality presented**

1. User logins in with UT EID
2. Role is automatically set to Staff or Student
3. Optionally, an administrator looks up user by name, email, or UT EID and changes their role

**Non-functional requirements**

* Individual staff will have different permissions based on roles
* $50,000 budget, not including maintenance after deployment
* Deliver by end of semester
* 24/7 uptime must be maintained during registration periods
* 5000 simultaneous transactions during registration periods
* Follow FERPA regulations

**Installation requirements**

* Runs in a browser on a desktop machine
* Mobile device support would be nice to have
* Existing hardware available for free use
* Any hardware or service can be used instead or in addition to existing hardware