# Introduction

## Project Information

* Project name: **Information Management website for high school**
* Project Code: **IMWHC**
* Product Type: **Website**
* Start Date: **May 11th, 2015**
* End Date: **August 29th, 2015**

## Introduction

Many high schools still do most management work by hand and paper which is a waste of time and encountered many difficulties in statistic, information processing and data back-up. Some high schools still find it hard to apply a more advanced and expensive management system software. Busy parents want to check their children’s study and grades daily on the internet.

Based on the business needs, our team decides to make a simple and low-cost high school information management website. IMWHC (Information Management website for High School) is a web-based application designed to provide a quick and simple information management system for small high school including teachers, parents and students.

## Current Situation

Current user behaviours are listed as below:

* The School:
* Manage all activities mostly by hand and paper.
* Reports are gathered through teacher’s period reports.
* The Teachers:
* The average grade for each student must be calculated manually.
* Inform parents about school’s announcement and student’s study result via parent meetings.
* The Parents:
* Discuss about their children’s study progress at parent meetings.
* Mostly receive notifications and news about the school from their children.

## Problem Definition

* The School:
* The old management method is complex and time consuming.
* Lack of consistency among reports and evaluators.
* Searching data details is difficult.
* The Teacher:
* Spending a lot of time calculate grades and do reports instead of focus on teaching.
* The Principal find it hard to grasp the daily situation of each student to notify their parent promptly.
* Weak communication between teachers and parents.
* The Parents:
* Parents could not grasp the situation and study progress of their children.
* Students inform their parents can lead to false information.

## Proposed Solution

The solution for these problems is to build a website providing not only functions to manage information but also an efficient communication channel between teachers and student’s parents. This system can help management tasks become faster and easier, information can be stored and accessed quickly and safely. Teachers take less time calculating grades. Besides, student’s learning progress can be update frequently so teachers and parents can track student’s academic performance thoroughly.

### **Feature functions**

* Admin can manage information of students and teachers.
* Staff can import schedule for all classes.
* Head teachers can view statistics and report based on study result.
* Teachers can input and update grade.
* Homeroom teachers can input day-off and evaluate behaviour for all student in their responsible class.
* System calculates average grade based on ingredient grades automatically.
* System classifies student based on study result and conduct automatically.
* System sends email about study result and meeting invitation to student’s parents.
* Teachers and parents can exchange opinions.
* Student’s parent can send absence request and homeroom teacher can approve or disapprove that request.
* Teachers, students and parents can view study result.

### **Advantage and disadvantage**

* Advantages:
* Time saving
* Effective communication channel between teachers and parents.
* Calculate average grade quickly and accurately.
* Many users can access at the same time.
* Disadvantages:
* Interaction between users and system is influenced by internet connection.
* The imported excel files must be matched with the system predetermine template

## Functional Requirement

Function requirements of the system are listed as below:

### **Manage schedule of classes**

* Staff can input formatted schedules.
* Teachers can see their schedules.

### Manage grade of student

* Subject teacher can input grade for classes they are assigned.
* System can calculate average grade, classify students by their grades, behaviours which were inputted by teachers.
* Students and parents can see all grades of students.

### Create statistics and report

* Head teacher can create statistics based on students study result.
* Head teacher can export those statistics and report to excel files.

### Manage account

* System automatically creates account for teachers, students and student’s parents based on inputted or imported information. Then, account information includes user name and password will be send to their email. (Assumption that all user in the system have email already).
* Admin can change account status of all users.

## Role and Responsibility

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| --- | --- | --- | --- | --- |
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Table 1: Roles and Responsibility