**CAPSTONE 1 DEFENSE QUESTIONNAIRE GUIDE**

The Archival Alchemist

1. **What specific problems with traditional academic practices does "The Archival Alchemist" aim to solve?**

**Answer: "The Archival Alchemist" addresses several key issues:**

**Accessibility:** Traditional capstone documents are often stored in cabinets or restricted areas, making them hard to access.

**Fragmentation:** Capstone projects are scattered across multiple platforms, leading to inefficiencies and difficulty in finding relevant materials.

**Collaboration:** Lack of a centralized platform hampers student interaction and collaborative learning.

**Guidance:** Students often struggle with selecting suitable capstone topics without adequate guidance and support.

1. **How does the system facilitate the seamless submission, review, and sharing of academic contributions?**

**Answer: The system provides a centralized hub where students can:**

**Submit:** Upload their capstone projects and related documents.

**Review:** Faculty and peers can easily review and provide feedback through the platform.

**Share:** Completed projects are preserved and made discoverable for future students and researchers, ensuring continuous knowledge sharing and accessibility.

1. **In what ways do you expect your system to improve collaboration among students?**

**Answer: The system enhances collaboration by:**

**Centralized Space:** Offering a unified platform for students to interact, share insights, and engage in discussions.

**Community Features:** Facilitating idea exchange and peer review, which fosters a collaborative learning environment.

**Accessibility:** Ensuring easy access to past projects and resources, which can inspire and inform current student projects.

1. **How does your project support students in the complex process of selecting a suitable capstone project topic?**

**Answer: The system supports topic selection by:**

**Guided Support:** Providing tools and resources to help students narrow down broad areas of interest into specific, viable research questions.

**Historical Data:** Offering access to a database of past projects to inspire ideas and show what has been successfully completed.

**Mentorship and Advice:** Facilitating connections with faculty and experienced peers for advice and guidance.

1. **What were the main challenges you faced during the development of your system, and how did you overcome them?**

**Answer: Key challenges included:**

**Technical Integration:** Ensuring seamless integration of various functionalities, which was addressed through iterative testing and agile development.

**User Engagement:** Getting consistent feedback from users was crucial, achieved by conducting regular focus groups and beta testing phases.

**Data Security:** Protecting sensitive academic data, which was managed by implementing robust encryption and access control measures to safeguard the information.

1. **How does the system ensure a comprehensive and accessible repository for capstone projects?**

* The system is designed to create a centralized platform where students and faculty can easily search, browse, upload, and download capstone projects. It includes features for account registration, profile management, and advanced search and filter options, ensuring comprehensive access to the repository.

1. **What are the key features of the student web application, and how do they enhance the capstone project experience?**

* Key features for students include profile management, the ability to upload, download, and modify projects, search and browse capabilities, save favorite projects, report posts, and engage in forums. These features facilitate easy project management, enhance collaboration, and provide a supportive environment for sharing and developing ideas.

1. **How does the system support teachers in managing and evaluating student capstone projects?**

* The teacher web application includes profile management, project download capabilities, approval and feedback mechanisms, search and browse features, save favorite projects, report posts, and participate in forums. These tools help teachers efficiently manage their responsibilities, provide timely feedback, and support student development.

1. **What administrative features are included in the institution admin and super admin web applications?**

* The institution admin application includes project viewing, profile management, subscription monitoring, department and course management, member management, transaction processing, and notifications. The super admin application features user management, university records and archives access, access control, subscription plan management, system reports, and dynamic content management. These features ensure smooth operation and oversight of the entire system.

1. **How will the system contribute to creating a dynamic and collaborative academic environment?**

* The system promotes collaboration by providing a centralized platform where students and faculty can interact, share insights, and engage in discussions through forums. The comprehensive features for managing and accessing capstone projects ensure that student efforts are acknowledged and contribute to continuous academic growth and excellence, fostering a dynamic and collaborative environment.

1. **How does the Archival Alchemist platform benefit students in their academic pursuits?**

* The platform benefits students by providing a centralized repository of capstone projects that can be used as guides and references. It offers insights and methodologies relevant to their research, helping them navigate their studies more effectively. Additionally, it allows students to share their work, receive feedback, collaborate with others, and gain wider recognition, which can lead to future opportunities.

1. **In what ways can teachers utilize the Archival Alchemist to enhance student learning and engagement?**

* Teachers can use the platform to assess the impact of the Archival Alchemist on student learning and engagement. It allows educators to access a wealth of student research, which can be used to enhance teaching practices. The platform also provides a space for giving feedback on student projects, fostering a more interactive and engaging learning environment.

1. **How does the Archival Alchemist platform benefit the institution and its reputation?**

* The platform showcases the accomplishments of students and the quality of the institution's capstone programs, which can attract new students and faculty. It highlights the institution's commitment to innovation and academic excellence, thereby enhancing its reputation and competitive edge in the academic community.

1. **What are the potential benefits for future researchers using the Archival Alchemist platform?**

* Future researchers can benefit from documented insights on the implementation and impact of the Archival Alchemist platform. These insights can guide their own studies, providing valuable data and methodologies. The platform also facilitates collaboration and idea exchange, which can lead to new research projects and advancements in various fields.

1. **How does the Archival Alchemist platform promote collaboration and engagement within the academic community?**

* The platform promotes collaboration by allowing students and researchers from different institutions to share their work, provide feedback, and engage in discussions. This interaction fosters a collaborative research culture, enhances academic discourse, and results in the exchange of new ideas and perspectives. It also helps students improve their communication skills and gain recognition for their research contributions.

1. **What are the primary features of the Archival Alchemist platform designed to enhance the learning experience for students and faculty?**

The primary features include:

- User-friendly Interface: Simplifies navigation and use for students and faculty.

- Profile Management: Allows users to manage their academic profiles.

- Project Management: Facilitates uploading, downloading, and modifying capstone projects.

- Collaboration Tools: Includes forums, commenting, and feedback features to foster collaboration.

- Search and Filter: Advanced search capabilities to easily find relevant projects.

- Administrative Tools: Streamlines administrative processes such as subscription management and user access control.

1. **How does the Archival Alchemist platform foster collaboration among users?**

* The platform fosters collaboration by providing forums and discussion boards where students and faculty can post, view, delete, comment, and report posts. It also allows users to share feedback on projects, save favorite projects, and engage in discussions, thereby promoting an interactive and collaborative academic environment.

1. **Why is the study limited to capstone projects and not other academic requirements such as theses and dissertations?**

* The study is limited to capstone projects to maintain a focused scope and ensure the development of a robust and effective platform tailored specifically for capstone-related needs. This specialization allows for deeper functionality and better user experience for the targeted type of academic work, ensuring high quality and relevance of the features provided.

1. **What are the potential challenges in ensuring that only people and universities that avail of the services can fully experience the platform's features?**

Potential challenges include:

- Access Control: Implementing robust mechanisms to restrict full access to subscribed users only.

- User Authentication: Ensuring secure and efficient user authentication processes.

- Scalability: Managing the system’s performance as the number of subscribed users grows.

- Marketing and Outreach: Effectively promoting the platform to encourage more institutions to subscribe and fully utilize the services.

1. **How does the limitation of the platform's availability to subscribed users affect its overall impact and reach?**

* Limiting the platform’s availability to subscribed users may initially restrict its impact and reach. However, it allows for focused support and development tailored to the needs of paying users, ensuring a high-quality experience. As the platform proves its value, it can attract more institutions to subscribe, gradually expanding its reach and impact.

1. **How does the "Scope and Limitations" section influence the design and development of the Archival Alchemist platform?**

* The "Scope and Limitations" section defines the boundaries of the project, focusing on developing a web application for capstone projects and limiting it to users who subscribe to the service. This focus ensures that the platform is specialized, addressing specific needs of students, faculty, and institutions while managing expectations and resources effectively.

1. **Can you explain the significance of including both "Program Workflow" and "Prototyping" in the methodology?**

* Including "Program Workflow" and "Prototyping" ensures a structured approach to development. The "Program Workflow" outlines the step-by-step process, ensuring all aspects are systematically addressed. "Prototyping" allows for iterative testing and refinement of the platform, ensuring it meets user needs and functions as intended before full-scale implementation.

1. **How does the literature review support the need for the Archival Alchemist platform?**

* The literature review highlights the challenges in accessing and utilizing capstone projects, the fragmentation of project management, and the need for a centralized repository. It provides a foundation of evidence supporting the platform's development by demonstrating existing gaps and the potential benefits of a unified digital solution.

1. **What are the expected impacts of the Archival Alchemist platform on students and faculty?**

* The platform is expected to enhance the learning experience by making capstone projects easily accessible, fostering collaboration through forums and feedback mechanisms, and streamlining administrative processes. For students, it provides a repository of references and encourages engagement with broader academic communities. For faculty, it offers tools to manage and assess student projects efficiently.

1. **How does the diagram in Figure 1 illustrate the overall flow of the study, and why is this important?**

* Figure 1 visually represents the structured progression of the study from the introduction to the final system output. It highlights the logical sequence of steps including scope definition, literature review, methodology, and prototyping, leading to the development of the Archival Alchemist platform. This clear depiction is crucial for understanding the comprehensive and systematic approach taken to address the research problem and achieve the study's objectives.

1. **Why did you choose the Agile methodology over other software development methodologies?**

* We chose Agile because it provides flexibility, allows for iterative development, and incorporates continuous feedback from users. This is particularly beneficial for developing our web-based capstone archiving system, as it enables us to adapt to user needs and improve the system's functionalities based on real-time feedback from students, teachers, and other stakeholders.

1. **How does the Agile methodology enhance the development process of the Archival Alchemist platform?**

* Agile enhances the development process by allowing iterative progress, which means we can develop, test, and refine the platform in manageable increments. This iterative cycle helps in identifying and addressing issues early, ensuring the system evolves based on user feedback and requirements, leading to a more user-centric and robust final product.

1. **What are the key benefits of using iterative development in your project?**

* The key benefits of iterative development include continuous user feedback, which helps in refining the system to better meet user needs; the ability to adapt to changes quickly, ensuring the project stays relevant and functional; and the incremental delivery of features, which allows for testing and improvement in real-time, enhancing overall system quality.

1. **How do you plan to incorporate user feedback during the development process?**

* User feedback will be gathered at each iteration through surveys, usability testing, and direct interaction with students, teachers, and other stakeholders. This feedback will be analyzed and used to make necessary adjustments to the system's features and functionalities, ensuring the platform meets the users' expectations and requirements.

1. **What challenges do you anticipate in using the Agile methodology, and how do you plan to address them?**

* Potential challenges include managing scope creep due to continuous feedback and ensuring effective communication among team members. To address these, we will set clear priorities and boundaries for each iteration, maintain regular communication through meetings and updates, and use project management tools to track progress and ensure alignment with the project's goals.

1. **How does the Archival Alchemist platform create value for its users?**

* The Archival Alchemist platform creates value by providing secure and long-term digital preservation of capstone projects. It offers easy access to archived projects for future reference or portfolio development, which is beneficial for students, educators, and potential recruiters. Additionally, it fosters a collaborative learning environment where users can share ideas and connect with other users, enhancing the overall academic experience.

1. **Who are the primary customer segments for the Archival Alchemist platform?**

* The primary customer segments for the Archival Alchemist platform are universities and colleges with capstone programs, students, and instructors/professors. These segments benefit from streamlined access to capstone projects, enhanced collaboration opportunities, and improved academic resource management.

1. **What are the main channels through which the Archival Alchemist platform will reach its customers?**

* The main channels through which the Archival Alchemist platform will reach its customers include social media, online advertising, word-of-mouth advertising, and the Archival Alchemist’s website. These channels will be used to promote the platform, engage with users, and provide necessary support and updates.

1. **What key activities are involved in maintaining and promoting the Archival Alchemist platform?**

* Key activities involved in maintaining and promoting the Archival Alchemist platform include system development and maintenance, marketing and sales efforts, and design and planning. These activities ensure the platform remains functional, secure, and appealing to users while also expanding its reach and user base.

1. **What are the primary revenue streams for the Archival Alchemist platform?**

* The primary revenue streams for the Archival Alchemist platform include offering a free plan with basic features and premium upgrades for full functionality. Additionally, universities can pay an annual or recurring subscription fee based on the number of users, providing a sustainable revenue model to support the platform’s operations and growth.

1. **What are the primary responsibilities of an institution admin in the Archival Alchemist platform?**

* The primary responsibilities of an institution admin in the Archival Alchemist platform include managing user accounts, handling archives, overseeing subscriptions, managing courses and departments, viewing transaction history, and maintaining communication with the sales team. They are also responsible for managing and viewing notifications, providing system feedback, and accessing technical support.

1. **How does the institution admin manage subscriptions within the Archival Alchemist platform?**

* The institution admin manages subscriptions by overseeing the subscription plans for their institution. This includes viewing current subscriptions, upgrading or renewing subscriptions, canceling subscriptions, and viewing agreements related to the subscriptions. They can also contact the sales team for further assistance with subscription management.

1. **How does the workflow ensure that institution admins can provide timely technical support and feedback?**

* The workflow ensures that institution admins can provide timely technical support and feedback by incorporating dedicated pathways for accessing technical support and system feedback. Institution admins can log in and directly manage issues related to the system, ensuring quick resolution of problems and continuous improvement based on their feedback.

1. **What processes are in place for institution admins to manage user accounts effectively?**

* Institution admins manage user accounts by handling account creation, updates, and deletions for students, teachers, and co-admins. They can also view transaction history related to these accounts, manage subscription statuses, and ensure that all user information is up-to-date. This centralized management system streamlines the administrative process and maintains organized and accurate records.

1. **How does the platform facilitate communication between institution admins and the sales team?**

* The platform facilitates communication between institution admins and the sales team through a dedicated 'Contact Sales Team' function. This allows institution admins to directly reach out to the sales team for inquiries related to subscription plans, renewals, upgrades, and any other sales-related questions. This ensures that all subscription management processes are handled smoothly and efficiently.

1. **What steps must a student follow to manage their subscription within the program workflow, and what options are available for modifying their subscription?**

To manage their subscription, a student must:

1. Register and log in to their account.

2. Access the 'Manage' section in 'My Account'.

3. Navigate to the 'Subscription' section where they can view their current plan.

4. Under 'Subscription', they have options to renew, upgrade, or cancel their subscription.

5. They can choose between an institutional plan and a personal plan based on their needs.

1. **How does the program workflow facilitate student engagement in interactive activities, such as participating in forums and sharing projects?**

The program workflow facilitates student engagement in interactive activities through the following steps:

1. After logging in, students can access the 'Forum' to browse, post, comment, and cite discussions.

2. Students can also participate in 'Chat' for real-time interactions.

3. They can engage in their 'Class' section, where they can share and track projects.

4. Notifications keep them updated on new posts, comments, and project feedback.

These activities promote active participation and collaboration among students.

1. **Describe the process a student follows to handle capstone projects, from sharing to receiving feedback and revising.**

The process for handling capstone projects involves:

1. Logging into the system and accessing the 'Class' section.

2. Sharing their projects with peers and instructors.

3. Tracking the progress of their projects through the 'Track Projects' feature.

4. Viewing approved projects and feedback provided by instructors or peers.

5. Revising their projects based on the feedback received.

This structured process ensures continuous improvement and effective management of capstone projects.

1. **What resources are available to students for academic support, and how can they access these resources within the program workflow?**

Students have access to various academic resources, including:

1. 'Books' section where they can browse and download academic materials.

2. Technical support for resolving issues and seeking assistance.

3. Forums for academic discussions and peer support.

4. Notifications for updates on new resources and feedback.

Students can access these resources by logging in and navigating to the respective sections in the program workflow.

1. **How does the notification system enhance the student experience, and what types of notifications might students receive?**

The notification system enhances the student experience by providing timely updates and alerts on various activities. Types of notifications students might receive include:

- Alerts for new comments and posts in forums.

- Updates on shared and tracked projects.

- Reminders for subscription renewals or upgrades.

- Notifications for new downloads available in the 'Books' section.

- Feedback on submitted projects.

These notifications keep students informed and engaged, ensuring they do not miss important updates and can take timely actions.

Based on the provided program workflow for teachers, here are five capstone-worthy questions with their answers:

1. **How do teachers manage and provide feedback on capstone projects within the program workflow?**

Teachers manage and provide feedback on capstone projects through the following steps:

1. After logging in and navigating to their account, they access the 'Class' section.

2. Within the 'Class' section, they review 'Pending Capstone Projects' submitted by students.

3. They can 'Approve' or 'Decline' the projects based on their assessment.

4. Once reviewed, teachers provide detailed feedback on the projects.

5. Notifications are sent to students with the approval status and feedback for further actions.

This workflow ensures a structured process for project evaluation and feedback delivery.

1. **What features are available to teachers for managing their class and interacting with students?**

Features available to teachers for managing their class and interacting with students include:

1. 'Class' section where they oversee all student activities and projects.

2. 'Forum' for discussions, where teachers can post, comment, and engage with students.

3. 'Chat' for real-time communication with students.

4. Tools to 'Give Feedback' on student submissions.

5. Notification system to stay updated on student activities and project statuses.

These features facilitate effective class management and student-teacher interaction.

1. **Describe the steps a teacher follows to handle subscription management within the system.**

The steps a teacher follows to handle subscription management are:

1. Log in to the system and navigate to 'My Account'.

2. Access the 'Subscription' section to view current plans.

3. Choose between an 'Institutional Plan' or a 'Personal Plan'.

4. Options to 'Renew', 'Upgrade', or 'Cancel' the subscription are available.

5. Complete the transaction process for the selected subscription action.

This process ensures that teachers can manage their subscriptions efficiently to meet their needs.

1. **How does the program workflow support teachers in accessing and utilizing academic resources?**

The program workflow supports teachers in accessing and utilizing academic resources through:

1. The 'Books' section, where they can browse and download academic materials.

2. Notifications alerting them to new resources and updates.

3. 'Save' feature to bookmark favorite resources for easy access.

4. Technical support to resolve any issues in accessing resources.

These resources assist teachers in staying informed and providing up-to-date materials for their classes.

1. **In what ways can teachers participate in forums and what benefits does this offer?**

Teachers can participate in forums by:

1. Logging into the system and navigating to the 'Forum' section.

2. Posting new topics, commenting on existing discussions, and engaging with students and peers.

3. Utilizing the 'Report' feature to flag inappropriate content.

The benefits of participating in forums include:

- Facilitating academic discussions and knowledge sharing.

- Building a community of practice with peers and students.

- Staying informed about trends and issues in their field.

- Providing a platform for collaborative problem-solving and idea generation.

1. **Considering the different user roles (Super Admin, Institution Admin), how can the system ensure clear and distinct user account management functionalities to avoid confusion and potential misuse?**

The diagram suggests user account management for both Super Admins and Institution Admins. To avoid confusion:

* **Clearly define roles:** Document the specific user account management tasks each role can perform (e.g., Super Admin - create any user, Institution Admin - create users within their institution).
* **Role-based interfaces:** Provide separate interfaces or functionalities for each role, highlighting the user account management options specific to them.

1. **The diagram mentions "Subscription" as a functionality for both Super Admins and Institution Admins. Can this be further refined to differentiate their responsibilities regarding subscriptions based on the color scheme (sky blue vs. light blue)?**

The color scheme might suggest different subscription functionalities:

* **Super Admins:** Manage system-wide subscriptions, potentially including adding/removing subscription plans, setting pricing, or managing overall platform access.
* **Institution Admins:** Manage subscriptions for their institution, including adding/removing users from subscriptions, changing institution subscription plans, or monitoring usage within their institution's subscriptions.

1. **The diagram highlights "Transaction" as a functionality. Based solely on the image, can the system be designed to ensure secure and transparent transaction processing for all user roles who might interact with it?**

Security and transparency are crucial for transactions:

* **Secure payment processing:** Integrate with a secure payment gateway for handling financial transactions.
* **Transaction receipts:** Provide users with clear and detailed transaction receipts for audit purposes.
* **Role-based access control:** Limit access to financial transactions based on user roles (e.g., only authorized personnel can process payments).

1. **The color scheme suggests different functionalities for Super Admins and Institution Admins. Considering this, how can the system be designed to provide clear and consistent user interfaces for all user roles, while maintaining the distinction between functionalities?**

Balance user interface consistency and role distinction:

* **Common UI elements:** Maintain a consistent overall layout and design language for all user interfaces.
* **Role-specific functionalities:** Highlight the functionalities specific to each user role within the UI, using visual cues or separate sections to avoid confusion.

1. **The diagram focuses on user roles and functionalities. How can the system be designed to ensure a user-friendly experience for all user roles, considering the potential complexity of functionalities for some roles (e.g., Super Admin)?**

**Answer:** User-friendliness should be a priority:

* **Intuitive UI design:** Emphasize intuitive user interface design principles, with clear navigation and easy-to-understand functionalities
* **Role-specific tutorials:** Provide context-sensitive tutorials or help guides based on the user's role to assist them in understanding their specific functionalities.
* **Progressive disclosure:** Only present complex functionalities upon user interaction, keeping the initial interface simple and approachable.