# Scope of Work

Based on the client’s description of their needs, the process used for class scheduling seems inefficient and time consuming. Information is gathered from various sources and stored inadequately. There are also a number of conditions that must be met before a course can be schedule for the semester.

First condition is based around teacher preferences. All teacher preferences are emailed to the course coordinator in the form of an excel spreadsheet. Every teacher has their own preferred teaching schedule, but there are certain perquisites that all teachers must meet for their determined workload. Each prerequisite goes as followed:

* 9 Credits per semester for tenure track
* 12 Credits per semester for fixed-term faculty
* Other variables may lighten a teacher’s workload

Second condition is based around the recommended academic plan. The recommended academic plan is a roadmap that helps students while scheduling classes for each semester. The second requirement has its priorities as followed:

* Priority: At least one section of the courses listed on the academic roadmap
* Priority: All mandatory courses are offered according to academic roadmap
* Second Priority: courses required to declare a major is offered both semesters

The third condition is based around the actual requirements to open a section of course. The process to opening a section for a course is rather complicated. After having all the mandatory courses and sections open, for a section to stay open there are another set of prerequisites which are as followed:

* Minimum: 12 students per section or section will be closed.
* Exception for less than 12: Course is mandatory to offer.

The numbers of sections are predetermined by the course coordinator based on information gathered from previous years. After all of the courses and sections have been opened, the next step is to assign teachers. By this point, the course coordinator will have taken all teacher preferences into account and will divide all the classes amongst all the teachers. After everything is settled with all of the sections, teachers, and times for class, a draft of the course schedule is made and sent to all of the teachers for corrections. After the teachers, make their corrections

After analyzing the situation, there are a number of areas that can be improved to optimize the course scheduling process. First is how data is compiled. Rather than keeping all of the teacher schedules in a