Vision and Scope Document

for

StudentSteps

Version 1.0

Prepared by Jihoo Ahn

Scholars

February 4, 2024

Table of Contents

Table of Contents ii

Revision History ii

1. Business Requirements 1

1.1. Background 1

1.2. Business Opportunity 1

1.3. Business Objectives and Success Criteria 1

1.4. Customer or Market Needs 1

1.5. Business Risks 1

2. Vision of the Solution 2

2.1. Vision Statement 2

2.2. Major Features 2

2.3. Assumptions and Dependencies 2

3. Scope and Limitations 2

3.1. Scope of Initial Release 2

3.2. Scope of Subsequent Releases 2

3.3. Limitations and Exclusions 3

4. Business Context 3

4.1. Stakeholder Profiles 3

4.2. Project Priorities 4

4.3. Operating Environment 4

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
|  |  |  |  |
|  |  |  |  |

# Business Requirements

<The business requirements provide the foundation and reference for all detailed requirements development. You may gather business requirements from the customer or development organization’s senior management, an executive sponsor, a project visionary, product management, the marketing department, or other individuals who have a clear sense of why the project is being undertaken and the ultimate value it will provide, both to the business and to customers.>

## Background

With Scholar’s Oakville placing significant emphasis on individualized learning and fostering strong connections between tutors and students, it is imperative for tutors to access all necessary information promptly and accurately. A typical day for tutors at Scholars Oakville Glen West involves arriving, reviewing comments and future plans left by previous tutors for each student, and planning out hourly sessions accordingly. However, the current process of navigating between IQ (ScholarsEd) and Google Docs in Scholar’s Google Drive proves time-consuming and complex. Tutors spend valuable minutes switching between platforms, finding student profiles, and scrolling through documents, hindering their efficiency. Additionally, the process becomes even more cumbersome when tutors must sift through comments from multiple teachers or subjects. Consolidating these platforms into a unified system would not only save time for tutors but also facilitate better communication and streamline the scheduling process, ultimately enhancing the tutoring experience for both tutors and students.

## Business Opportunity

This project aims to develop an application that simplifies the process for tutors to access student information relevant to their teaching responsibilities. Currently, tutors face challenges navigating multiple platforms to gather necessary data, resulting in inefficiencies and wasted time. By consolidating student information into one accessible platform, the application would save tutors valuable time spent searching for information. Additionally, it would enhance accessibility for administrators and future tutors, providing a centralized location for student comments and details relevant to the sessions. The application would also facilitate improved communication between students, parents, and tutors, allowing for easier follow-up on sessions and feedback submissions. Ultimately, the implementation of this application would not only improve the quality of life for tutors and administrators by streamlining all the existing tools together, but also enhance the overall tutoring experience for all stakeholders involved with enhanced features.

## Business Objectives and Success Criteria

BO-1: Reduce the time necessary for tutors to schedule for each student

BO-2: Reduce the amount of time used to complete writing comments and schedules for each students

BO-3: Quality of work

## Success Metrics

SM-1: Have more than % of students use the application to more effectively plan out their study plans and communicate that with the tutors.

SM-2: Raise average satisfactory level of the comment process with the tutors.

## Business Risks

Risk 1: Tutors might find the previous system more familiar and therefore easier to use

Risk 2: The cost of operation might prove to not be worth compared to the previous applications

<Summarize the major business risks associated with developing this product, such as marketplace competition, timing issues, user acceptance, implementation issues, or possible negative impacts on the business. Estimate the severity of the risks and identify any risk mitigation actions that could be taken.>

# Vision of the Solution

<This section establishes a long-term vision for the system to be built to address the business objectives. This vision will provide the context for making decisions throughout the course of the product development life cycle. The vision should not include detailed functional requirements or project planning information.>

## Vision Statement

This project strives to create a unified platform that brings multiple applications currently used in the organization to one cohesive solution. By providing service users with unified access to resources, tools, and information, we aim to streamline operations, enhance collaboration, and improve efficiency across the organization. Our platform will empower tutors to effectively navigate through necessary information on each student and students and teachers to review their sessions and plan their tomorrow. With a focus on simplicity and accessibility, we are hoping that the application can help manage schedules, resources, and interactions seamlessly and effortlessly for all stakeholders and ultimately enhance educational experiences for the students.

## Major Features

The following features are all expected features and are not ordered in any priority.

Feature 1: Allow tutors to submit Behavioural comments and Academic comments for each student.

Feature 2: Allow tutors to access the most recent relevant comments more easily, both from the previous tutor and any administrators, filtered by subject and dates.

Feature 3: Allow tutors to check and update student’s upcoming assessments.

Feature 4: Allow tutors and administrators to have a dedicated space to make notes about students, ranging from hobbies to behavioural notes

Feature 5: Allow students and their parents to check academic notes and plan set up by the tutors

Feature 6: Allow students to update plans to effectively communicate their study plans to the tutors

Feature 7: Allow administrators to assign tutors to students for wanted dates

Feature 8: Allow administrators to fix tutors’ comments and then approve

Feature 9: Allow both tutors and administrators to read all previous comments of the students they have access to

## Assumptions and Dependencies

Assumption 1: All tutors will have a laptop with internet connection before, during, and after every session.

No dependency is needed.

<Record any assumptions that were made when conceiving the project and writing this vision and scope document. Note any major dependencies the project must rely upon for success, such as specific technologies, third-party vendors, development partners, or other business relationships.>

# Scope and Limitations

<The project scope defines the concept and range of the proposed solution. It’s also important to define what will not be included in the product. Clarifying the scope and limitations helps to establish realistic expectations of the many stakeholders. It also provides a reference frame against which proposed features and requirements changes can be evaluated. Proposed requirements that are out of scope for the envisioned product must be rejected, unless they are so beneficial that the scope should be enlarged to accommodate them (with accompanying changes in budget, schedule, and/or resources).>

## Scope of Initial Release and 3.2. Subsequent Releases

Release 1 will focus on all the current features of ScholarsEd. Release 2 will focus on integrating Release 1 with calendar-related features. Release 3 will finalize the product with giving access to students and parents.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Release 1 | Release 2 | Release 3 |
| Feature 1 | O |  |  |
| Feature 2 | △ | O |  |
| Feature 3 | △ | O |  |
| Feature 4 | O (low priority) | O |  |
| Feature 5 | X | X | O |
| Feature 6 | X | X | O |
| Feature 7 | O |  |  |
| Feature 8 | O |  |  |
| Feature 9 | O |  |  |

O – Fully Implemented

△- Partially Implemented

X – Not Implemented

## Limitations and Exclusions

Limitation 1:

# Business Context

<This section summarizes some of the business issues around the project, including profiles of major customer categories, assumptions that went into the project concept, and the management priorities for the project.>

## Stakeholder Profiles

<Stakeholders are individuals, groups, or organizations that are actively involved in a project, are affected by its outcome, or can influence its outcome. The stakeholder profiles identify the customers for this product and other stakeholders, and states their major interests in the product. Characterize business-level customers, target market segments, and different user classes, to reduce the likelihood of unexpected requirements surfacing later that cannot be accommodated because of schedule or scope constraints. For each stakeholder category, the profile includes the major value or benefits they will receive from the product, their likely attitudes toward the product, major features and characteristics of interest, and any known constraints that must be accommodated. Examples of stakeholder value include:

* improved productivity
* reduced rework
* cost savings
* streamlined business processes
* automation of previously manual tasks
* ability to perform entirely new tasks or functions
* conformance to current standards or regulations
* improved usability or reduced frustration level compared to current applications

Example:>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Major Value** | **Attitudes** | **Major Interests** | **Constraints** |
| Administrators |  |  |  |  |
|  |  |  |  |  |
| Tutors |  |  |  |  |
| Students |  |  |  |  |
| Parents |  |  |  |  |

## Project Priorities

<Describe the priorities among the project’s requirements, schedule, and budget. The table below may be helpful in identifying the parameters around the project’s key drivers (top priority objectives), constraints to work within, and dimensions that can be balanced against each other to achieve the drivers within the known constraints. For more information, see chapter 2 of Creating a Software Engineering Culture by Karl E. Wiegers (Dorset House, 1996). Examples:>

|  |  |  |  |
| --- | --- | --- | --- |
| **Dimension** | **Driver (state objective)** | **Constraint (state limits)** | **Degree of Freedom (state allowable range)** |
| Schedule | release 1.0 to be available by 10/1, release 1.1 by 12/1 |  |  |
| Features |  |  | 70-80% of high priority features must be included in release 1.0 |
| Quality |  |  | 90-95% of user acceptance tests must pass for release 1.0, 95-98% for release 1.1 |
| Staff |  | maximum team size is 6 developers + 4 testers |  |
| Cost |  |  | budget overrun up to 15% acceptable without executive review |

## Operating Environment

<Describe the environment in which the system will be used and define the major availability, reliability, performance, and integrity requirements. This information will significantly influence the definition of the system’s architecture. Consider questions such as:

* *Are the users widely distributed geographically or located close to each other? How many time zones are they in?*
* *When do the users in various locations need to access the system?*
* *Where is the data generated and used? How far apart are these locations? Does the data from multiple locations need to be combined?*
* *Are specific maximum response times known for accessing data that might be stored remotely?*
* *Can the users tolerate service interruptions or is continuous access to the system critical for the operation of their business?*
* *What access security controls and data protection requirements are needed?>*