Vision and Scope Document

for

StudentSteps

Version 1.0

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Scholars

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Revision History

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

# Business Requirements

## 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

# Vision of the Solution

## 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.

# Scope and Limitations

## 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:

Exclusion 1:

# Business Context

## Stakeholder Profiles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Major Value** | **Attitudes** | **Major Interests** | **Constraints** |
| Administrators | Improved employee productivity; | Strong enthusiasm. They seem to |  |  |
| Semi-Administrators |  |  |  |  |
| Tutors |  |  |  |  |
| Students | More information about sessions available |  |  |  |
| Parents | More information about sessions available |  |  |  |

## Project Priorities

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

## Roles and Permissions

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Roles** | **Permission**  **Read/Edit/View** | **Comments**  **Read** | **Comments Write** | **Comments**  **Edit** | **Calander**  **Read** | **Calander**  **Write/Edit** |
| superuser | o | o | o | o | o | o |
| admin | o | o | o | o | o | o |
| tutor | x | o | o | x | o | x |
| student | x | o | x | x | Self-Only | o |
| parent | x | o | x | x | Self-Only | o |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Roles** |  |  |  |  |  |  |
| superuser |  |  |  |  |  |  |
| admin |  |  |  |  |  |  |
| tutor |  |  |  |  |  |  |
| student |  |  |  |  |  |  |
| parent |  |  |  |  |  |  |

*Self-Only means they can only access their own, and not others’ database.*