Vision and Scope Document

for

StudentSteps

Version 1.0 approved

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Scholars

February 4, 2024

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Revision History

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| --- | --- | --- | --- |
| **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 putting heavy emphasis on individualized learning and the connections between the tutors and the students, it is essential for the tutors to be able to gain all the information they need promptly and accurately. A day of Tutors of Scholars Oakville Glen West often goes like this: Arrive to Scholars, read through comments and future plans left by previous tutors, for all students, then plan out how each of their hourly sessions would run. Finally, after helping the students learn in their respective areas, tutors would leave comments, one for Scholar’s to read and the other for the student and their guardians to read. Unfortunately, the start and the end – finding related information about the student then leaving plans for the students – become a longer process than needed. Currently, it is estimated that tutors take about 5 minutes per student?

Currently, Scholars Oakville Glen West has a very complex process for all stakeholders to check on student’s profiles. Every day, tutors need to check on two locations for every student; IQ (ScholarsEd) and Google Docs in Scholar’s google drive. There are many complications with this method, as first, this consumes more time than is necessary. Going on IQ, clicking comment, changing tab to go on the google drive, finding the student (via ctrl+f or manually through alphabetical order), and scrolling all the way down to the bottom of the google docs take couple minutes by themselves, excluding actually reading the comments. In addition, if previous few sessions were taught by a teacher teaching a different subject, it takes extra time to maneuver through the comments to find a relevant comment. While this usually would not be a problem when a tutor does not have multiple students to teach, this adds up to a considerable amount of time for individual students. The second problem arises when we would like to make a timetable for students. Thirdly, this also allows students to communicate their idea of ideal study scenarios to us without us having to guess.

## Business Opportunity

This project aims to develop an application where tutors can easily access information of students that they’re teaching on the subject that they’re accountable for. This would first save the tutors the time that they must spend digging through the information about the students, and second allow the administrators and future tutors to read the comments more easily in one place, and third allow the students and parents to more easily follow up with the sessions and make any comments.

This would improve the quality of life for the tutors and administrators in scheduling the sessions with the students internally.

## 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

<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

<Identify any product features or characteristics that a stakeholder might anticipate, but which are not planned to be included in the new product.>

# 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** |
| executives | increased revenue | see product as avenue to 25% increase in market share | richer feature set than competitors; time to market | maximum budget = $1.4M |
| editors | fewer errors in work | highly receptive, but expect high usability | automatic error correction; ease of use; high reliability | must run on low-end workstations |
| legal aides | quick access to data | resistant unless product is keystroke-compatible with current system | ability to handle much larger database than current system; easy to learn | no budget for retraining |

## 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?>*