

Team Admin

Student Reports and Statistics

(SRAS)

Product Requirements Document

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Executive Summary

Student Reports and Statistics (SRAS) is an anonymous reporting and tracking system designed for college students. SRAS aims to provide transparent information and report tracking for students that is lacking in the annual safety reports conducted by Campus Safety, as well as the anonymous (and non-anonymous) support systems in place at the Title IX office. With SRAS, students can file a report anonymously, access school-wide data, and re-access every report they have submitted.

This document provides nontechnical information regarding the purpose and behavior of SRAS.

Document Version History

| Date | Owner | Comment |
|------------|------------------|---|
| 03/13/2023 | Judy Gonzalez | Initial text and rough draft started. Updated Additional Resources, About, Check Current Information, Submit Option, and Filtered Search in the feature discussion. Added mySql Database. Updated User Stories. Updated Use Cases 8, 9, 10, and 11. |
| 03/13/2023 | Mai Nguyen | Updated File a Report, Access Report, Cancel Option, Minimum Requirements, and Generate Report ID in the feature discussion. Added GUI Support. Updated Use Cases 1, 2, 4, and 7. |
| 03/13/2023 | Whitner Reichman | Updated Home Page, Report Contents, Admin Access, Heat map, Error Messages in the feature discussion. Added Heat Map. Updated Use Cases 3, 5, 6. |
| | | |
| | | |

Project Description

SRAS is a software product designed to provide students with geographic information on crime and sexual assault activity on campus, with a focus on students of marginalized identities and underclassmen. The primary goal of SRAS is to improve safety by empowering students with the knowledge and resources they need to make informed decisions about their activities.

The software has three main capabilities: displaying information, intaking anonymous report information, and retrieving report information. The display feature of SRAS will allow students to view locations on their campus that displays incidents of crime and sexual assault. This will help students identify high-risk areas on campus and make informed decisions about where to go and when.

The intake feature of SRAS will allow students to anonymously report incidents of crime and/or sexual assault that they have witnessed or experienced. Report information consists of a number of written answers, as well as multiple choice answers. Not all fields must be filled for a report, though there are three minimum requirements to submit the report. The reporting process is designed to protect the reporter's personal identity, while still collecting important information for students attending our school.

Finally, the retrieval feature of SRAS will allow users to re-access a previously filed report. This will enable people to track changes made in the filing system regarding the location of their report, as well as the ability to edit the same report.

SRAS is designed with a focus on students of marginalized identities and underclassmen to ensure that all students have access to accurate and relevant information about campus safety. By providing students with the tools they need to make informed decisions about their safety, SRAS will help create a safer and more secure campus environment for everyone.

Features

The feature matrix enumerates the features requested for the project and the discussion section provides details regarding the intent of the feature. The ids will be used for traceability. Features that all stakeholders have agreed can be removed should strike-through the feature id and have a comment added to discuss the feature being dropped.

Priority Codes:

H - High, a must have feature for the product to be viable and must be present for launch

M - Medium, a strongly desirable feature but product could launch without

L - Low, a feature that could be dropped if needed

Feature Matrix

| ID | Pri | Feature Name | Owner | Comment | Case # |
|-----|-----|---------------------------|---------------|---------|--------|
| c.1 | H | Home Page | Creative | | |
| c.2 | M | Additional Resources | Creative | | |
| c.3 | L | About | Creative | | |
| t.1 | H | Check Current Information | Database Team | | |
| t.2 | H | mySQL Database | Database Team | | |
| d.1 | H | File a Report | Design | | |
| d.2 | H | Access Report | Design | | |
| d.3 | M | Cancel Option | Design | | |
| d.4 | M | Report Contents | Design | | |
| d.5 | H | Submit Option | Design | | |
| d.6 | L | Admin Access | Design | | |
| d.7 | H | Minimum Requirements | Design | | |
| d.8 | L | Heat Map | Design | | |

| | | | | | |
|-----|---|--------------------|-----|--|--|
| e.1 | M | Error Messages | Eng | | |
| e.2 | H | Generate Report ID | Eng | | |
| e.3 | L | Filtered Search | Eng | | |
| e.4 | H | GUI Support | Eng | | |

Feature Discussion

C.1: Home Page

Accessed via URL, the Home Page has five buttons: About, Additional Resources, Statistics, Report, and Access Report. Each of the buttons should take the user to the corresponding page when clicked on.

C.2: Additional Resources

'Additional Resources' is one of the features displayed on the home page that provides additional resources for the user (some being Campus Safety, the Title IV Office, and the Counseling Center) when clicked. Each resource has a short description of the resources they offer and a way to contact them. It is available to anyone that uses our platform; users are not required to file a report in order to access these additional resources.

C.3: About

The 'About' page is another one of the features that's displayed on the home page. It provides the user information on what the SRAS platform is about and how to use it in case they have questions about the different capabilities of the software and want to know more. All a user has to do is click on the About button that's on the home page to view the page.

T.1: Check Current Information

To check our current information, the user must click on 'Campus Statistics', another feature displayed on the home page, to view the following default statistics: total number of reports, total number of reports starting from 2020, total number of reports with a mental health impact greater than five, total number of reports where identity was a factor, and the mental health average. There should also be a filtering option available to the user in case they would like to do a filtered search of our current information. To return to the home page, the user should click on the back button or if the user is done using our platform altogether, the user should then click on the exit button.

T.2: mySQL Database

The SRAS software uses a SQL Database to store data. Whenever a user successfully submits a report, it is immediately added to the database. With this database, we are able to get the necessary information that's displayed in 'Campus Statistics'. It also allows us to re-access a report if the user clicks on 'Access Report'.

D.1: File a Report

The 'File a Report' option is available from the home page of the SRAS web page. The user can click on the option to be taken to a page where each field of an anonymous report can be filled out and submitted to the larger database. The fields included in the 'File a report' page can be seen in the 'Report Contents' feature discussion. This feature should be designed to be user-friendly and intuitive with clear instructions on what information is required to submit a report.

D.2: Access Report

The 'Access Report' option is available from the home page of the SRAS web page. The user can input their previously generated report ID to access a report they have made in the past. Once the report is accessed, the page should display the report information. This feature should also allow users to edit all fields of their report. The user may also delete the report if they no longer want the report to be in the database.

D.3: Cancel Option

The Cancel option is a quick exit option available whenever the user wants to exit quickly at any point during their user experience. It should be able to be executed at any time and take the user back to the home page.

D.4: Report Contents

Report Contents are the text fields / user selections that the user fills out in the 'File Report' Page. Here are the following fields / selections:

- What is your year of graduation?*
- Were you a witness or is it a personal experience?
- Where did it take place?(See 'Heatmap')
- What was the mental impact on a rank from 1 to 10?*
- When did this take place?*
- Do you believe that your race/gender/ethnicity/ability/sexuality was relevant to the actions of the offender? (Y/N option) If yes, please share the aspects of your identity that you find relevant so that others sharing your identity can know.
- Event Description

The minimum requirements are starred, and the user will be able to leave the page after they are filled and the user presses submit, or if they press back or cancel they should also be able to leave without saving. (see D.10 & D.4 respectively)

D.5: Submit Option

Within the 'File a Report' page, there should be a submit button at the bottom of the page that returns a 'submitted' message when clicked. The button should only become clickable when the user has filled out the starred fields in 'Report Contents'. After submitting the report, a report ID is generated for the user that they must save in order to re-access their report.

D.6: Admin access

This feature allows an admin to access information by time period/date/location. This feature is accessed via the 'Access Report' page, where the Admin user uses an Admin specific password unknown to other users to access all information in the database.

D.7: Minimum Requirements

There are three minimum requirements when filling out SRAS' form. It is necessary to enter information for these required fields in order to submit the report to the database. The following are the minimum requirements:

- Date (MM/dd/yyyy): must be current date or in the pas and within the past 20 years of graduation date
- Mental health impact (the written portion is optional while the 1 - 10 ranking is a requirement): the rating can be to the tenth decimal place.
- Graduating class (helps the broader audience understand context better)

D.8 Heat Map

Heat Map is listed as its own feature because it is a significantly different answer format from the others listed in 'File Report' and 'Statistics'.

E.1: Error Messages

SRAS users encounter an error when filling out text fields that have a specific format (i.e. date/grad year), or when they have gone over the character limit for the text entry field. The program will display an error message and let them know that their input is invalid. For example, if the user inputs 'garage' in the 'date' text field, an error message will occur and remind the user of the required format.

E.2: Generate Report ID

This feature will be implemented as part of the report submission process within the application. After a report is submitted, the system will automatically generate a unique 10-character report ID (case insensitive) and display it on the user's screen. They will be able to use this report ID to view and update their report.

E.3: Filtered Search

The 'Filtered Search' feature enables the user to search through the reports in our database based on criteria such as dates, class, and/or identity to get more specific information. They will select a button based on what criteria they want to filter by and see that filtered search displayed on the 'Campus Statistics' page.

E.4 GUI Support

The GUI support feature will be integrated into the development process of the SRAS user interface. It is used to provide control over the design and layout of the application, which will allow for users to interact with, and provide a set of tools for creating a visually appealing and user-friendly application.

User Stories

User stories should never be removed from the document. If stakeholders agree to remove a user story, the user story name should be changed to strike-through and a comment regarding the approval to drop the user story must be provided.

The primary users for SRAS are college students. Students are welcome to report any type of assault they have experienced with the knowledge that our platform will maintain their anonymity. Our team aims to create a platform where any student can decide to submit a report and re-access it if necessary or simply to become more informed about what has happened on campus.

On The Use of 'User':

While a typical Business Requirements sheet would use individualized user stories for each "User Story", the sensitive nature of information that our application deals with requires that this section of the document is kept intentionally non-personalized. It is necessary to protect both our own mental health as well as people who may potentially read this document. To use names, background, and event descriptions would be a callous exercise not worth attempting.

User 1

This student heard about our platform from a friend after not having the best experience with school services, and decided to use something more student based. The student knew that by doing this, she not only had a record of what happened, but also contributed to increasing awareness of events to others.

User 2

This student wanted to know more about what and where assaults have occurred on campus in order to make the best decisions for themselves when going out into the social scene on the weekends. Once acquiring said knowledge, it was up to them to figure out when and where they would head out to (and possibly go with some precaution if it was somewhere that had a high amount of assaults recorded).

User 3

This student wanted to contribute to student based data and knew that this program existed on campus. He wanted to inform others about what could possibly be said to them at said location. He wanted others to know that this was a possibility if they ventured to said location.

To support all these users reliably and consistently, the system needs to be flexible enough to support a number of features. SRAS has carefully considered which features a user might need in order to successfully submit/edit a report.

The following use cases describe goals and criteria for a successful report:

Use Case 1

| | |
|------------------------------|---|
| Name | File a Report |
| ID | UC01 |
| Description | User wants to file a report after a first hand/witness experience |
| Actor | User |
| Organizational Benefits | The user is able to maintain anonymity, but still track their report and its place in the overall statistics. SRAS values transparency, thus the reports filed by users will provide SRAS with the ability to provide transparent information for all its users regarding what is happening on campus |
| Use Frequency | Often |
| Triggers | User selects 'file a report' option from the web page's home menu |
| Preconditions | The user must complete the three requirements to submit and save their report |
| Main Success Scenario | <ul style="list-style-type: none"> • User selects 'File a Report' option • User enters information for required fields • User may or may not enter information for optional fields • User submits their report • User receives a report ID to view and/or update the report. |
| Extensions (error scenarios) | <ul style="list-style-type: none"> • User does not fill out the three minimums (date (to the month/year), graduating class, and mental health impact |
| Alternative Courses | <ul style="list-style-type: none"> • User exits before submitting report • User no longer wants to submit a report • User refreshes the website and the previously entered information is not saved • User clicks back button • User closes application |
| Post Conditions | User copies and saves their report ID, and returns to the home page. The web page is closed successfully. |

Use Case 2

| | |
|-------------|--|
| Name | Cancel a report |
| ID | UC02 |
| Description | User decides that they want to cancel the report they have started |

| | |
|------------------------------|--|
| Actor | User |
| Organizational Benefits | SRAS understands that the user can change their mind and no longer wants to file a report, thus it is important to have an option to allow user to exit the process of filing a report without any entered information saved |
| Use Frequency | Somewhat frequent |
| Triggers | Cancel button |
| Preconditions | User must have entered into the 'file a report' page where report details are present |
| Main Success Scenario | <ul style="list-style-type: none"> • User selects 'cancel' option in the 'File a Report' page • Entered information in report fields are not saved • User is returned to home page |
| Extensions (error scenarios) | |
| Alternative Courses | <ul style="list-style-type: none"> • User closes out of the page altogether • User clicks back button to return to home page • user closes application |
| Post Conditions | After using the cancel command correctly the user should be returned to the home page |

Use Case 3

| | |
|-------------------------|--|
| Name | Edit a report |
| ID | UC03 |
| Description | In order to add clarifying information to their report, user uses re-access ID to pull up, view, and edit their report |
| Actor | User |
| Organizational Benefits | Allows for more accurate information, as some events cannot be recalled all in one sitting. |
| Use Frequency | Medium/High |
| Triggers | Re-access report command to take user to the report that they filed |
| Preconditions | User must have their ID from when they originally filed their report in order to re-access it. |

| | |
|------------------------------|--|
| Main Success Scenario | User is able to access their report, change or add details, and re-submit |
| Extensions (error scenarios) | User removes the three minimum requirements and tries to submit again. Error message will occur, and ask user to fulfill the minimum requirements before re-submitting |
| Alternative Courses | User cancels their re-access, or exits the page. This won't remove the report, but will remove the changes that they made. |
| Post Conditions | The same access code and return to home options will come up as with a regular submit after re-submitting |

Use Case 4

| | |
|------------------------------|--|
| Name | Access a Report |
| ID | UC04 |
| Description | The user wants to revisit a past report and potentially change/add information to their report. They will be prompted for their Report ID. |
| Actor | User |
| Organizational Benefits | SRAS recognizes the complexity of reported scenarios, and new information can be added or edited at any time to provide the most up to date information on reports. |
| Use Frequency | Often |
| Triggers | User selects the "Access report" button on the home menu. |
| Preconditions | The software has loaded and displays prompts correctly. Users must have a Report ID to enter. |
| Main Success Scenario | <ul style="list-style-type: none"> • User selects "Access" prompt • Software displays report information and fields as the user previously filed • User makes edits and the system saves their changes after they submit the updated report |
| Extensions (error scenarios) | <ul style="list-style-type: none"> • User enter report ID in invalid format • User submits empty report ID field • Incorrect report is displayed |
| Alternative Courses | <ul style="list-style-type: none"> • User refreshes the web page or clicks back button while making changes to report |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • User no longer wants to access the report • User closes application while updating report |
| Post Conditions | The user is returned to the home page once they select the done/update report. |

Use Case 5

| | |
|------------------------------|---|
| Name | Enter Information |
| ID | UC05 |
| Description | A user has opened up a report and is filling out information about the details of their experience so it can be added to the SRAS data. |
| Actor | User |
| Organizational Benefits | SRAS wants every person that chooses to use our software to feel comfortable and included. Thus we only require the most basic information to submit a report if it would make a user feel uncomfortable to provide more details. |
| Use Frequency | Very frequent |
| Triggers | User chooses "File Report" or "Access Report" from the home page. |
| Preconditions | User has internet access, and has navigated to the correct page via the triggers. |
| Main Success Scenario | <ul style="list-style-type: none"> • Application loads page with correct fields • The user fills out AT LEAST the three required fields • User selects the submit report button at the end |
| Extensions (error scenarios) | <ul style="list-style-type: none"> • User leaves a required field blank • The application does not load user input page |
| Alternative Courses | <ul style="list-style-type: none"> • User presses 'cancel' button • User presses 'back' button in browser window |
| Post Conditions | User either selects "cancel" or "submit" to exit the information entering page. Returns to the home page or a saveable user ID, respectively. |

Use Case 6

| | |
|------|-------------------|
| Name | Receive Report ID |
|------|-------------------|

| | |
|------------------------------|--|
| ID | UC06 |
| Description | The user submits a report and receives a Report ID back so they can access their report at any time. The Report ID will be a randomly generated number. |
| Actor | User |
| Organizational Benefits | SRAS values users' anonymity, safety, and level of comfort so users can choose to do anything with their report that they desire in the future (reviewing, editing, adding info). |
| Use Frequency | Very frequent |
| Triggers | User selects the "submit report" prompt/button during the "enter information" phase. |
| Preconditions | Report ID number is displayed as text to the user. |
| Main Success Scenario | <ul style="list-style-type: none"> • Application randomly generates number • Number is displayed as Report ID to user • User is returned to the home page after confirming they received their Report ID |
| Extensions (error scenarios) | <ul style="list-style-type: none"> • Report ID is not generated • User is not able to return to the home page after receiving Report ID • "Submit Report" button does not present user with the View Report ID page • After receiving the Report ID, the user is prompted to Enter Information again (stuck in a loop) |
| Alternative Courses | <ul style="list-style-type: none"> • Return to home page • Exit software |
| Post Conditions | Application returns to the home page and closes any other pages that were open. |

Use Case 7

| | |
|-------------|--------------------------------|
| Name | Quit without saving |
| ID | UC07 |
| Description | The user quits without saving. |
| Actor | User |

| | |
|------------------------------|---|
| Organizational Benefits | SRAS understands that someone might change their mind about sharing something that might have been a really negative experience and immediately decide to click out of our program |
| Use Frequency | Somewhat frequent |
| Triggers | User selects the cancel option at any time |
| Preconditions | User is in one of the pages of the application and selects the cancel option at any time |
| Main Success Scenario | <ul style="list-style-type: none"> • User selects cancel • If in 'File a Report' or during updating reports in 'Access Report', system presents a message saying if they exit without submitting, then their progress will not be saved • If in any other pages, user is taken back to home page |
| Extensions (error scenarios) | |
| Alternative Courses | <ul style="list-style-type: none"> • User clicks back button with the intention of going back to the home page • User closes application |
| Post Conditions | User is taken back to the home page |

Use Case 8

| | |
|-------------------------|---|
| Name | About |
| ID | UC08 |
| Description | User wants to know what SRAS is about and/or wants help on understanding how to fill out the report form, how to view school-wide data, and how to re-access a report to view or edit |
| Actor | User |
| Organizational Benefits | SRAS wants to support all users so providing sufficient information is important |
| Use Frequency | Somewhat frequent |
| Triggers | User loads application on their system and selects the 'About' option |
| Preconditions | The application has loaded and shows home page options |
| Main Success | <ul style="list-style-type: none"> • User selects 'About' |

| | |
|---------------------------------|--|
| Scenario | <ul style="list-style-type: none"> • System presents application information • User understands how to navigate our platform • User proceeds to select an option from the home page |
| Extensions (error scenarios) | |
| Alternative Courses | |
| Post Conditions | System returns to the home page and system continues |

Use Case 9

| | |
|---------------------------------|--|
| Name | Additional Resources |
| ID | UC09 |
| Description | The user is given additional resources when clicking on this feature that's found on the home page of the SRAS program |
| Actor | User |
| Organizational Benefits | SRAS wants to provide additional resources to their users such as Campus Safety, the Title IV Office, and the Counseling Center. |
| Use Frequency | Frequent |
| Triggers | User load application on their system and selects the 'Additional Resources' option |
| Preconditions | The application has loaded and shows homepage options |
| Main Success Scenario | <ul style="list-style-type: none"> • User selects 'Additional Resources' • System presents additional resources information • User understands the additional resources |
| Extensions (error scenarios) | |
| Alternative Courses | |
| Post Conditions | System displays additional resources and continues |

Use Case 10

| | |
|------------------------------|---|
| Name | Error Message |
| ID | UC10 |
| Description | User provides information in an invalid format or leaves required fields empty |
| Actor | User |
| Organizational Benefits | SRAS needs to collect information in a specific format in order for our program to efficiently organize data, ensure adequate public reporting, and provide the user correct commands in the event that they have a typo or intentionally try to crash the program. |
| Use Frequency | Somewhat frequent |
| Triggers | User leaves required field empty or enters information in invalid format |
| Preconditions | User enters information as prompted and submits the entered information |
| Main Success Scenario | <ul style="list-style-type: none"> • System presents error message <ul style="list-style-type: none"> ◦ Required field is blank, enter information ◦ Invalid format, try again *CorrectFormat* • User selects OK option • User makes change as instructed |
| Extensions (error scenarios) | |
| Alternative Courses | |
| Post Conditions | System returns to the page the user was on before the error message |

Use Case 11

| | |
|-------------------------|---|
| Name | View Statistics |
| ID | UC11 |
| Description | User wants to view statistics of reported cases |
| Actor | User |
| Organizational Benefits | SRAS wants to provide transparency and accessibility for reported information to all users, displaying statistics of reported data makes it |

| | |
|------------------------------|---|
| | easier for users to see relationship between data points |
| Use Frequency | Very Frequent |
| Triggers | User load application on their system and selects the 'Campus Statistics' option |
| Preconditions | The application has loaded and shows home page options |
| Main Success Scenario | <ul style="list-style-type: none"> • User clicks on the 'Campus Statistics' button • System presents default statistics • System presents an option to filter through reported data • User clicks on desired filter criteria • User clicks on submit • System displays the desired filtered statistics of reported data |
| Extensions (error scenarios) | <ul style="list-style-type: none"> • User selects on contradicting filter criteria • System displays an error message • System asks user to deselect one or more of the selected criteria • System returns to the home page |
| Alternative Courses | <ul style="list-style-type: none"> • User no longer wants to view statistics • User returns to the home page • User does not select any criteria <ul style="list-style-type: none"> ◦ System only displays default statistics • User wants to change selected criteria <ul style="list-style-type: none"> ◦ User deselects criteria |
| Post Conditions | System displays desired reported data and provides an option for the user to return to the home page |

(*note – Access Report from Home should take the user to a 'Report' page that has all of the fields filled with the user information from their report)

Home

About

Additional Resources

Statistics

File Report

Access Report

About

Text information here:

Additional Resources

Text information here:

Filter 1

Filter 2

Filter 3

Statistics

HeatMap image

Date Filter Start: Set to previous month

Date Filter End: Set to current month

Grade Filter: Set to all grades

Incident Filter: Select Incident Classification

Report

Incident Date :

Graduating Class :

Location (click to select) :

Image here

Mental Health Impact :

Button selection 1 - 10

Mental Health Impact Description :

Event Description :

Continued...

Do you think your identities were being targeted? :

Y/N button selection

If yes, which aspect(s) of your identity do you feel were relevant to this event? :