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
03/01/2023	Whitner Reichman	Initial text for Executive Summary and Project Description, use cases 1, 2 and 3, feature descriptions
03/01/2023	Mai Nguyen	Use cases 8,10,11, feature descriptions, and diagram
03/01/2023	Judy Gonzalez	User Stories, Use Cases 7 & 9, and feature descriptions
03/01/2023	Kyle Moriarty	Use Cases 4, 5, and 6. Added detailed feature descriptions and edited feature matrix.

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	L	Additional Resources	Creative		
c.3	M+	About	Creative		
t.1	H+	Check Current Information	Database Team		
d.1	H	Identity Factor	Design		
d.2	H+	File a Report	Design		
d.3	H+	Re-access Report	Design		
d.4	M	Cancel Option	Design		
d.5	H	Report Contents	Design		
d.6	H	Class Selection	Design		
d.7	H	Witness or Primary Experience	Design		
d.8	H	Location	Design		
d.9	H	Mental Impact	Design		

d.10	H	Submit Option	Design		
d.11	M	Admin Access	Design		
d.12	M+	Event Description	Design		
d.13	H	Minimum Requirements	Design		
e.1	M	Error Messages	Eng		
e.2	H	Date Time Information	Eng		
e.3	H	Generate Report ID	Eng		
e.4	M	Filtered Search	Eng		

Feature Discussion

C.1: Home Page

The home page has three main options (access report, report, and campus statistics), and two additional features that are there to help the user navigate and direct them to alternate resources (about, and additional resources). The user should be able to navigate this page using the options on the page in the command line to access the respective pages.

C.2: Additional Resources

Additional Resources is one of the features displayed on the home page that provides additional resources for the user, such as Campus Safety, the Title IV Office, and the Counseling Center. 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 provides documentation for the user, in case they have questions about the different capabilities of the software and want to know more before they view anything. This command will be available on the 'home' page, and will take the user to the 'About' page.

T.1: Check Current Information

Information available from the 'home' page via 'Check Current information' command that takes the user to campus-wide information on the information of the current month, including mental health average, and 5 locations that have been marked as hotspots. There should also be three input choices available to the user in case they would like to do a filtered search of the information. To exit the page, and return to the home page, the user should use the 'cancel' command.

D.1 Identity Factor

This option is inside of the 'report' page, and is meant to track text input from the user about whether or not they thought their race/gender/ethnicity/ability/sexuality was relevant to the actions of the offender. For now, we will not include this in the filter search, but hope to in the second iteration.

D.2: File a Report

The 'File a Report' option is available from the 'home' page, and takes the user 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 (ID: D.5)

D.3: Re-access Report

The 'Re-access Report' option, on the home page, allows for a user to input their previously generated user ID to access a report they have made in the past. Once the report is pulled up, the fields should be the same as they were the last time the user was filling it out. When the user is done updating their report, they must click the submit button again to save their changes. The user may also cancel the report if they decide against re-submitting.

D.4: Cancel Option

The Cancel Option is a quick exit option available whenever the user wants to exit quickly. It should be able to be executed at any time during the report.

D.5: Report Contents

Report Contents specifies what is asked in the report a user fills out. It includes the following questions:
- What is your year of graduation? (class selection D.6)
- Were you a witness or is it a personal experience?(D.7)
- Where did it take place? (D.8)
- What was the mental impact on a rank from 1 to 10? (D.9)
- When did this take place? (E.2)

- Do you believe that your race/gender/ethnicity/ability/sexuality was relevant to the actions of the offender? If yes, please share the aspects of your identity that you find relevant so that others sharing your identity can know.(D.1)

The minimum requirements are starred, and the user will be able to leave the page after they go through all of the options (even if they do not answer them) and press submit, or if they execute the cancel command. (see D.10 & D.4 respectively)

D.6: Class Selection

Class Selection represents the user's graduation date. Our program is designed to only accept four digit graduation dates between the 1900s and 2100s. If the four digit number is earlier or later than those specific dates, an error message will be displayed.

D.7: Witness or Primary Experience

The user will be prompted to pick whether they were a witness or if it was a personal experience when filling out a report. If neither of these two options are confirmed, an error message will be displayed.

D.8: Location

If the user decides to include the location of where the event took place, they will have the opportunity to type into a text entry.

D.9: Mental Impact

Users will be required to enter a mental health impact ranking when filing a report. This will be a number 1-10 reflecting how they think their experience impacted their mental health. They will be provided with an optional text field to write a description of how it impacted their health if they choose to do so. This information is important for the 'Check Current Information' page, and having a transparent statistic on survivor's mental health in relation to the amount of incident reports. The broader school community will also benefit from this information, because when combined with the location statistics, it should become increasingly clear where most students are affected.

D.10: Submit Option

Within the report page, there should be a submit command that returns a 'submitted' message, and after submitting the report, a report ID is generated for the user.

D.11: Admin access

This feature allows an admin (in the case of the command line, indicated by the command 'admin') to access information by time period/date/location. This feature is for testing and is

intended to change with the second iteration, and is meant to be hidden to a regular user in the future.

D.12 Event Description

This is a text field in the 'file a report' page that is optional to fill out, and gives the user an option to be more detailed in their report about the specific type of event they experienced. Once submitted, this information can be edited if the user reaccesses the report, and should be available as well to the Admin of the system.

D.13: Minimum Requirements

There are three minimum requirements when filling out SRAS' form. They consist of:
- Date (can just be the month and year)
- Mental health impact (the written portion is optional while the 1 - 10 ranking is a requirement)
- Graduating class (helps the broader audience understand context better)

E.1: Error Messages

When SRAS users encounter an error in what they were trying to input into the SRAS software, the computer will display an error message and let them know that their input is invalid. For example, if the user inputs 'garage' in the 'home' page, an error message will occur and remind the user of their options.

E.2: Date Time Information

Information on the date of any incident will be required when filing a report. Because users may have different ways of inputting dates, we will eventually provide a Calendar menu to divert errors (2nd iteration). The format for text inputs will be mm/dd/yyyy and they will be provided the option to enter a time if they choose in the format hh:mm using 24 hr time. SRAS will use this data to provide accurate heatmaps with frequency of incidents to users based on time of year and time of day.

E.3: Generate Report ID

After a report is canceled or submitted, the user will be provided with an 8-digit randomly generated Report ID. They will be able to use this Report ID to finish their report, re-access their report to make edits or additions, and track their report for accountability.

E.4: Filtered Search

The filtered search feature enables the user to search for reports based on criteria such as dates, class, and/or identity to get more specific information. They will select what criteria they

want to filter by. The criteria available to filter by will be the short answer text options. For example, someone could filter by reports filed by Class of 2025 that occurred in March 2023.

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 sadistic 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 having some precautions if it was somewhere that has 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. This level of transparency is not present in other organizations that track student reports
Use Frequency	Often (not ideally, but likely)
Triggers	User selects 'file a report' button/prompt
Preconditions	The user must complete the three requirements to submit and save their report
Main Success Scenario	User is able to submit their report and receive a re-access ID if they want to check on it later.
Extensions (error scenarios)	User does not fill out the three minimums (date (to the month/year), graduating class, and mental health impact
Alternative Courses	User may exit, and try to refile their report at another time, or they can fill in the necessary information.
Post Conditions	User copies and saves their re-access ID, and returns to the home page

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	Allows for quick exit in case user is overwhelmed
Use Frequency	Medium
Triggers	Cancel button/command

Preconditions	User must have entered into the 'file a report' page where report details are present
Main Success Scenario	User is able to exit the report, and delete information input into the report fields
Extensions (error scenarios)	Typos, or closing out of the page altogether. If a typo happens, there should be an error message. If user closes out of the page, information should automatically delete and not be saved.
Alternative Courses	User can also save and submit information and come back later to edit/view it.
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
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	Re-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 "re-access report" button/prompt on the home menu.
Preconditions	The software has loaded and displays prompts correctly. Users must have a Report ID to enter.
Main Success Scenario	- User selects "re-access report" prompt - Software displays report information and fields as the user previously left it - User makes edits and the software saves their changes after they save and submit
Extensions (error scenarios)	- Software does not submit the user's edits - The Report ID field is invalid and software presents error message or empty report fields - Software displays an incorrect report to be changed
Alternative Courses	- The software gives the user the report information rather than re-opening their report - The software allows for editing but does not save or update the report information
Post Conditions	Software presents an updated saveable version of the report to the user and returns to the home page.

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 a report" or "re-access report" from the home page.
Preconditions	The software loads with proper prompts on the homepage.
Main Success Scenario	- Application loads page with text fields for user input - The user fills out AT LEAST the three required fields - User selects the submit report button at the end
Extensions (error scenarios)	- User leaves a required field blank - The application does not load user input page - Application opens a preexisting report
Alternative Courses	- The application allows a user to submit a report without a required field filled out - User can cancel to return to home page
Post Conditions	User either selects "cancel" or "submit" to exit the information entering page. Returns to the home page or a saveable report document, 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	- 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)	- Report ID is not generated - User is not able to return to the homepage 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	- Return to home page - Exit software
Post Conditions	Application returns to the homepage 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've been a really negative experience and immediately decide to click out of our program.
Use Frequency	Somewhat frequent

Triggers	User selects the cancel/exit button at any time.
Preconditions	User either selects it by accident assuming that their information will be automatically saved or doesn't feel emotionally and mentally ready to finish the form at that time and intentionally clicks one of the buttons.
Main Success Scenario	- User clicks exit/cancel button - System presents a message saying if they exit without submitting, then their progress will not be saved
Extensions (error scenarios)	
Alternative Courses	- User selects the submit button in order to save their progress. - System saves their record as a submission
Post Conditions	System lets the user quit and doesn't save their report.

Use Case 8

Name	About
ID	UC08
Description	User 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 help and sufficient document is important
Use Frequency	Somewhat frequent
Triggers	User load application on their system and selects the help option
Preconditions	The application has loaded and shows homepage options
Main Success Scenario	- User selects about - System presents application documentation - User understands the three main options - User proceeds to select a main option
Extensions (error scenarios)	
Alternative Courses	

Post Conditions	System returns to homepage and system continues

Use Case 9

Name	Additional Resources
ID	UC09
Description	The user is given additional resources when using the SRAS program.
Actor	User
Organizational Benefits	SRAS wants to provide additional resources to their users such as Campus Safety, Title IV Office, and Counseling Center contact information.
Use Frequency	Frequent
Triggers	User load application on their system and selects the help option
Preconditions	The application has loaded and shows homepage options
Main Success Scenario	- User selects additional resources - System presents additional resources documentation - 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 invalid format or leaves required fields empty
Actor	User
Organizational Benefits	SRAS wants to provide the necessary information and in the necessary format in order for the organization 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 submit the entered information
Main Success Scenario	- System presents error message - 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 to 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 loads the application on their system
Preconditions	The application has loaded and shows homepage options
Main Success Scenario	- User selects view statistics - System presents filter criteria - User selects desired criteria - User selects submit - System presents the desired statistics of reported data

Extensions (error scenarios)	● User selects contradicting criteria ● System displays error message ● System asks user to deselect one or more of the selected criteria ● System returns to filter page

Alternative Courses	● User no longer wants to view statistics
	● User returns to homepage
	● User does not select any criteria
	   ○ System displays all reported data
	● User wants to change selected criteria
	   ○ User deselects criteria

Post Conditions	System displays desired reported data and provides an option for user to go back to the filter page or to the homepage

SRAS

Menu
1. File A Report
2. Re-Access A Report
3. View Statistics
4. About
5. Additional Resources

Type a number to continue

File A Report

1. Graduating Class*
2. Date*
3. Mental Health Impact*
4. Identity
5. Location
6. Event Description
7. Submit
8. Cancel

Type a number to continue
2

Enter incident date (MM/DD/YYYY)
01/01/2023

Answer saved

Re-Access A Report

Enter Report ID
123456789

123456789
01/01/2023
2024

1. Graduating Class*
2. Date*
3. Mental Health Impact*
4. Identity
5. Location
6. Event Description
7. Submit
8. Cancel
9. Delete Report

Type a number to continue
1

Graduating Class: 2024

Type to edit information
2029

Information updated

View Statistics

Current Info
This Month
# of reports: X
Average MH Impact: X
High Occurrence Locations: X, X, X, X, X

Advanced Filter

Enter Date:
Enter Location:
Enter Class: 2025

Here are the statistics:

# of reports: X
Average MH Impact: X

SRAS

Menu
1. File A Report
2. Re-Access A Report
3. View Statistics
4. About
5. Additional Resources

Type a number to continue
4

About

File a report is…..

Re-Access a report is…..

View statistics is…..

SRAS

Menu
1. File A Report
2. Re-Access A Report
3. View Statistics
4. About
5. Additional Resources

Type a number to continue
5

Additional Resources

Contact Campus Safety…..

Contact Title IV Office…..