Project Management Tool
System User Manual

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Introduction

1.1 - Overview

In the current process, the capstone class for Temple University's Information Science & Technology program is managed by one or few faculty members. These faculty members handle the process of finding clients, approving projects, and creating and overseeing groups between students. Much of this process is currently being done via tools such as email, canvas, written notes, or just from memory but there is no centralized or organized environment to aid the faculty members during this process.

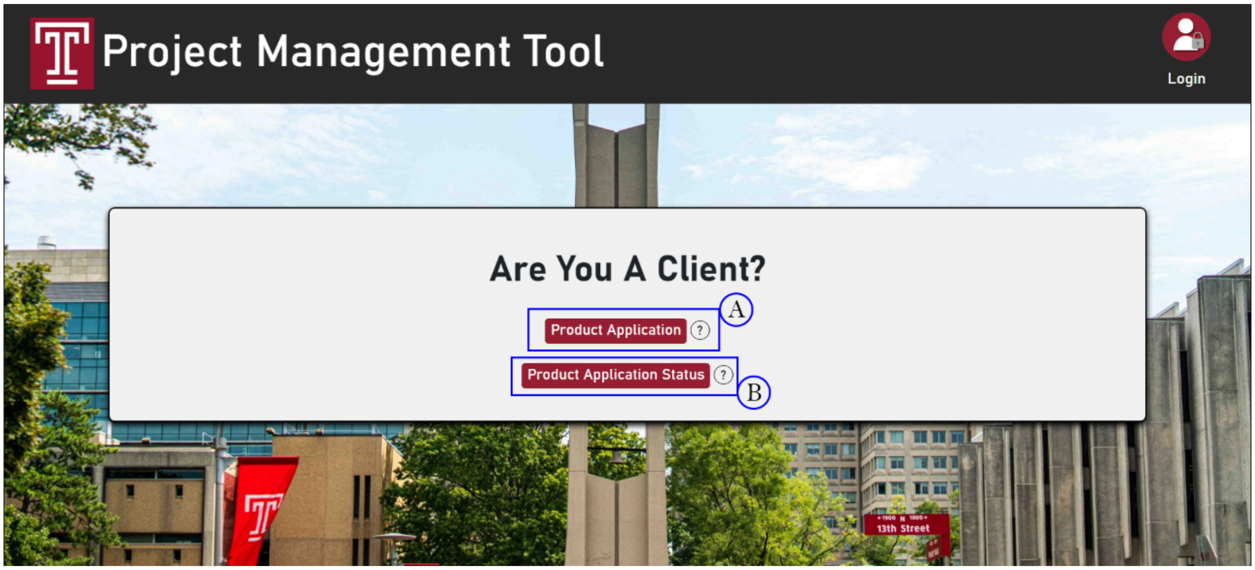
The purpose of our tool is to revamp the current process. The Project Management Tool is an application that enables faculty to easily manage projects, students, and groups. It also provides a platform for potential clients to connect and begin collaborating with Capstone professors. Our tool allows potential clients to submit product applications that will be sent to administrators for review and gives them the ability to view their proposal status as well. Administrators have the ability to view these product applications and either approve or deny them. Along with the approval process, Administrators have the ability to manage other faculty members such as adding, removing, or modifying faculty and their respective permissions on the application. Lastly, professors and administrators together can create and assign students to groups where that student will then be able to log into our application and view all relevant information for the project they have been assigned to.

1.2 - Website Link

Use the following link to access the tool: https://np-stem.temple.edu/cis4396-s01/

Client

2.1 - Landing Page

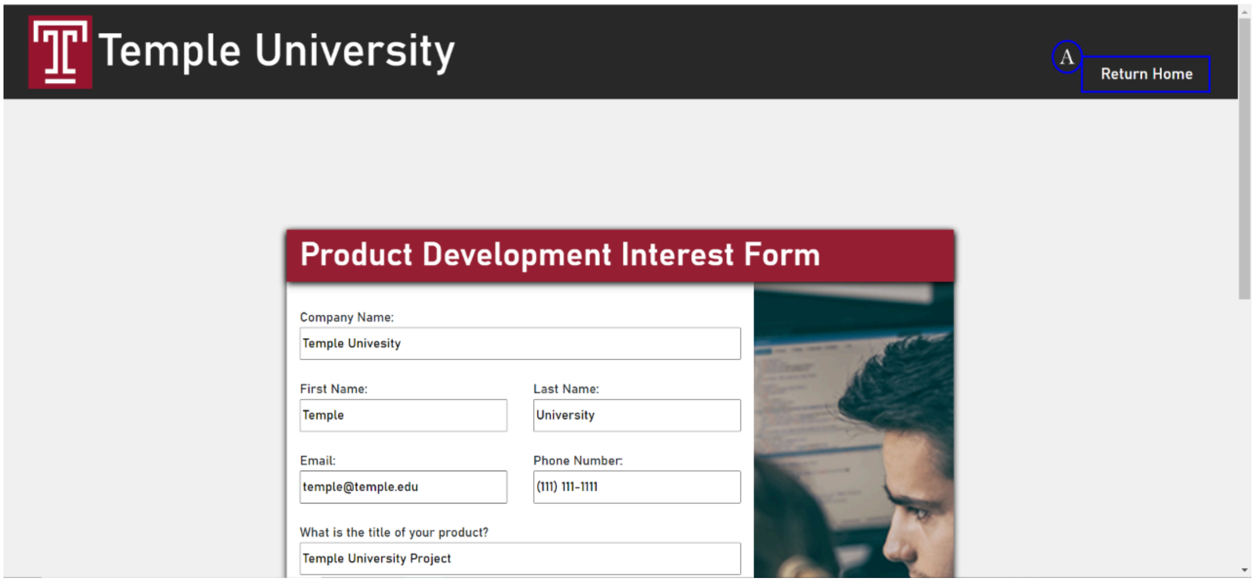


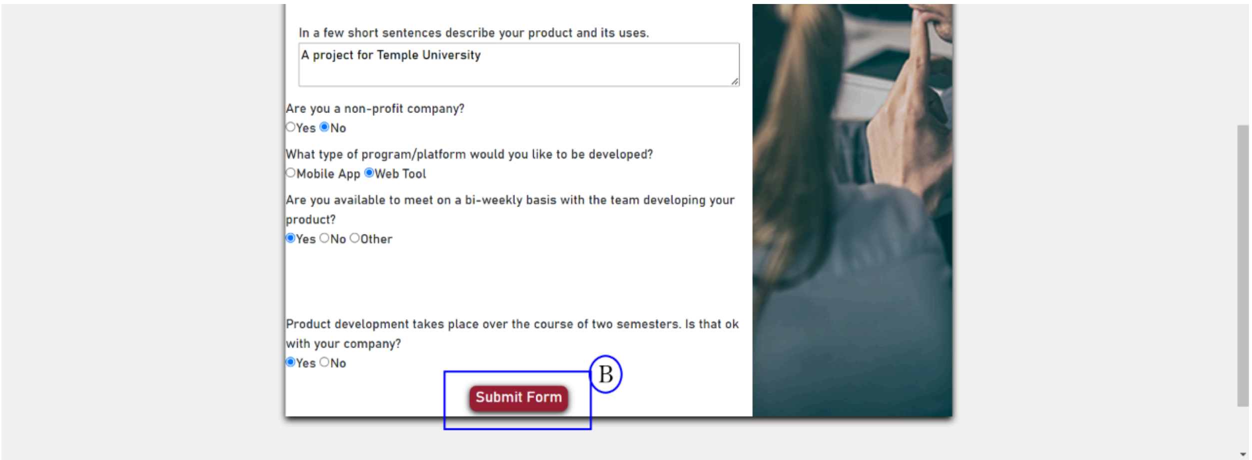
This is the default ‘landing page’ that you will be taken to for our tool using the link provided in section 1.2 - Website Link

NOTE The **‘?’** icon next to the button serves as tips for your convenience, please use them to view more details on that specific action.

A. Clicking **“Product Application”** will redirect you to a page where you can submit a Product Development Interest Form for a tool you would like Capstone students to develop.
    a. For more details see section 2.2 - Product Development Interest Form
B. Clicking **“Product Application Status”** will cause a pop-up to appear where you can enter your email and be redirected to view the status for your product proposal(s).
    a. For more details see section 2.3 - View Product Application Status

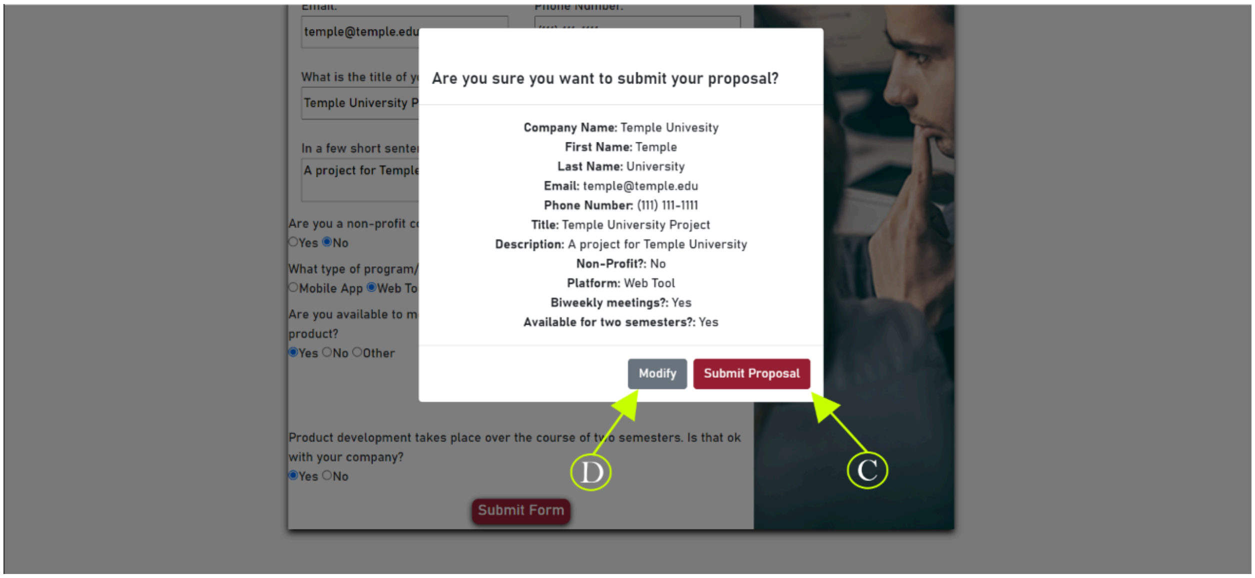
2.2 - Product Development Interest Form





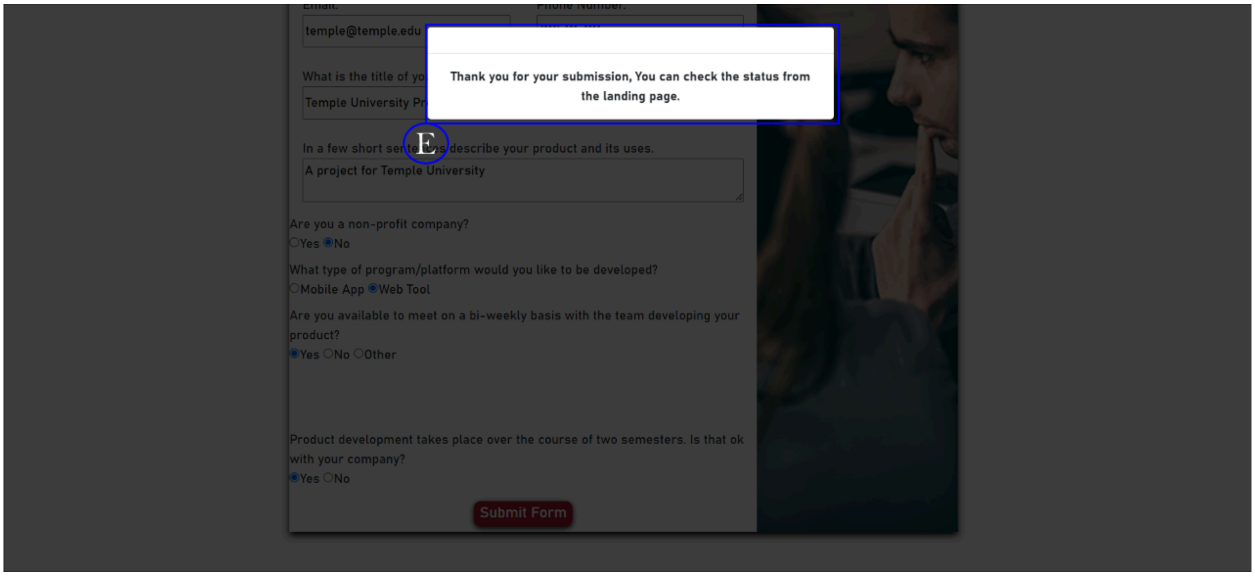
This is an interest form where you will fill out relevant information regarding your product, company, and personal information which Capstone Administrators will review. All fields are mandatory and must be completed before submitting the application.

A. Clicking **"Return Home"** will redirect you back to the Landing Page.
B. Clicking **"Submit Form"** will display a confirmation pop up and allows you to make any changes before submitting.
    a. Refer to **"Step C"** for more information



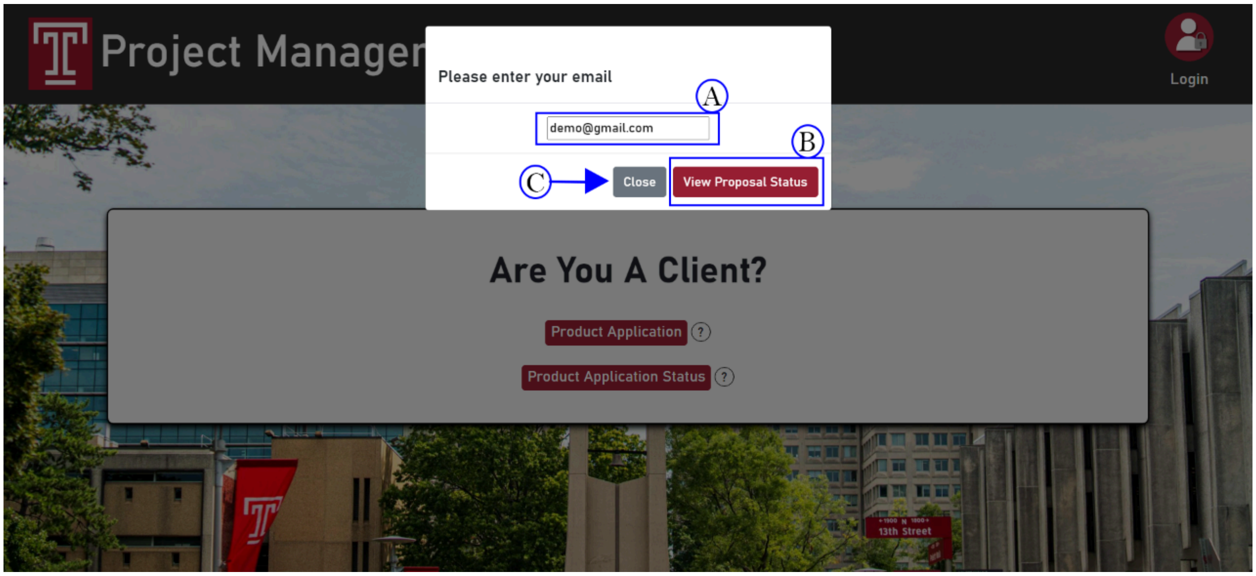
C. After clicking “Submit Form” as stated in **“Step B”** this pop up will display. Clicking **“Submit Proposal”** will send your application to Temple University for review.
   a. You will receive confirmation that your application has been submitted successfully and the form will automatically close.
      i. Refer to **“Step E”** for submission confirmation

D. Clicking **“Modify”** will close the modal form and allow you to make any changes you see fit.
   a. Refer back to **“Step B”** if you utilize the **“Modify”** button



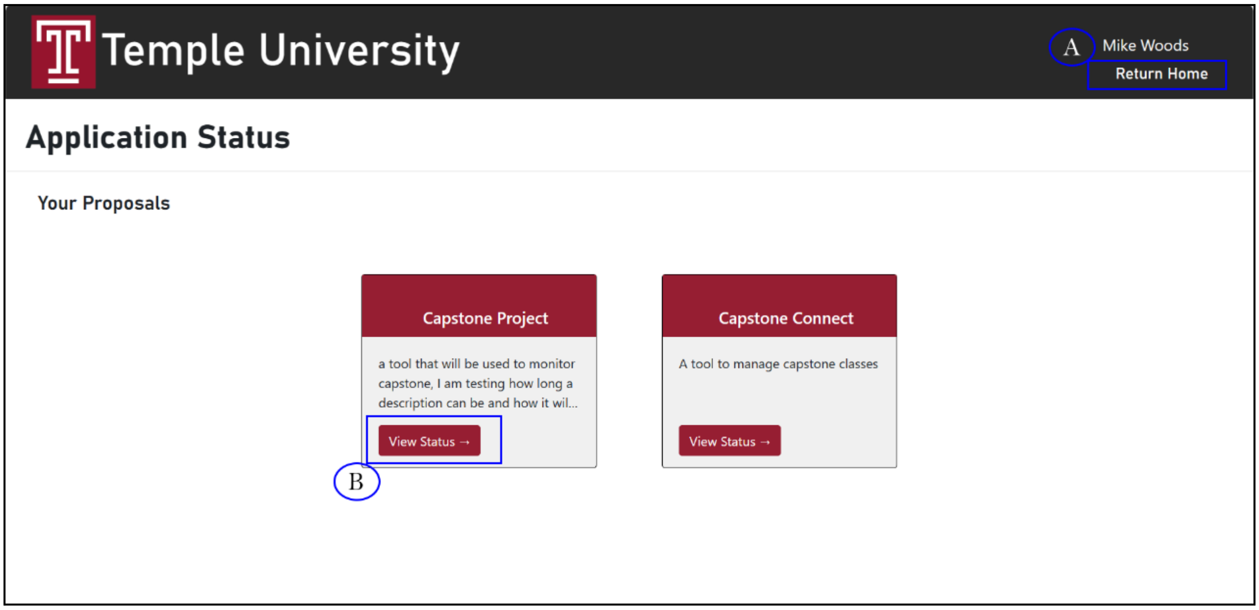
E. After completing "**Step C**" you will receive a confirmation that your application has been submitted and you will be automatically redirected back to the landing page where you can view your proposal status
    a. For more details, see [2.3 - View Product Application Status]

2.3 - View Product Application Status



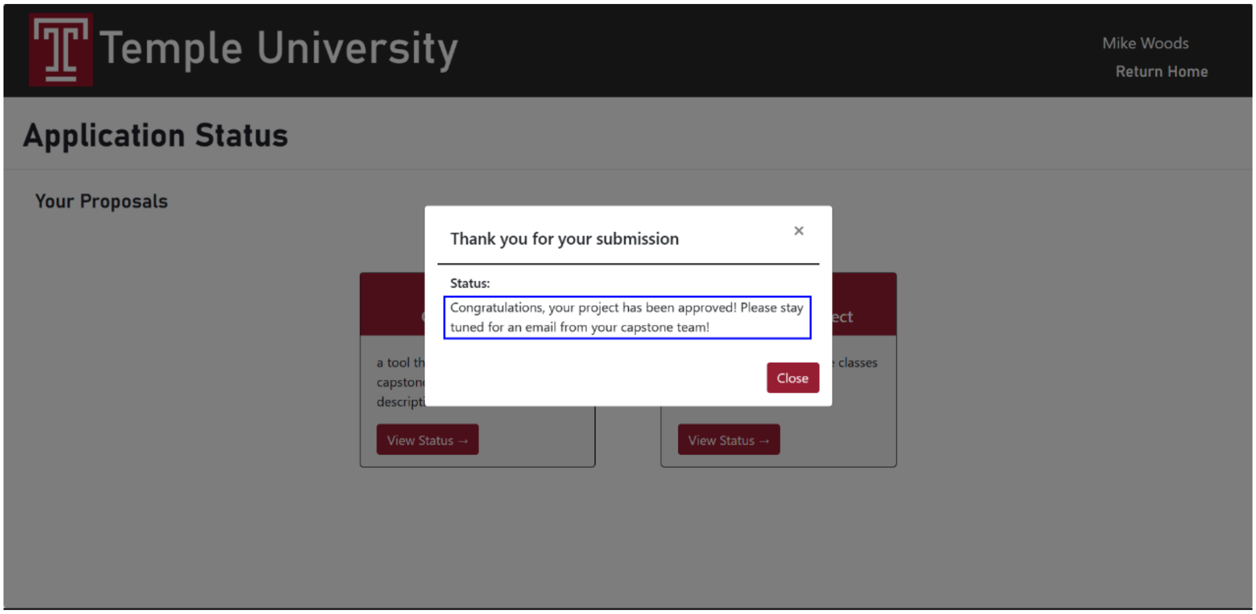
Upon Clicking the **'Product Application Status'** button, this popup will display

A. Enter the email address that you associated with your **Product Development Interest Form** submission.
B. Click **"View Proposal Status"** after completing **"Step A"** and you will be redirected to a page to view your product proposal(s) status.
    a. ***Note*** Details for this step are on the next page
C. Click **"Close"** to cancel this operation and close the email pop up.

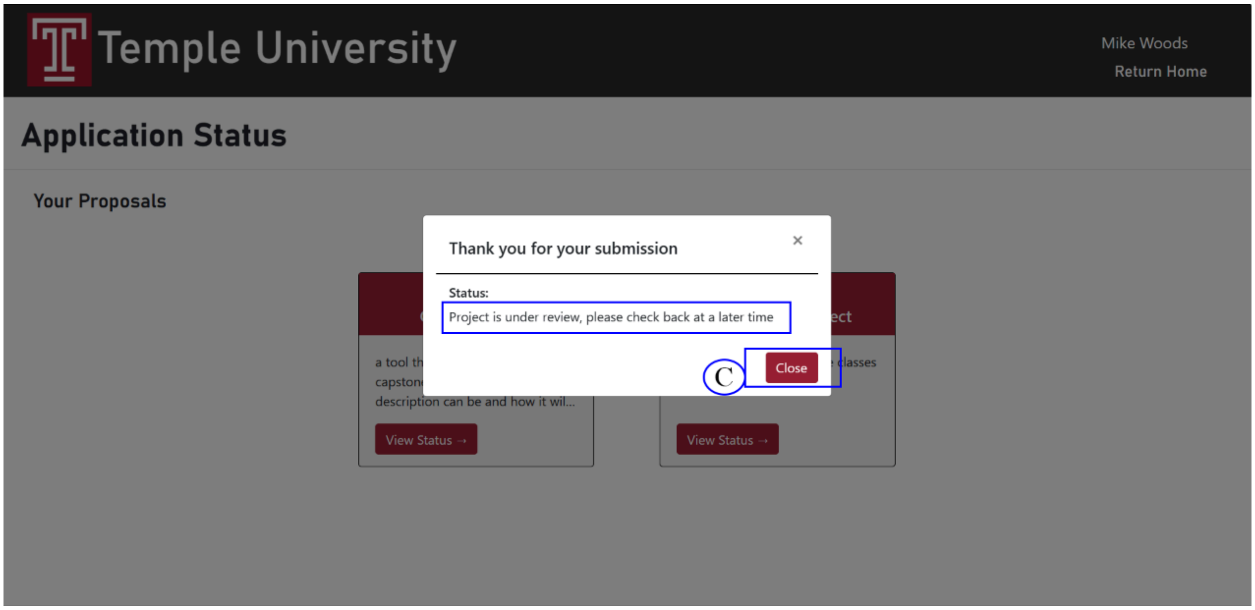


Upon a successful email being entered, you will be redirected to the Application Status page which will auto populate with your applications.

A. Clicking **“Return Home”** will redirect you back to the Landing Page.
B. Clicking **“View Status”** will open a modal form that will have status information for your project proposal.
    a. ***NOTE*** Demonstrated on the next page



Example of an approved proposal

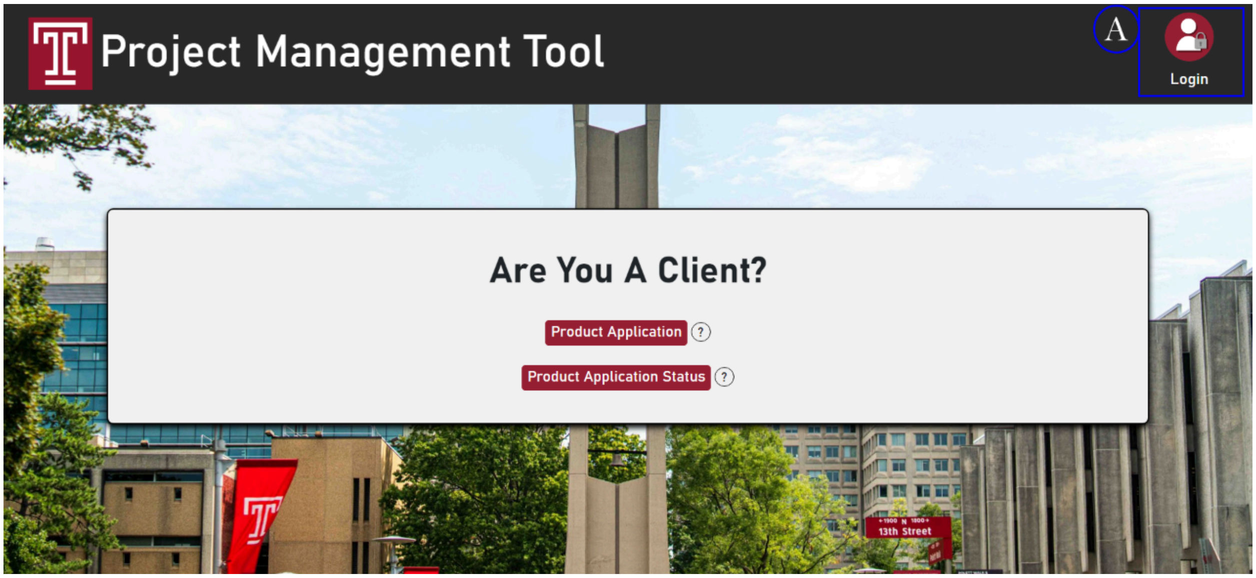


Example of a project that is waiting for approval

C. **Clicking "Close"** will close this status pop up

Student

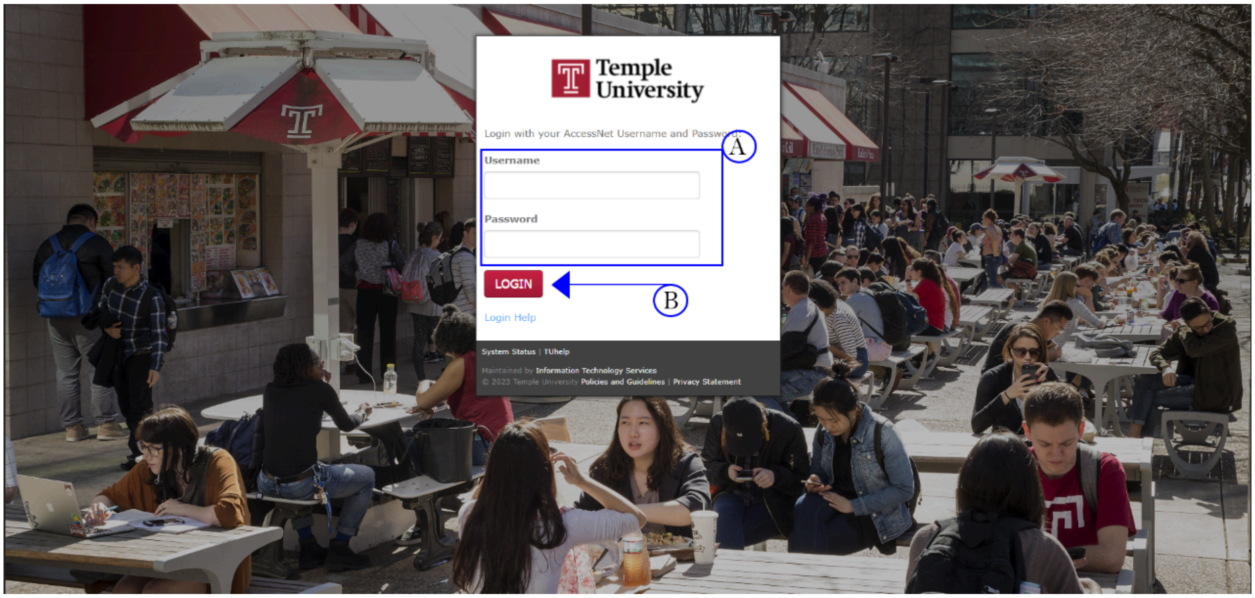
3.1 - Landing Page



This is the default ‘landing page’ that you will be taken to for our tool using the link provided in section 1.2 - Website Link

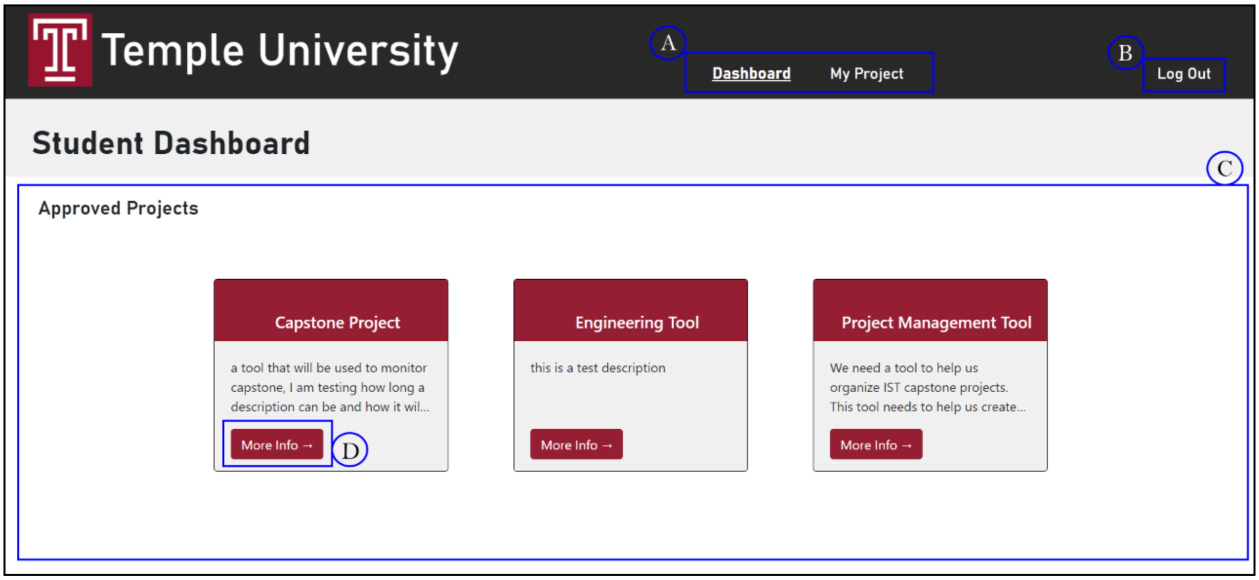
A. Clicking **“Login”** will redirect you to the Temple University SSO page where you will use your AccessNet Username and Password to login.
    a. For more details see section 3.2 - Login

3.2 - Login



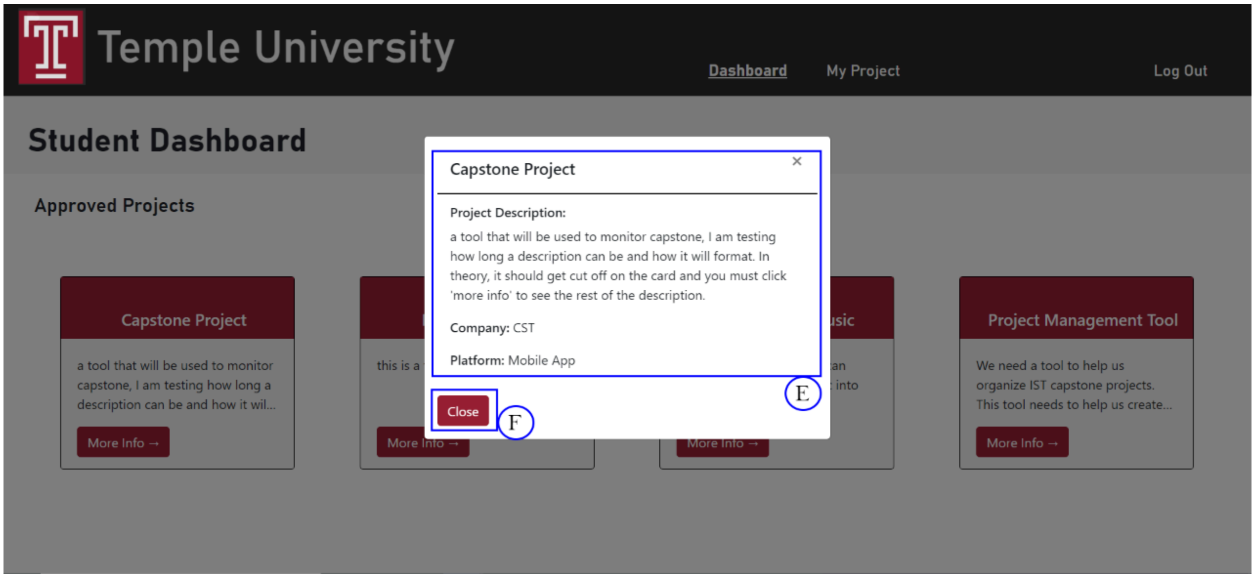
A. Enter your Temple University AccessNet Username and Password in the respective input boxes
B. After entering credentials you click **"LOGIN"**
C. If you do not have professor or administrator permissions you will be logged in as a student and redirected to the Student Dashboard
   a. For more details see section 3.3 - Dashboard

3.3 - Dashboard



This is the student dashboard which is where you will be redirected to upon login

A. At the top of the page is a navigation bar containing the links: **Dashboard, and My Project**
    a. For more details on my project, see section [3.4 - My Project]
B. Clicking **"Log Out"** will log out you out of the application and send you back to the landing page
C. This section of the dashboard will be automatically loaded upon login. It displays a list of all projects that have been approved and gives you a chance to see some details for them
    a. ***Note*** Please reach out to your professor to show any interest you may have on a project you see on your dashboard
D. Clicking the **"More Info"** button will display a modal form that will show more information for a given project
    a. ***Note*** Demonstration for this is on the next page

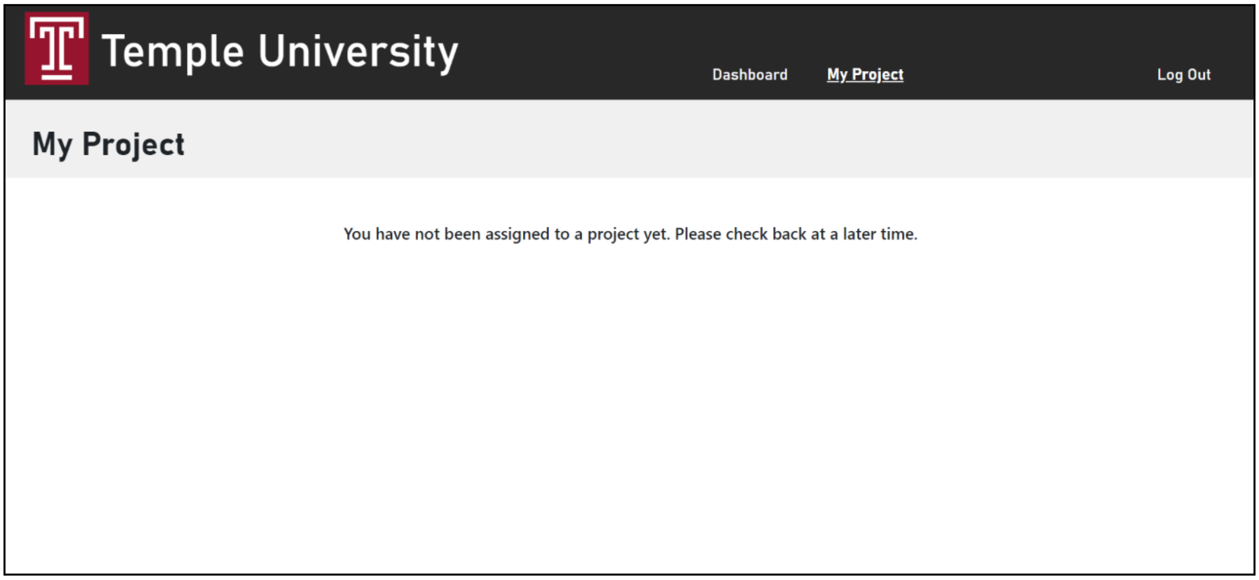


This is what will be displayed after clicking the **"More Info"** button

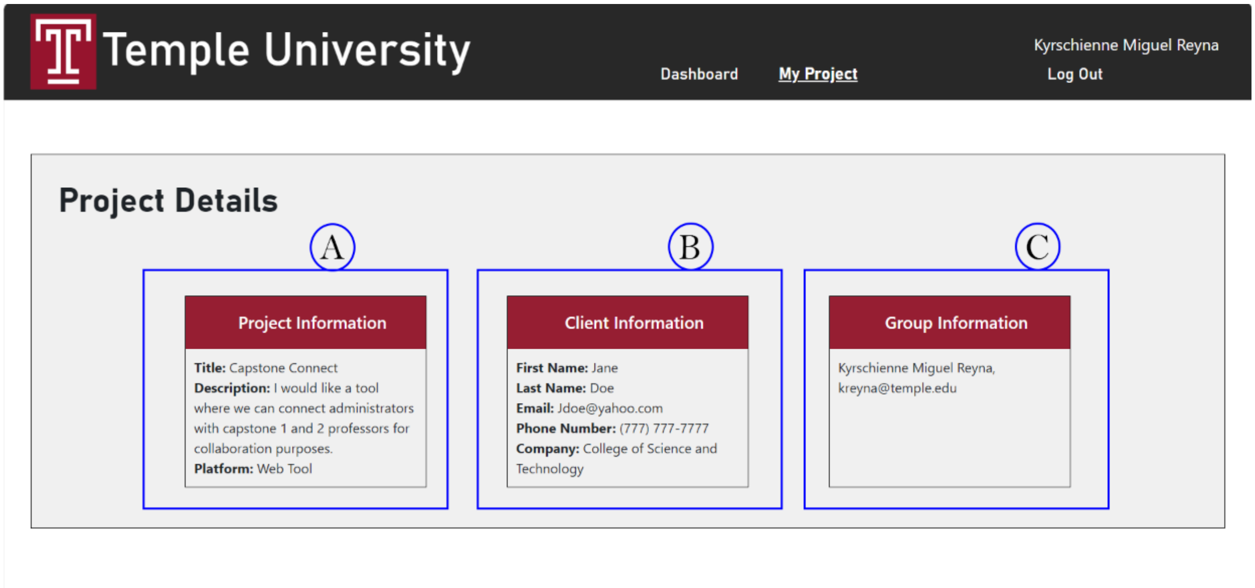
E. This is where you will find all information for an approved project
F. Clicking the **"Close"** button will close this pop up
    a. ***Note*** alternatively, use the **"X"** in the top right corner to close this view

3.4 - My Project

When you click the **"My Project"** tab in the navigation bar you will be taken to the my project page. This page will initialize with one of two screens depending on your group status, as shown below.



This is the view you will see if you are currently not assigned to a project yet. This page will get updated once you are assigned to a group.

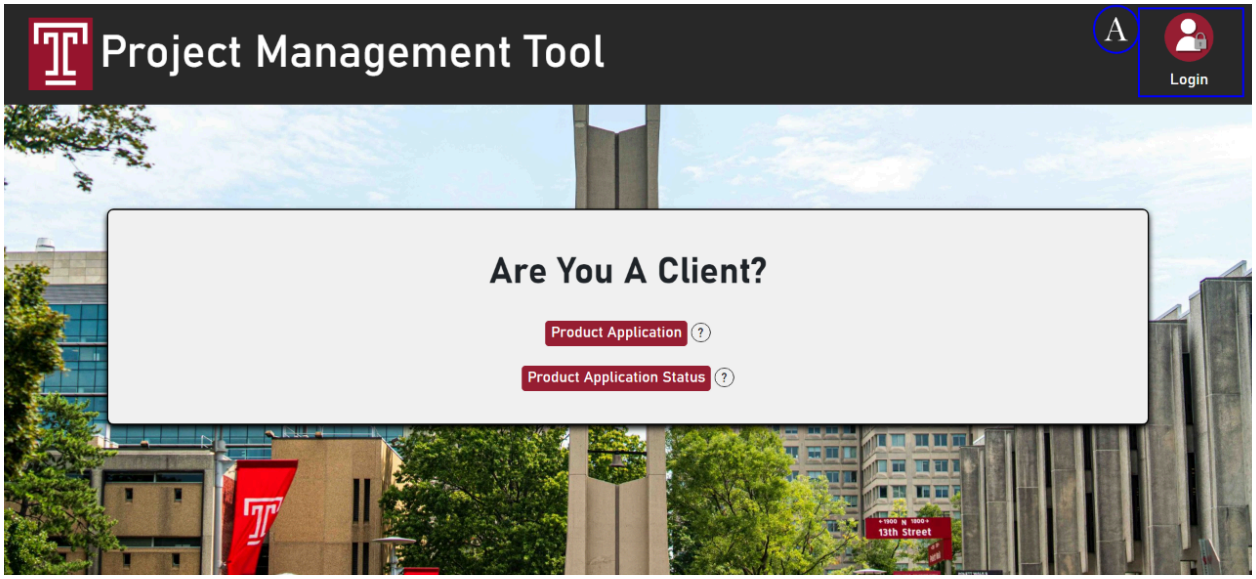


This is the view you will see once you are assigned to a project. It will contain relevant details such as Project Information, Client Information and Group Information.

A. This card represents the project information and contains the title, description, and development platform.
B. This card represents the client information and contains the Name, email, phone number, and company for your client.
C. This card represents the group information and contains the names and emails of all group members for your project.

Administrator

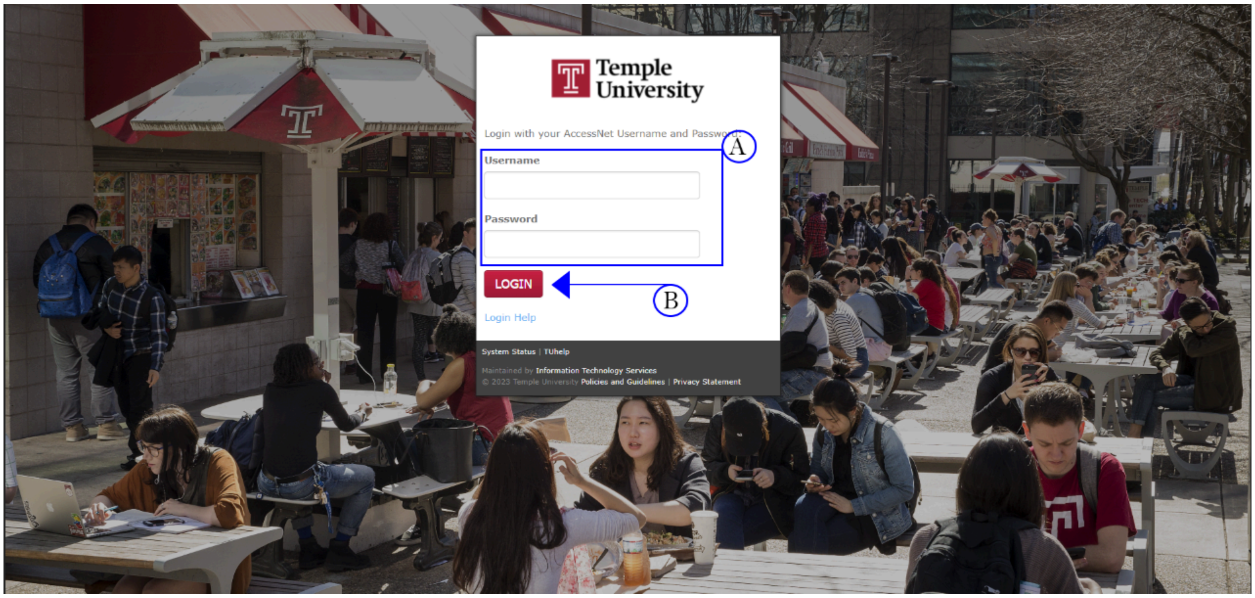
4.1 - Landing Page



This is the default ‘landing page’ that you will be taken to for our tool using the link provided in section 1.2 - Website Link

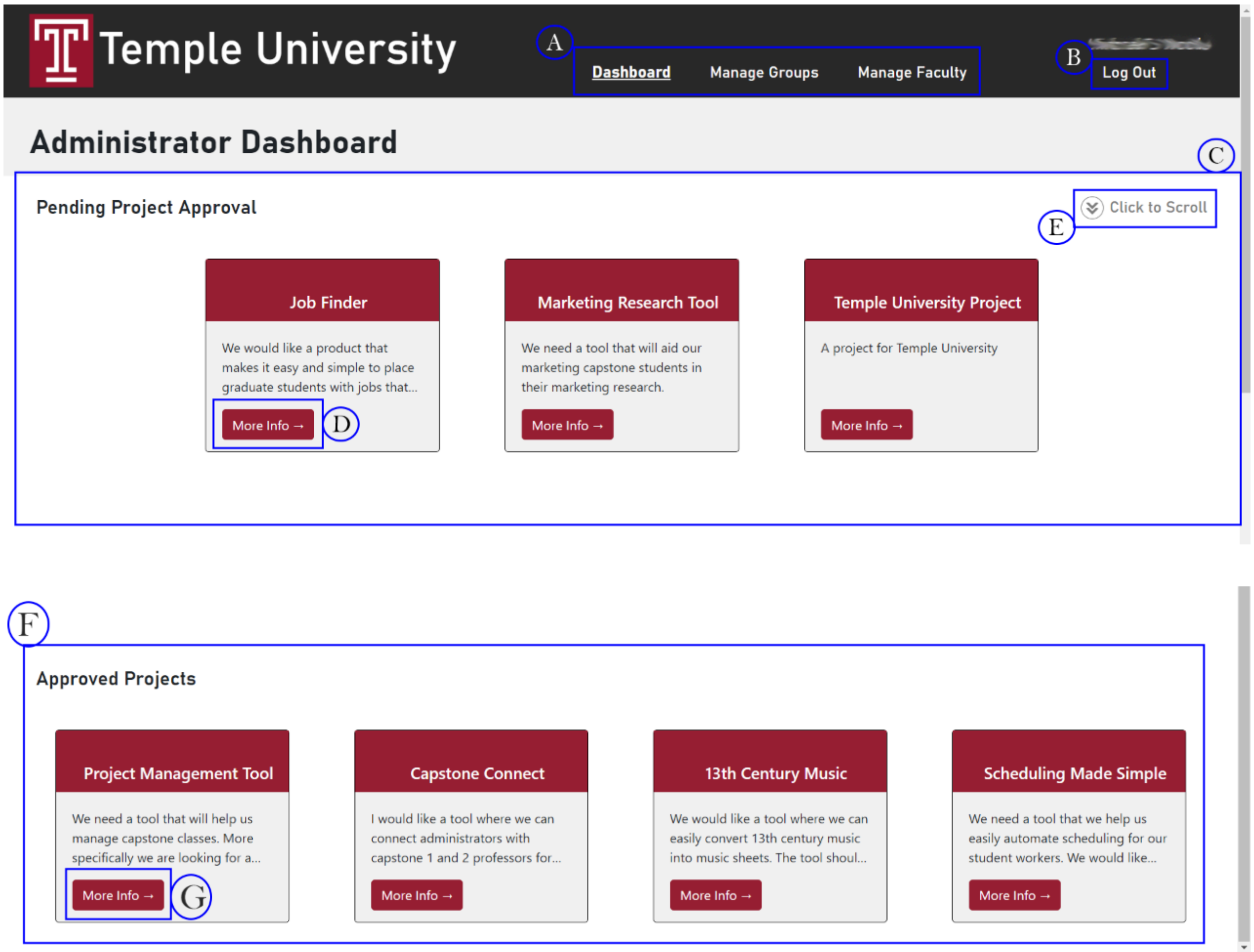
A. Clicking **“Login”** will redirect you to the Temple University SSO page where you will use your AccessNet Username and Password to login.
    b. For more details see section 4.2 - Login

4.2 - Login



A. Enter your Temple University AccessNet Username and Password in the respective input boxes
B. After entering credentials you click **“LOGIN”**
C. If your credentials match valid administrator credentials in the database you will be redirected to your Administrator Dashboard
    a. For more details see section [4.3 - Dashboard]

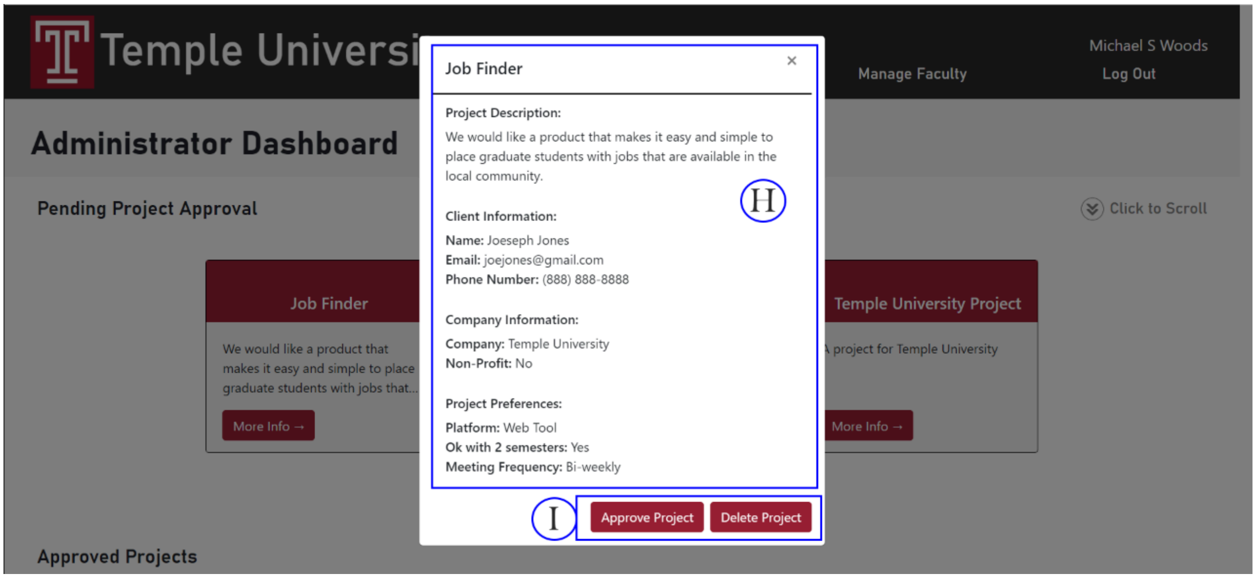
4.3 - Dashboard



This is the administrator dashboard which is where you will be redirected to upon login. The dashboard contains two main sections: Pending Project Approval and Approved Projects.

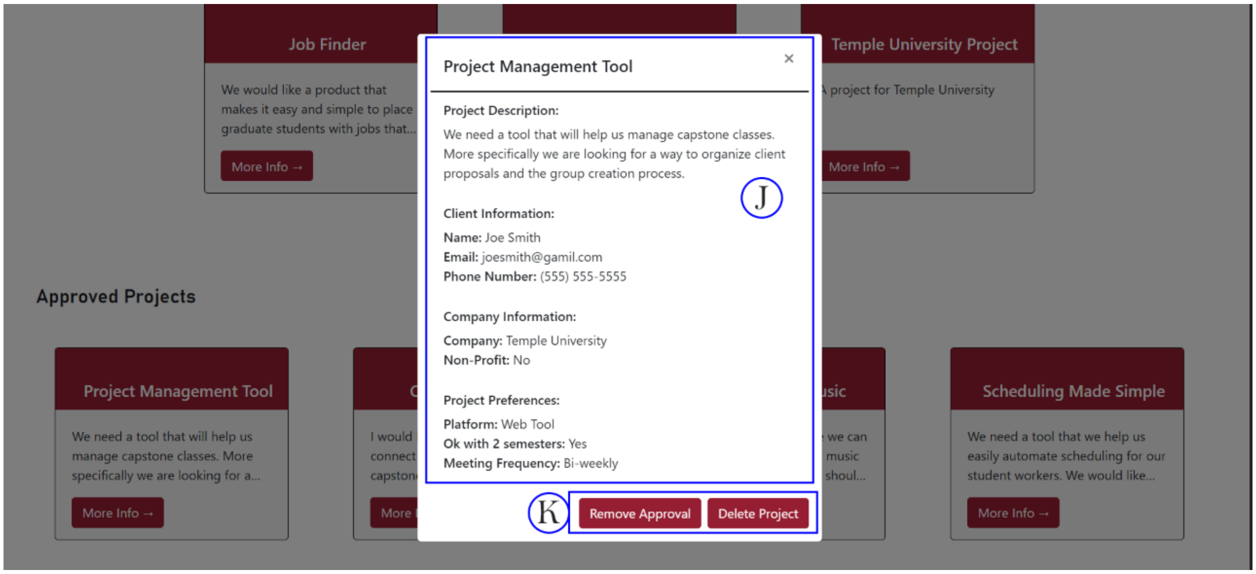
A. At the top of the page is a navigation bar containing the links: **Dashboard, Manage Groups, and Manage Faculty**
    a. For more details on managing groups, see section 4.4 - Manage Groups
    b. For more details on managing faculty, see section 4.5 - Manage Faculty
B. Clicking **"Log Out"** will log out you out of the application and send you back to the landing page
C. This section of the dashboard will be automatically loaded upon login. It displays a list of all project applications that potential clients have submitted and gives you the chance to review them and approve/deny the projects as you please.

D. Clicking the **“More Info”** button will display a modal form that will show more information for a given product application and give you the ability to approve or deny a project proposal.
    a. ***Note*** See **“Step H”** for more information regarding this “More Info” button
E. Clicking this button will automatically scroll down the page for you so you can view all approved projects.
F. This section of the dashboard will be automatically loaded upon login. It displays a list of all approved project proposals and gives you the chance to further review them and remove your approval if necessary.
G. Clicking the **“More Info”** button will display a modal form that will show more information for an approved project and give you the ability to remove your approval or delete the project.
    a. ***Note*** See **“Step J”** for more information regarding this “More Info” button



This is the modal form that will display upon clicking the **‘More Info’** button under the Pending Project Approval section

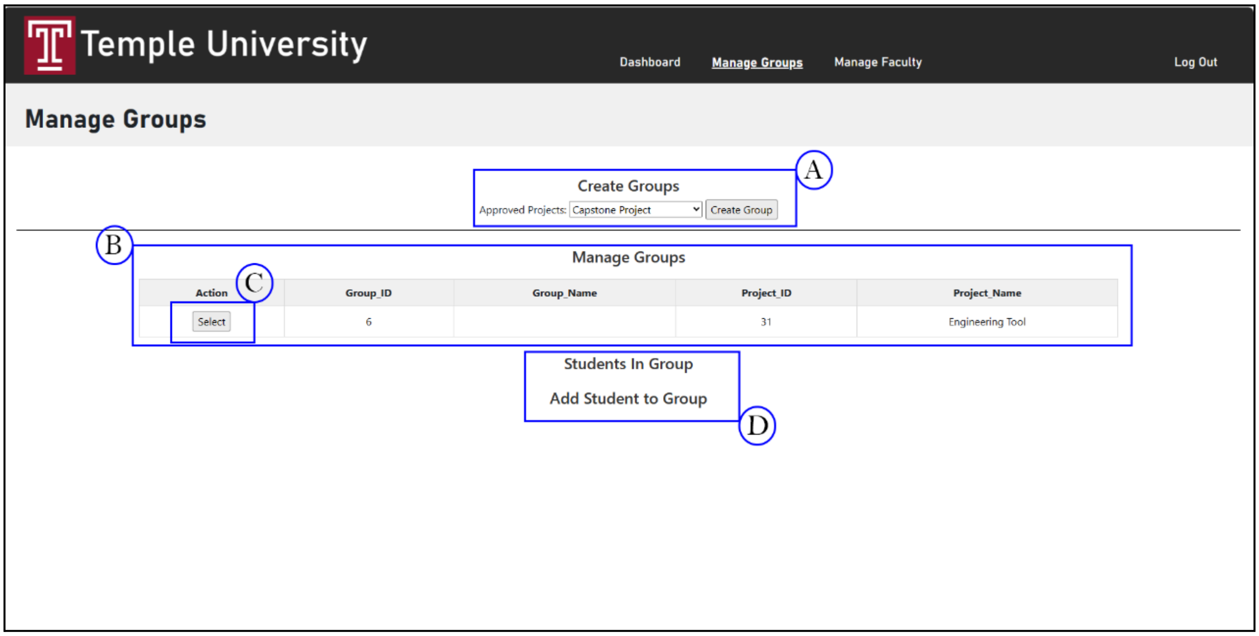
H. This is where you will find all information for a given project proposal
    a. Use the **“X”** in the top right corner to close this view
I. Clicking ‘Approve Project’ will approve the project and thus move it into the Approved Project sections and now be ready to have a group created for it. If you select ‘Delete Project’ it will deny the project and remove it from the dashboard.



This is the modal form that will display upon clicking the **'More Info'** button under the Approved Projects section

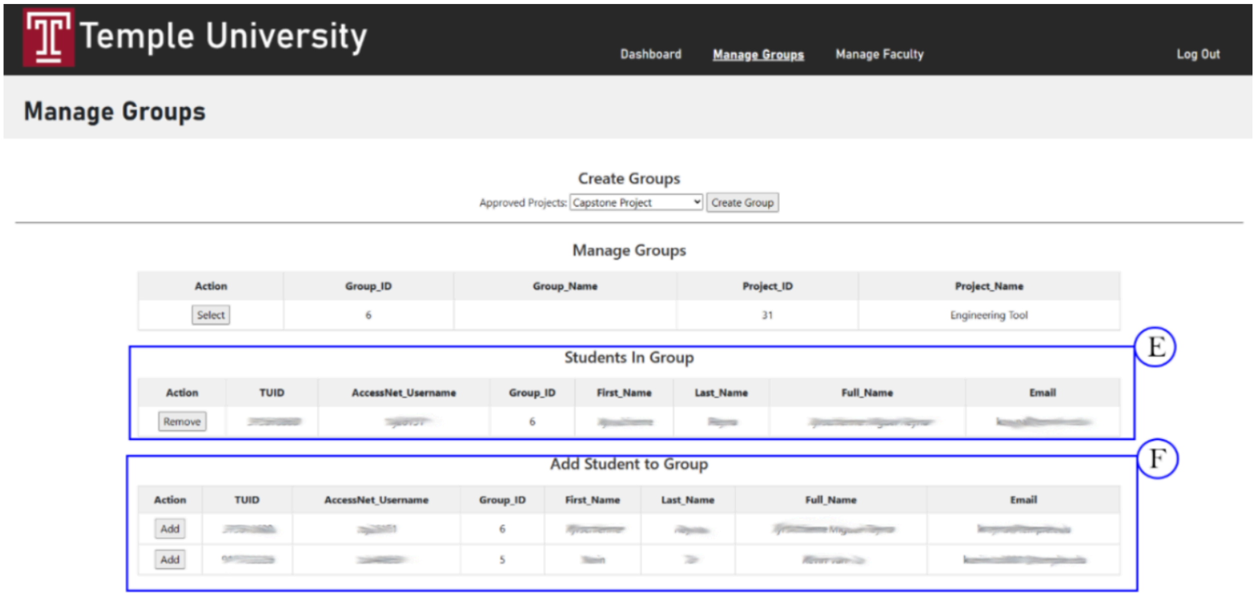
J. This is where you will find all information for a given approved project
    a. Use the **"X"** in the top right corner to close this view
K. Clicking 'Remove Approval' will remove the project and thus send the application back into the 'Pending Project Approval Section' and now be awaiting approval again. If you select 'Delete Project' it will deny the project and remove it from the dashboard.

4.4 - Manage Groups



When clicking on the **"Manage Groups"** tab in the navigation bar, this page will display and give you the ability to create and manage students/groups.

A. This is where you associate a group for a specific project.
    a. First, use the drop down to select one of the approved projects
    b. Next, click **"Create Group"** and this group will be added to the **"Manage Groups"** table
B. This is the table where you will see current projects with a group associated with them
    a. For example, the Engineering Tool project has been created as explained in **"Step A"** and has been added to the **"Manage Groups"** tab
        i. This project has been created with Group_ID 6
C. The select button is how you will modify the group by adding/removing students for that current group
    a. Upon clicking the select button, a gridview will appear for both **Students In Group** and **Add Students to Group** which will be shown in **"Step D"** and the following images
D. These two sections are what will be used to aid in adding students to groups and removing students from groups as explained in **"Step C"**
    a. ***Note*** Demonstration on the next page

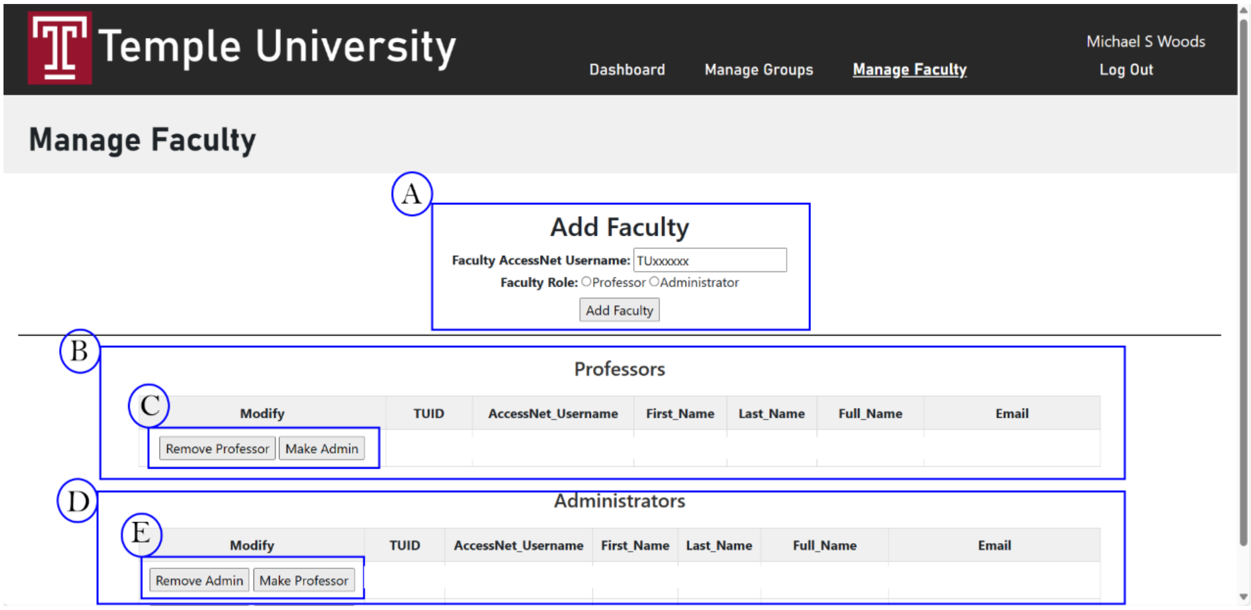


After clicking **"Select"** for a specific project as explained in **"Step C and Step D"** two tables will be displayed.

E. This is the table that shows the current groups associated with that project
    a. If you click the **"Remove"** button on the left side, it will remove that specific student from that project and take away their Group ID
F. This is the table that shows all students who are currently enrolled in the system and gives you the ability to add them to the project.
    a. If you click the **"Add"** button on the left side, it will add that student to that project and give them the same Group_ID as the project

Note Since this functionality works by selecting students enrolled in the system, it is considered best practice to have all students log in at least once before the creating groups process takes place.

4.5 - Manage Faculty



This is the page to manage faculty for this tool. Only accounts added to each table will have access to either the professor or administrator dashboard, depending on their role. If an account is not registered on this table they will be redirected to our application as a student.

A. This is the section where you manually add a faculty member to the tool through their AccessNet Username.
    a. First, you enter their AccessNet Username into the textbox
    b. Second, you select what role you will give them, professor or administrator
        i. **Professors** have the ability to view all client applications and create/manage groups for approved applications. ***NOTE*** Professor cannot approve applications
        ii. **Administrators** have the same privileges as a professor but with the added ability to approve product proposals and manage other faculty
    c. Third, click **'Add Faculty'** to give them their respective privileges.
    d. The next time that user logs in they will be redirected to their respective dashboard (professor or administrator) based on the role type you added them as
B. This is the Professors table where you will see a list of all users that currently have access to the tool under the Professor Role
C. For every user in the Professors table you have two modification options, Remove or Make Admin

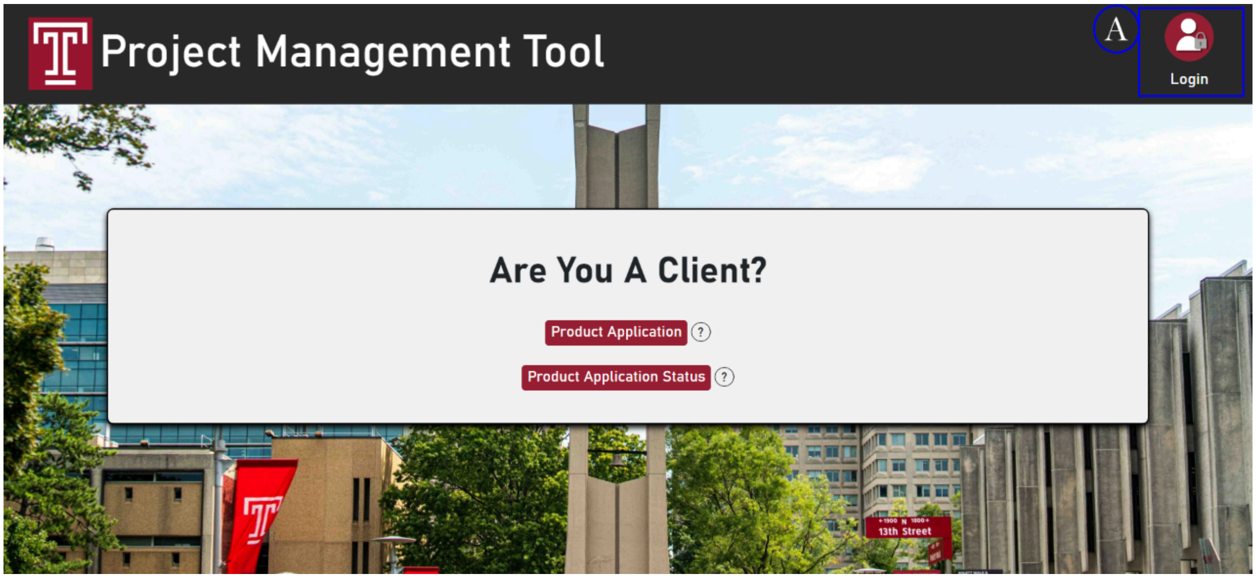
   a. **Remove** will completely remove that user from the system and their privileges will be revoked
      i. The next time they log in, they will be logged in as a student
   b. **Make Admin** will move that user from the professor table into the administrator table
      i. The next time they log in, they will be logged in as an administrator with escalated privileges

D. This is the Administrators table where you will see a list of all users that currently have access to the tool under the Administrator Role

E. For every user in the Administrator table you have two modification options, Remove or Make Professor
   a. **Remove** will completely remove that user from the system and their privileges will be revoked
      i. The next time they log in, they will be logged in as a student
   b. **Make Professor** will move that user from the administrator table into the professor table
      i. The next time they log in, they will be logged in as an professor without their previous administrator privileges

Professor

5.1 - Landing Page

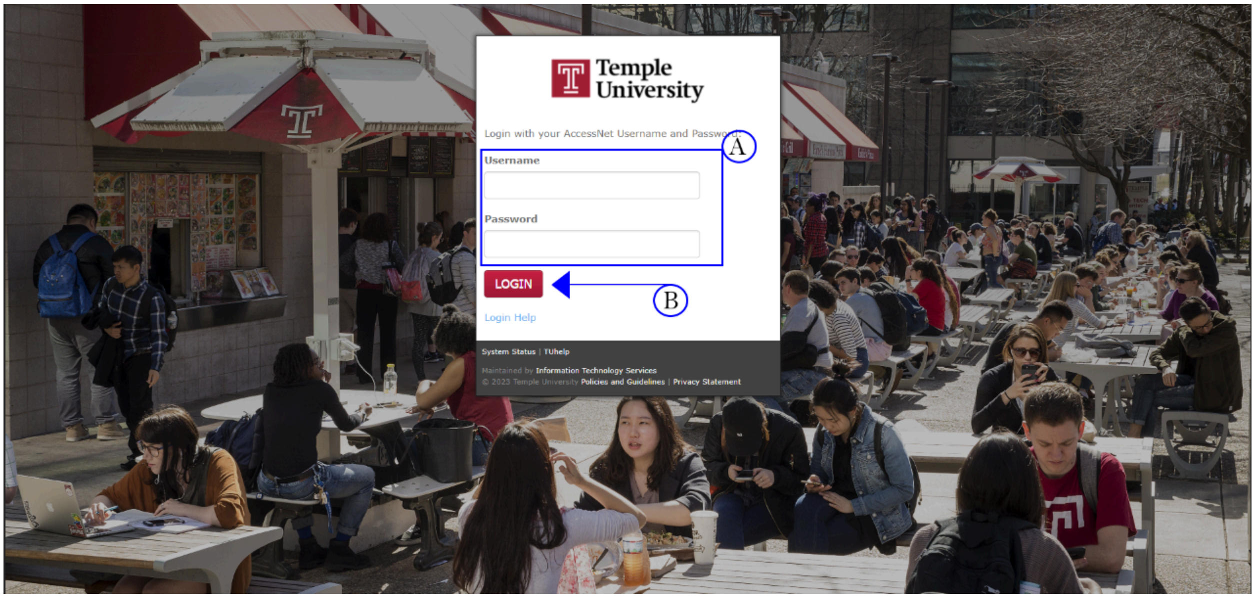


This is the default 'landing page' that you will be taken to for our tool using the link provided in section 1.2 - Website Link

NOTE The '?' icon next to the button serves as tips for your convenience, please use them to view more details on that specific action.

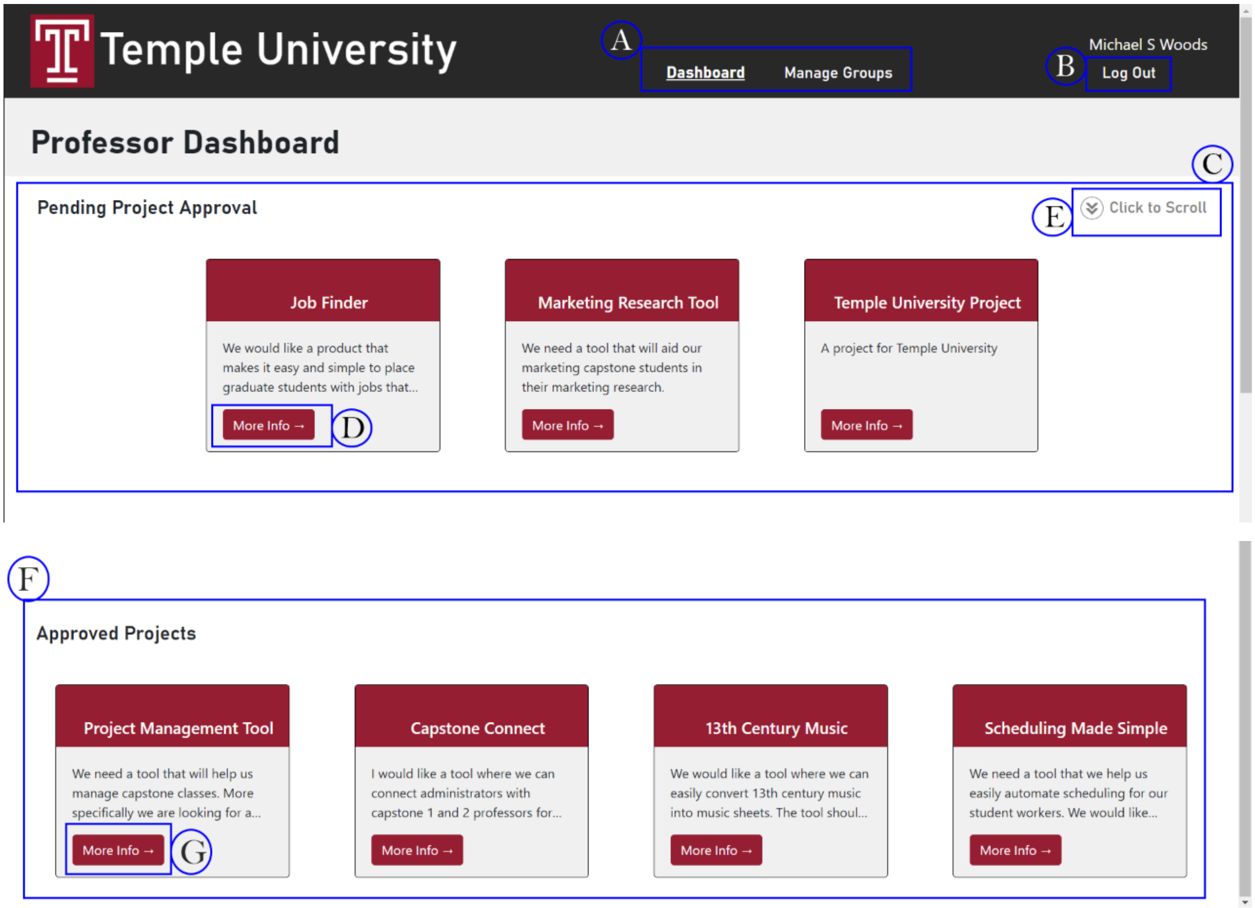
A. Clicking **"Login"** will redirect you to the Temple University SSO page where you will use your AccessNet Username and Password to login.
    c. For more details see section 5.2 - Login

5.2 - Login



D. Enter your Temple University AccessNet Username and Password in the respective input boxes
E. After entering credentials you click **"LOGIN"**
F. If your credentials match valid professor credentials in the database you will be redirected to your Professor Dashboard
    a. For more details see section 5.3 - Dashboard

5.3 - Dashboard



This is the professor dashboard which is where you will be redirected to upon login. The dashboard contains two main sections: Pending Project Approval and Approved Projects.

A. At the top of the page is a navigation bar containing the links: **Dashboard, and Manage Groups**
    a. For more details on managing groups, see section [5.4 - Manage Groups]
B. Clicking **"Log Out"** will log out you out of the application and send you back to the landing page
C. This section of the dashboard will be automatically loaded upon login. It displays a list of all project applications that potential clients have submitted and gives you the chance to view all information regarding that project
    a. ***Note*** as a professor, you do not have the ability to approve the projects but please review them and relay any thoughts or concerns to you administrator to assist in the approval process

D. Clicking the **"More Info"** button will display a modal form that will show more information for a given product application
    a. ***Note*** See **"Step H"** for more information
E. Clicking this button will automatically scroll down the page for you so you can view all approved projects.
F. This section of the dashboard will be automatically loaded upon login. It displays a list of all approved project proposals and gives you the chance to further review them and remove your approval if necessary.
G. Clicking the **"More Info"** button will display a modal form that will show more information for an approved project and give you the ability to remove your approval or delete the project.
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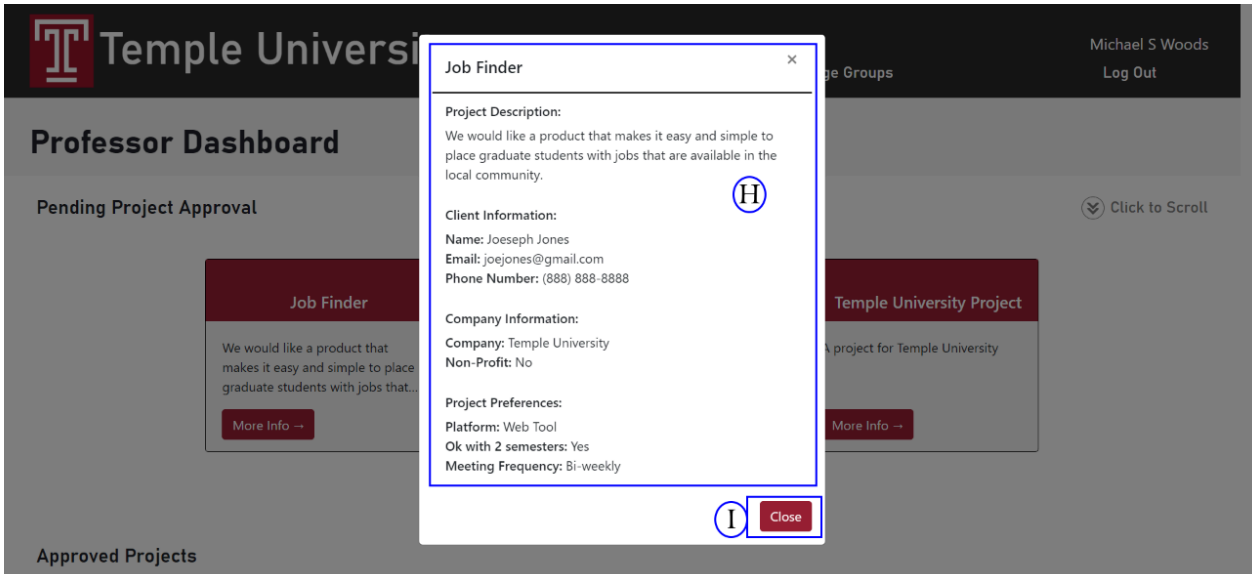
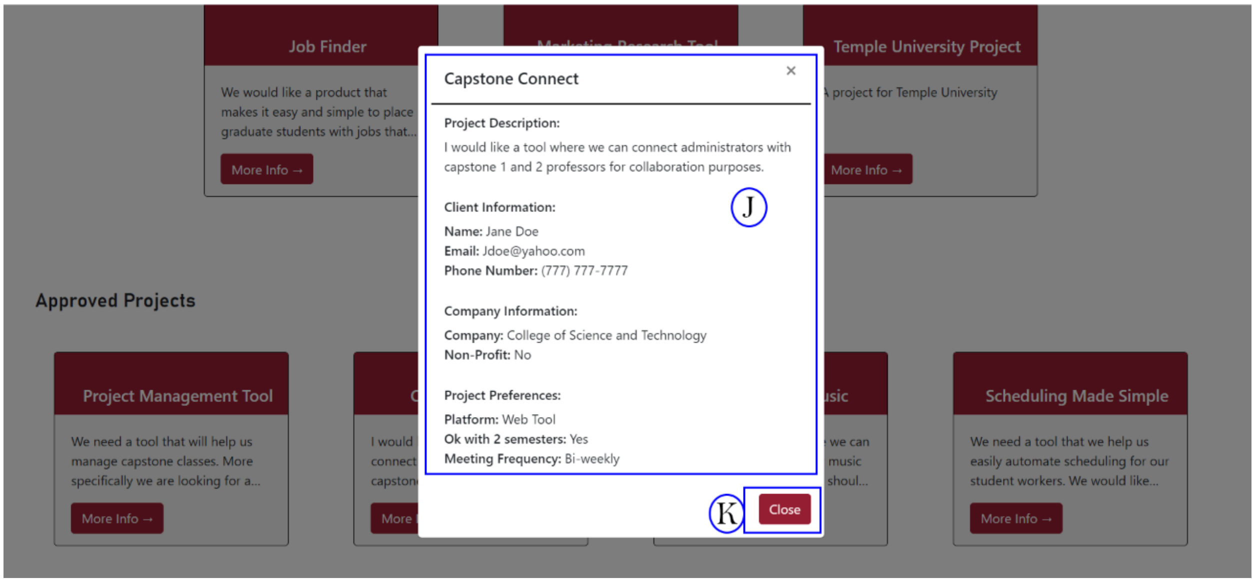


This is what will be displayed after clicking the **"More Info"** button under the Pending Project Approval Section

H. This is where you will find all information for a given project proposal
I. Clicking the **"Close"** button will close this pop up
    a. ***Note*** alternatively, use the **"X"** in the top right corner to close this view



This is what will be displayed after clicking the **"More Info"** button under the Approved Projects section

J. This is where you will find all information for a given approved project
K. Clicking the **"Close"** button will close this pop up
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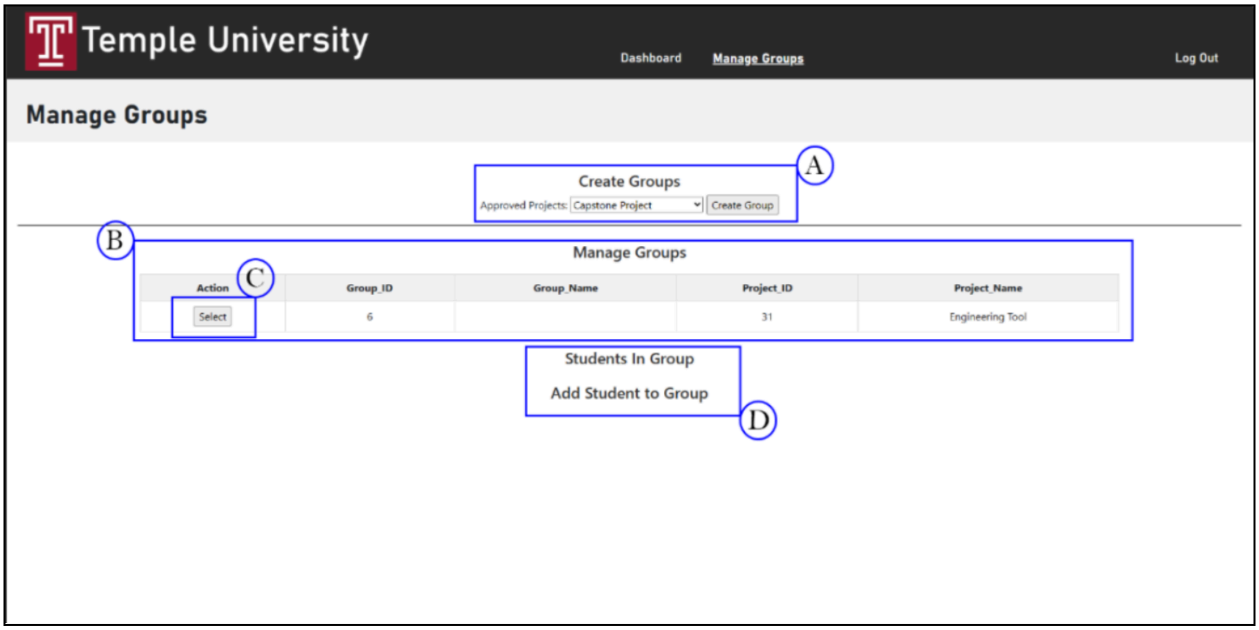
5.4 - Manage Groups



When clicking on the **"Manage Groups"** tab in the navigation bar, this page will display and give you the ability to create and manage students/groups.

A. This is where you associate a group for a specific project.
    a. First, use the drop down to select one of the approved projects
    b. Next, click **"Create Group"** and this group will be added to the **"Manage Groups"** table
B. This is the table where you will see current projects with a group associated with them
    a. For example, the Engineering Tool project has been created as explained in **"Step A"** and has been added to the **"Manage Groups"** tab
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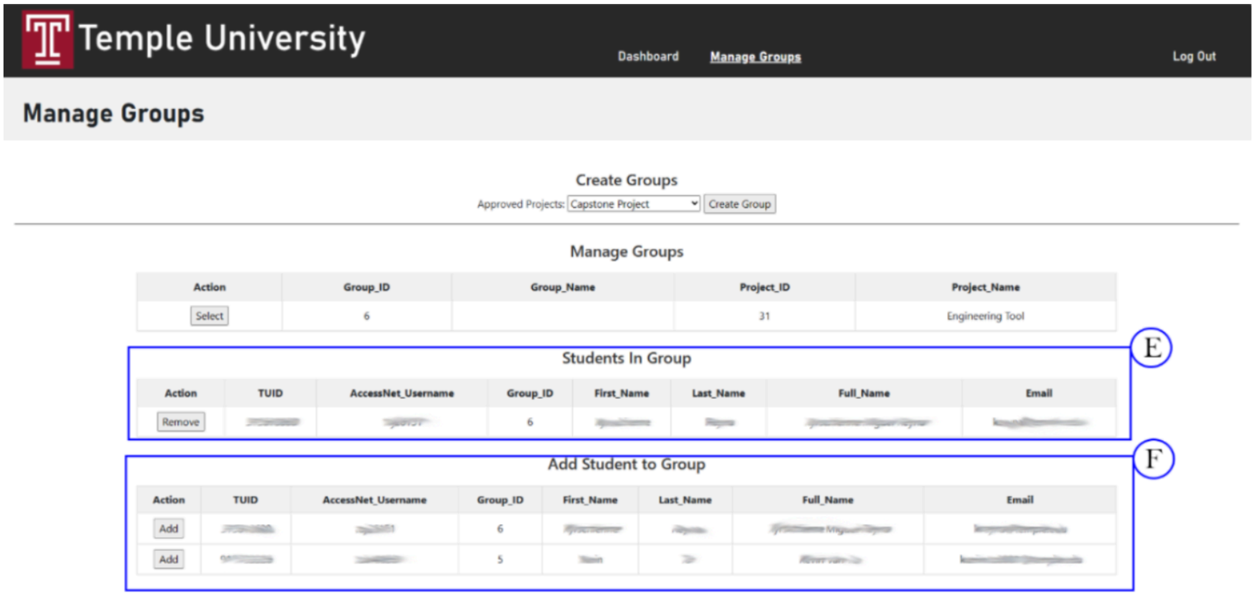
    a. ***Note*** Demonstration on the next page



After clicking **"Select"** for a specific project as explained in **"Step C and Step D"** two tables will be displayed.

E. This is the table that shows the current groups associated with that project
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    a. If you click the **"Add"** button on the left side, it will add that student to that project and give them the same Group_ID as the project

Note Since this functionality works by selecting students enrolled in the system, it is considered best practice to have all students log in at least once before the creating groups process takes place.