



Project Management

Project Management Tool System User Manual



Project Management

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Project Management

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

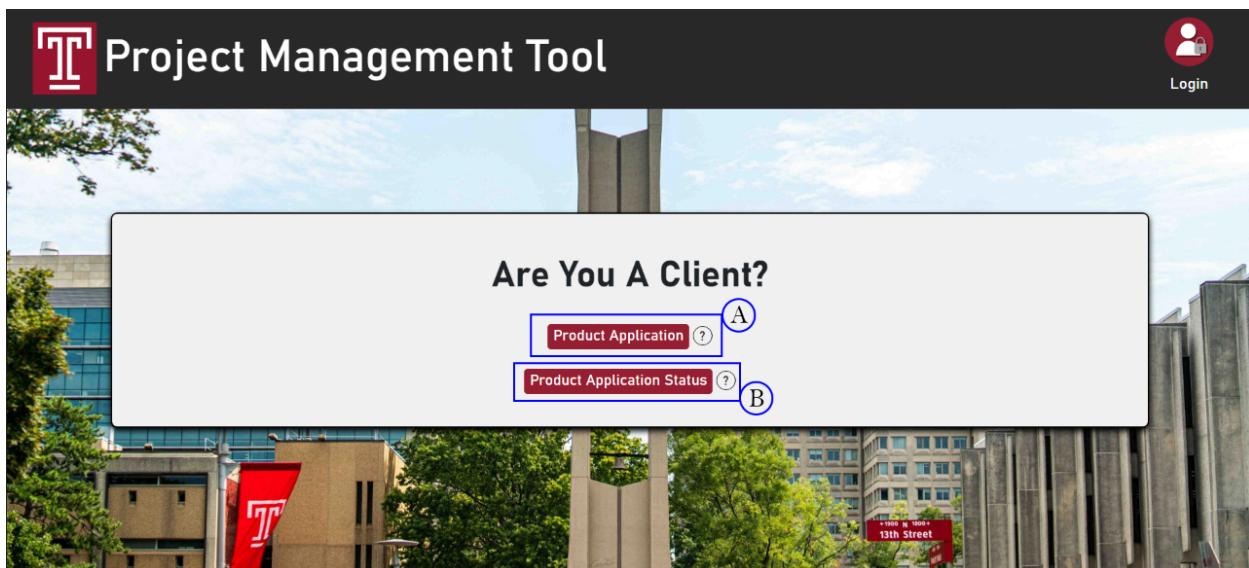
Use the following link to access the tool: <https://np-stem.temple.edu/cis4396-s01/>



Project Management

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

 Temple University

A [Return Home](#)

Product Development Interest Form

Company Name:
Temple University

First Name: Temple Last Name: University

Email: temple@temple.edu Phone Number: (111) 111-1111

What is the title of your product?
Temple University Project

In a few short sentences describe your product and its uses.
A project for Temple University

Are you a non-profit company?
 Yes No

What type of program/platform would you like to be developed?
 Mobile App Web Tool

Are you available to meet on a bi-weekly basis with the team developing your product?
 Yes No Other

Product development takes place over the course of two semesters. Is that ok with your company?
 Yes No

B [Submit 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

Project Management



A screenshot of a web-based proposal submission form. A modal window titled "Are you sure you want to submit your proposal?" is displayed in the center. The modal contains the following information:

Company Name: Temple University
First Name: Temple
Last Name: University
Email: temple@temple.edu
Phone Number: (111) 111-1111
Title: Temple University Project
Description: A project for Temple University
Non-Profit?: No
Platform: Web Tool
Biweekly meetings?: Yes
Available for two semesters?: Yes

At the bottom of the modal are two buttons: "Modify" (gray) and "Submit Proposal" (red). Two yellow arrows point from the text "Step C" and "Step D" to these buttons. Below the modal, the main form has a question about product development duration with options "Yes" (radio button) and "No" (radio button), and a "Submit Form" button at the bottom.

- 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

A screenshot of the same proposal submission form after a successful submission. A blue-bordered message box in the center of the page says: "Thank you for your submission, You can check the status from the landing page." A yellow circle labeled "E" points to the word "Submit" in the message box. The rest of the form is visible in the background.



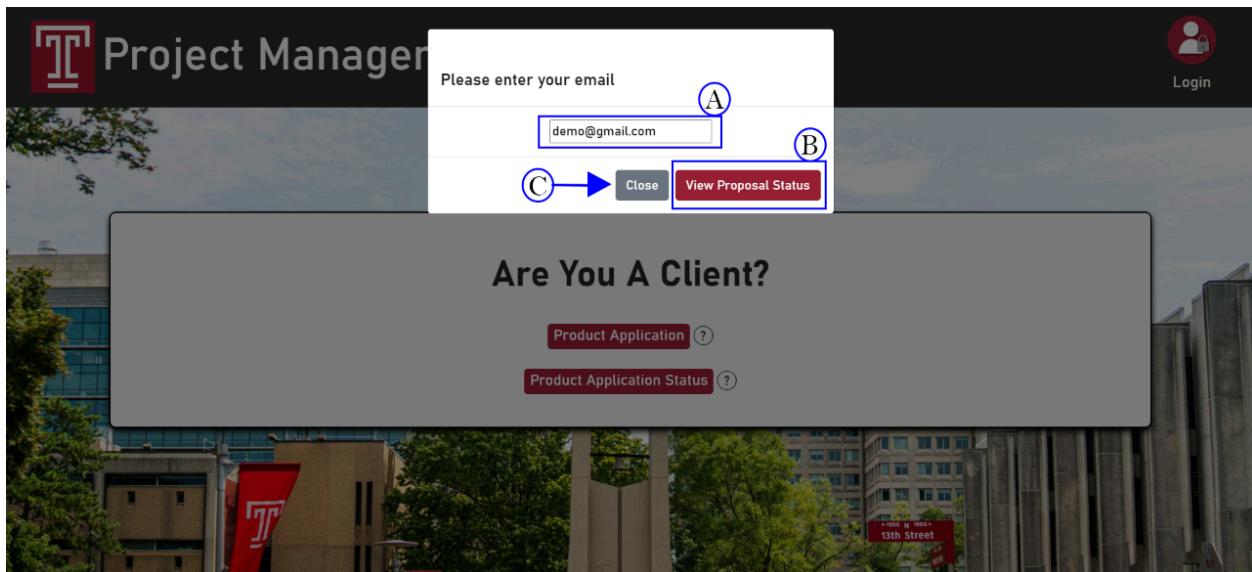
Project Management

- 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](#)



Project Management

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.



Project Management



A Mike Woods
[Return Home](#)

Application Status

Your Proposals

Capstone Project

a tool that will be used to monitor capstone, I am testing how long a description can be and how it wil...

[View Status →](#)

Capstone Connect

A tool to manage capstone classes

[View Status →](#)

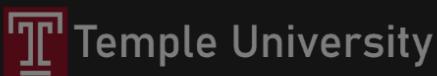
B

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



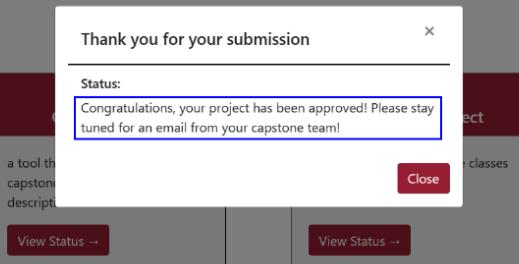
Project Management



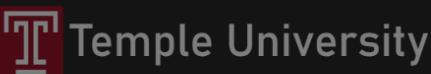
Mike Woods
Return Home

Application Status

Your Proposals



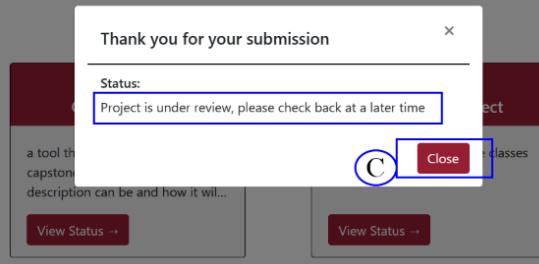
Example of an approved proposal



Mike Woods
Return Home

Application Status

Your Proposals



Example of a project that is waiting for approval

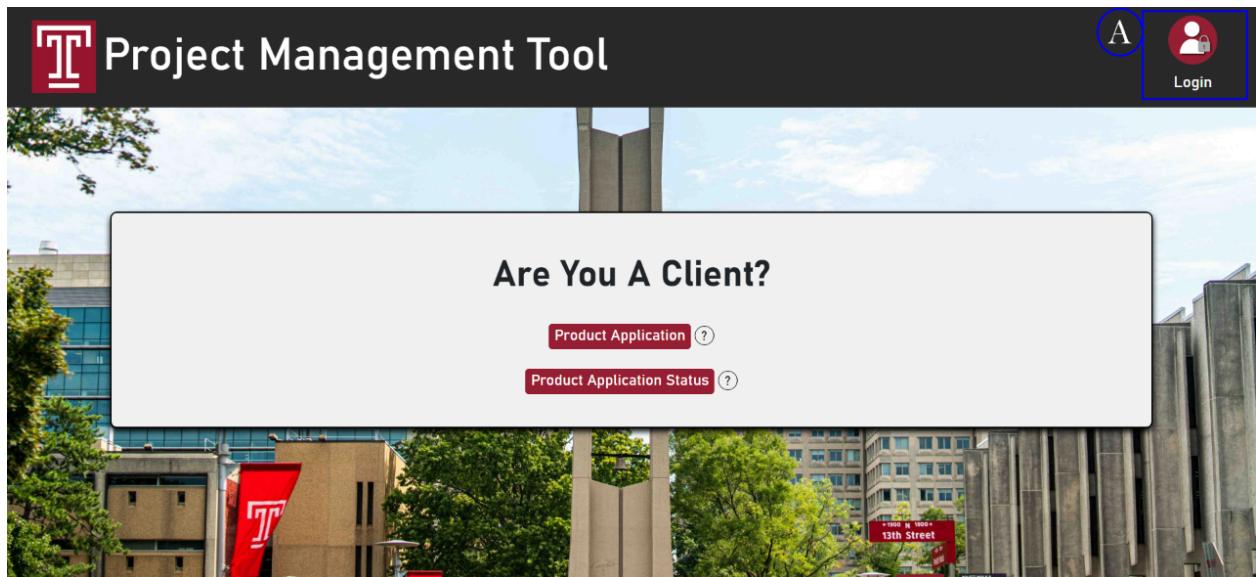
C. Clicking “Close” will close this status pop up



Project Management

Student

3.1 - Landing Page



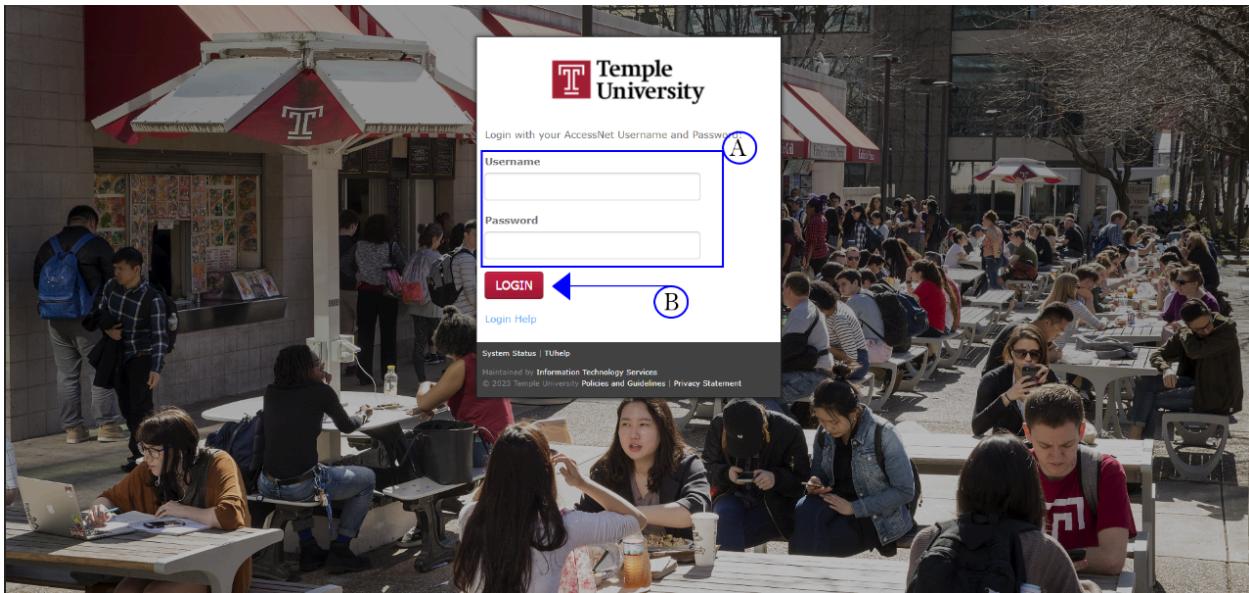
This is the default ‘landing page’ that you will be taken to for our tool using the link provided in section [1.2 - Website Link](#)

- 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](#)



Project Management

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

The screenshot shows the Student Dashboard with a dark header bar. On the left is the Temple University logo. In the center are two navigation links: 'Dashboard' (highlighted with a blue border) and 'My Project'. On the right are 'Log Out' and a user icon. Below the header is a section titled 'Student Dashboard' with a blue border. This section is labeled 'Approved Projects' and contains three cards:

- Capstone Project**: A tool for monitoring capstone projects. Description: "a tool that will be used to monitor capstone, I am testing how long a description can be and how it wil...". Button: 'More Info →' (circled D).
- Engineering Tool**: A test description. Description: "this is a test description". Button: 'More Info →'
- Project Management Tool**: A tool for organizing IST capstone projects. Description: "We need a tool to help us organize IST capstone projects. This tool needs to help us create...". Button: 'More Info →'

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



Temple University

[Dashboard](#) [My Project](#) [Log Out](#)

Student Dashboard

Approved Projects

Capstone Project

a tool that will be used to monitor capstone, I am testing how long a description can be and how it wil...
[More Info →](#)

Project Management Tool

We need a tool to help us organize IST capstone projects. This tool needs to help us create...
[More Info →](#)

Capstone Project ×

Project Description:
a tool that will be used to monitor capstone, I am testing how long a description can be and how it will format. In theory, it should get cut off on the card and you must click 'more info' to see the rest of the description.

Company: CST
Platform: Mobile App

Close E F

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.

The screenshot shows a dark-themed web interface for Temple University. At the top, there is a red header bar with the Temple University logo and the text "Temple University". Below this, a navigation bar contains the links "Dashboard", "My Project" (which is underlined to indicate it is the active tab), and "Log Out". The main content area is titled "My Project". Inside, a message states: "You have not been assigned to a project yet. Please check back at a later time." There is a large, empty white space below this message.

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.

The screenshot shows a dark-themed web interface for Temple University, similar to the previous one but with different content. At the top, there is a red header bar with the Temple University logo and the text "Temple University". Below this, a navigation bar contains the links "Dashboard", "My Project" (underlined), and "Log Out". The user's name, "Kyrshienne Miguel Reyna", is displayed next to the "Log Out" link. The main content area is titled "Project Details". It features three separate boxes, each with a blue circle labeled A, B, or C above it. Box A is titled "Project Information" and contains the following text:
Title: Capstone Connect
Description: I would like a tool where we can connect administrators with capstone 1 and 2 professors for collaboration purposes.
Platform: Web Tool
Box B is titled "Client Information" and contains:
First Name: Jane
Last Name: Doe
Email: Jdoe@yahoo.com
Phone Number: (777) 777-7777
Company: College of Science and Technology
Box C is titled "Group Information" and contains:
Kyrshienne Miguel Reyna,
kreyna@temple.edu



Project Management

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.

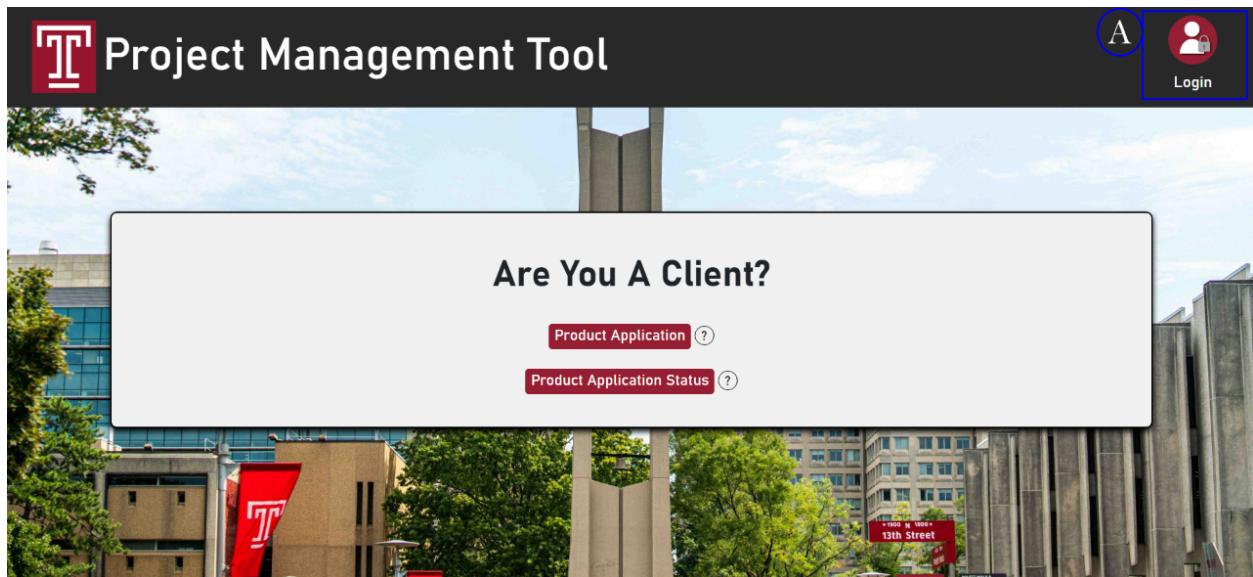
- A. This card represents the project information and contains the title, description, and development platform.
- B. This card represents the client information and contains the Name, email, phone number, and company for your client.
- C. This card represents the group information and contains the names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



Project Management

Administrator

4.1 - Landing Page

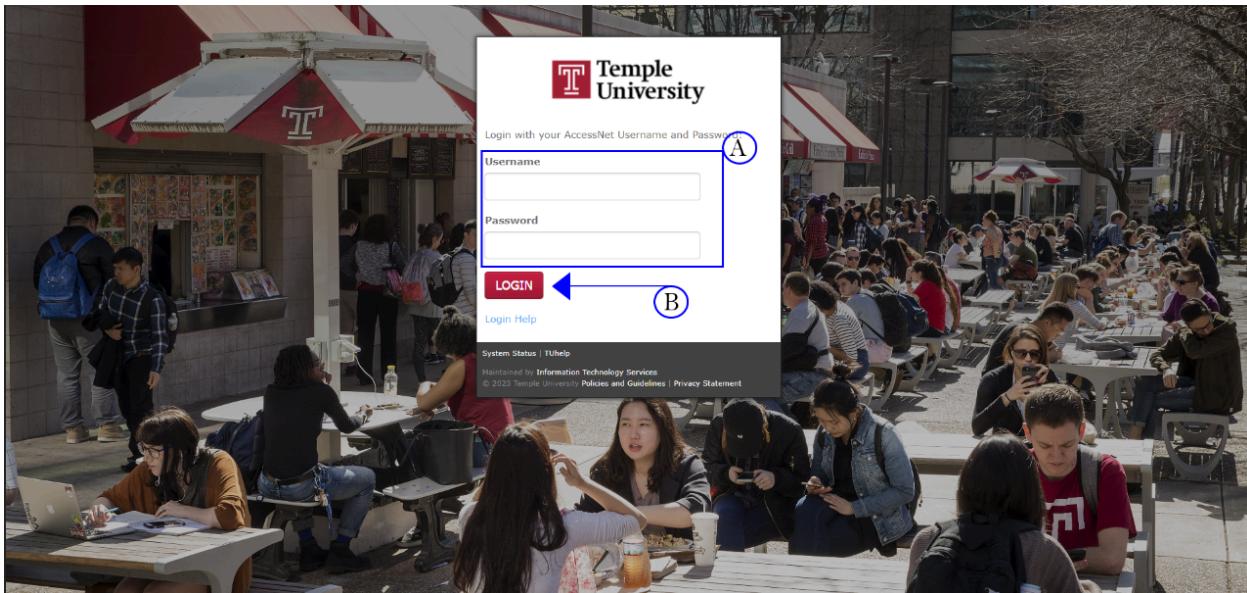


This is the default ‘landing page’ that you will be taken to for our tool using the link provided in section [1.2 - Website Link](#)

- 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](#)

Project Management

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

The Administrator Dashboard interface features a dark header bar with the Temple University logo and navigation links for Dashboard, Manage Groups, and Manage Faculty. A 'Log Out' button is also present. The main content area is titled 'Administrator Dashboard' and contains two sections: 'Pending Project Approval' and 'Approved Projects'. The 'Pending Project Approval' section includes five project cards with titles like 'Job Finder', 'Marketing Research Tool', and 'Temple University Project', each with a 'More Info →' button. A blue box labeled 'C' is positioned above the scroll bar. The 'Approved Projects' section includes four project cards with titles like 'Project Management Tool', 'Capstone Connect', '13th Century Music', and 'Scheduling Made Simple', each with a 'More Info →' button. A blue box labeled 'G' is positioned next to the 'More Info' button of the first card in this section. A vertical scroll bar is visible on the right side of the dashboard.

A. Dashboard

B. Log Out

C. Click to Scroll

D. More Info →

E. More Info →

F. Approved Projects

G. More Info →

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

The screenshot shows the Temple University Administrator Dashboard. On the left, there's a sidebar with 'Pending Project Approval' and a 'Job Finder' card. The main area has a 'Temple University Project' card. A modal window is open over the dashboard, titled 'Job Finder'. It contains sections for 'Project Description', 'Client Information', 'Company Information', and 'Project Preferences'. At the bottom of the modal are buttons for 'I' (Info), 'Approve Project', and 'Delete Project'. The top right corner of the modal has a circled 'H'.

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.



Project Management

Job Finder

We would like a product that makes it easy and simple to place graduate students with jobs that...

[More Info →](#)

Approved Projects

Project Management Tool

We need a tool that will help us manage capstone classes. More specifically we are looking for a...

[More Info →](#)

Temple University Project

A project for Temple University

[More Info →](#)

Project Management Tool

X

Project Description:
We need a tool that will help us manage capstone classes. More specifically we are looking for a way to organize client proposals and the group creation process.

J

Client Information:
Name: Joe Smith
Email: joesmith@gmail.com
Phone Number: (555) 555-5555

Company Information:
Company: Temple University
Non-Profit: No

Project Preferences:
Platform: Web Tool
Ok with 2 semesters: Yes
Meeting Frequency: Bi-weekly

K

[Remove Approval](#) [Delete Project](#)

Scheduling Made Simple

We need a tool that we can easily automate scheduling for our student workers. We would like...

[More Info →](#)

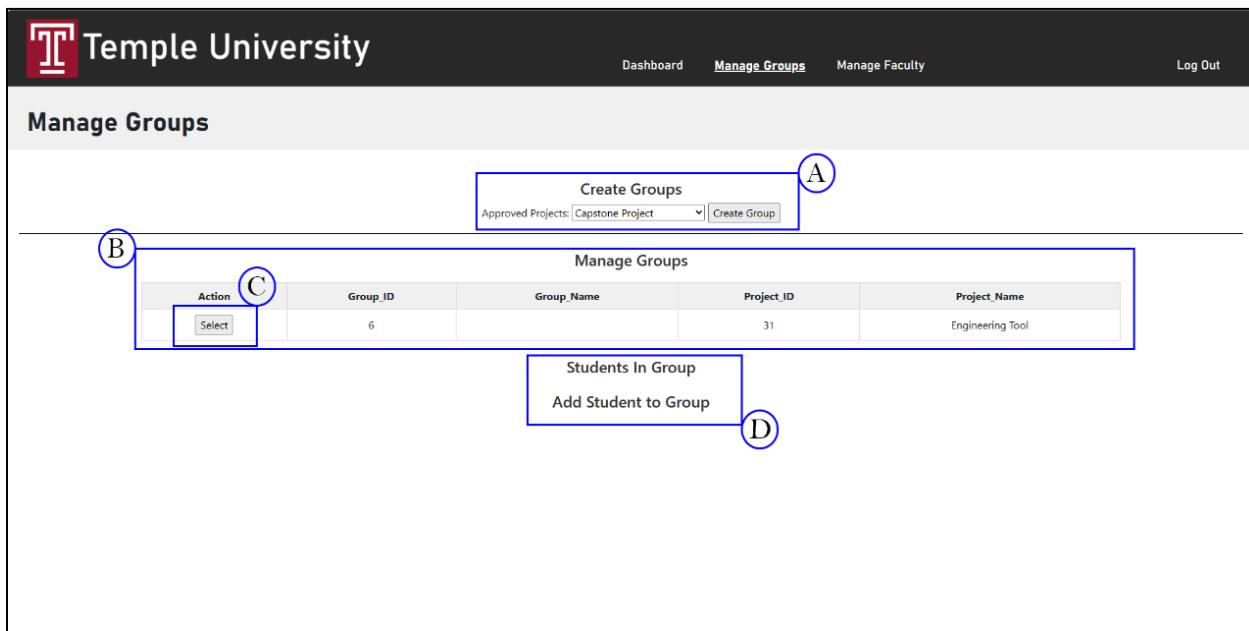
This is the modal form that will display upon clicking the ‘More Info’ button under the Approved Projects section

- 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.



Project Management

4.4 - Manage Groups



The screenshot shows the 'Manage Groups' page of the Temple University Project Management system. At the top, there is a 'Create Groups' section with a dropdown menu set to 'Capstone Project' and a 'Create Group' button. Below this is a table titled 'Manage Groups' with columns: Action, Group_ID, Group_Name, Project_ID, and Project_Name. One row is visible, showing Group_ID 6, Group_Name 'Engineering Tool', Project_ID 31, and Project_Name 'Engineering Tool'. To the left of the 'Action' column is a 'Select' button, which is highlighted with a blue box. Below the table are two buttons: 'Students In Group' and 'Add Student to Group', also highlighted with a blue box.

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” tab
- 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



Project Management

[Dashboard](#) [Manage Groups](#) [Manage Faculty](#)[Log Out](#)

Manage Groups

Create Groups

Approved Projects: Capstone Project [Create Group](#)

Manage Groups

Action	Group_ID	Group_Name	Project_ID	Project_Name
Select	6		31	Engineering Tool

Students In Group							
Action	TUID	AccessNet_Username	Group_ID	First_Name	Last_Name	Full_Name	Email
Remove	[REDACTED]	[REDACTED]	6	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]@temple.edu

Add Student to Group							
Action	TUID	AccessNet_Username	Group_ID	First_Name	Last_Name	Full_Name	Email
Add	[REDACTED]	[REDACTED]	6	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]@temple.edu
Add	[REDACTED]	[REDACTED]	5	Rein	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]@temple.edu

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

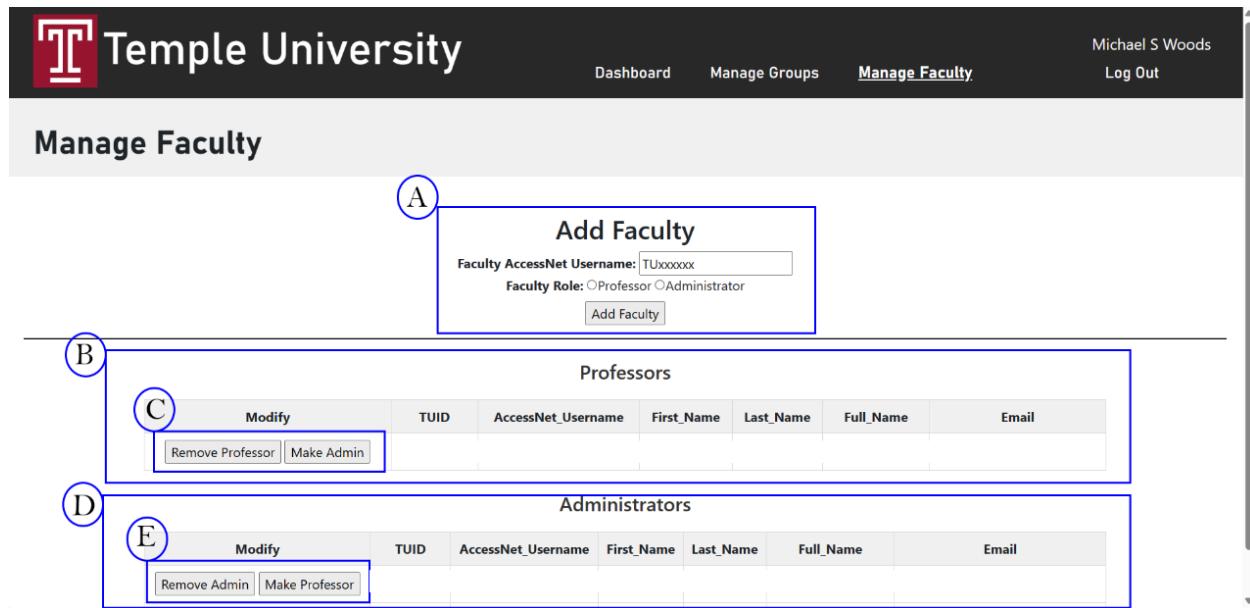
- E. This is the table that shows the current groups associated with that project
 - a. If you click the “Remove” button on the left side, it will remove that specific student from that project and take away their Group ID
- F. This is the table that shows all students who are currently enrolled in the 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.



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4.5 - Manage Faculty



The screenshot shows the 'Manage Faculty' page of the Temple University application. At the top, there's a navigation bar with the Temple University logo, 'Dashboard', 'Manage Groups', 'Manage Faculty' (which is underlined), 'Michael S Woods', and 'Log Out'. Below the navigation is a section titled 'Manage Faculty'.

Section A: 'Add Faculty' form. It has fields for 'Faculty AccessNet Username' (TUxxxxxx) and 'Faculty Role' (radio buttons for Professor or Administrator). A blue circle labeled 'A' is around this section.

Section B: 'Professors' table. It has columns: TUID, AccessNet_Username, First_Name, Last_Name, Full_Name, and Email. A blue circle labeled 'B' is around this table.

Section C: 'Modify' button for a professor. Below it are 'Remove Professor' and 'Make Admin' buttons. A blue circle labeled 'C' is around this button.

Section D: 'Administrators' table. It has the same columns as the Professors table. A blue circle labeled 'D' is around this table.

Section E: 'Modify' button for an administrator. Below it are 'Remove Admin' and 'Make Professor' buttons. A blue circle labeled 'E' is around this button.

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



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- 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

A screenshot of a web application interface. At the top, there is a dark header with a red square icon containing a white 'T' (Temple University logo), the text 'Project Management Tool', and a user profile icon with the letter 'A' and a 'Login' button. Below the header is a large, semi-transparent overlay image showing a cityscape with buildings and trees. In the center of this overlay is a white rectangular box containing the text 'Are You A Client?'. Below this text are two red buttons: 'Product Application' and 'Product Application Status', each accompanied by a small question mark icon.

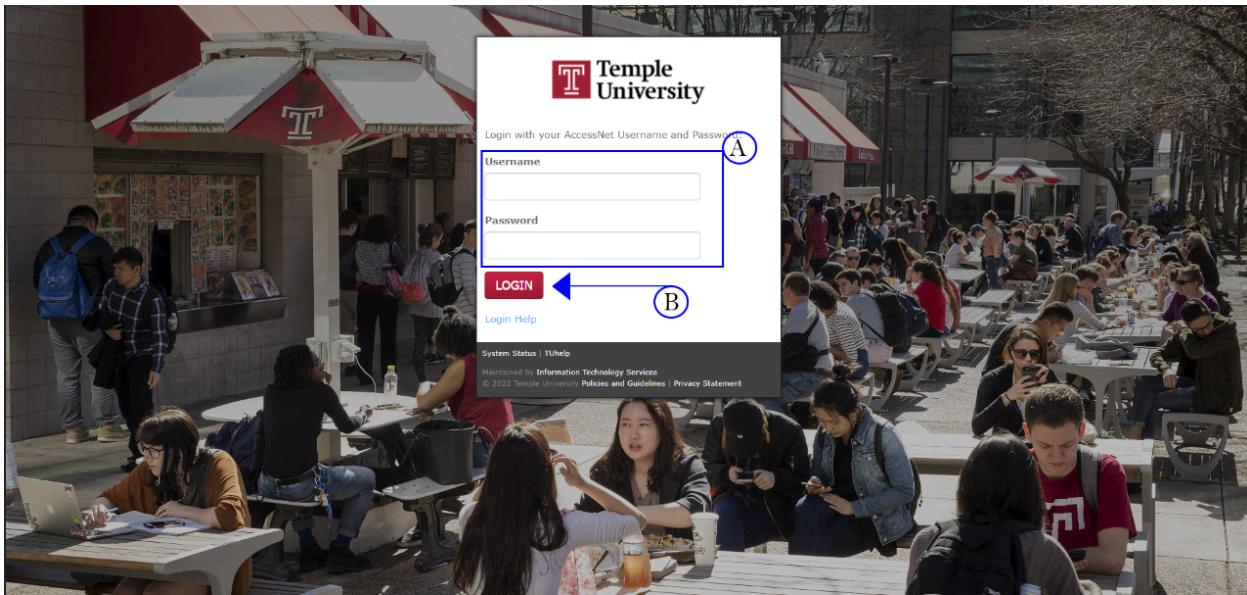
This is the default ‘landing page’ that you will be taken to for our tool using the link provided in section [1.2 - Website Link](#)

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](#)

Project Management

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

A screenshot of the Professor Dashboard. At the top, there's a navigation bar with the Temple University logo, a user profile for Michael S Woods, and links for 'Dashboard' and 'Manage Groups'. A blue circle labeled 'A' is over the 'Dashboard' link. To the right, a blue circle labeled 'B' is over the 'Log Out' button. Below the navigation is a section titled 'Professor Dashboard' with a sub-section 'Pending Project Approval'. This section contains three cards: 'Job Finder' (blue circle 'D' over 'More Info'), 'Marketing Research Tool' (blue circle 'E' over 'More Info'), and 'Temple University Project' (blue circle 'C' over 'More Info'). A scroll bar on the right indicates more content below. A large blue circle labeled 'F' is at the top left of the 'Approved Projects' section. This section contains four cards: 'Project Management Tool' (blue circle 'G' over 'More Info'), 'Capstone Connect', '13th Century Music', and 'Scheduling Made Simple'.

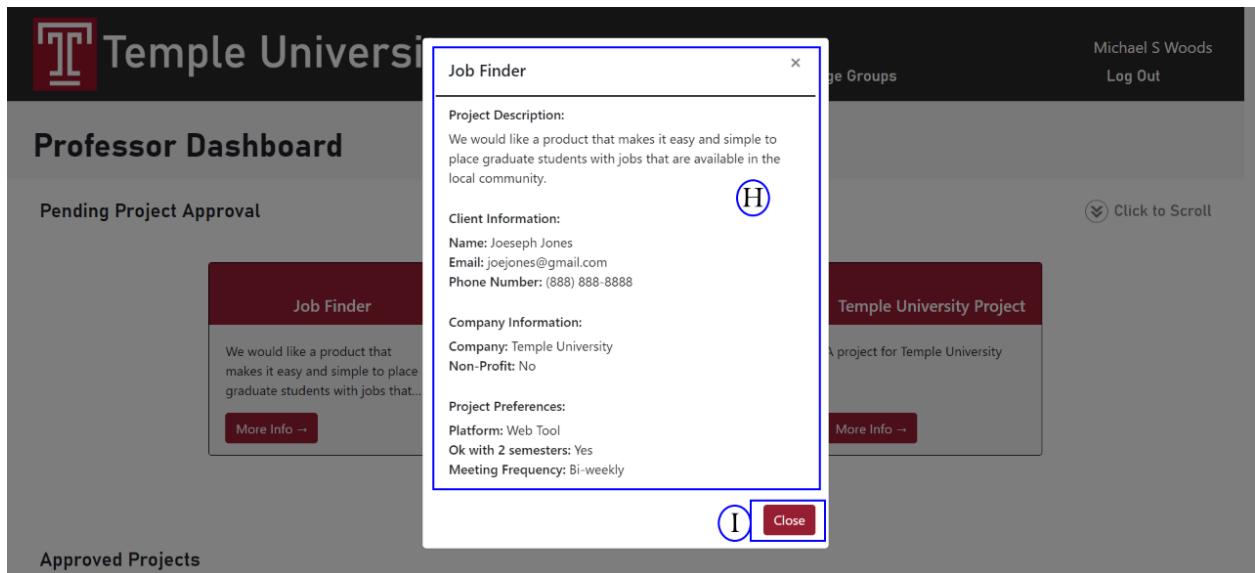
This is the professor dashboard which is where you will be redirected to upon login. The dashboard contains two main sections: Pending Project Approval and Approved Projects.

- 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 your administrator to assist in the approval process



Project Management

- 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.
 - a. *Note* See “Step J” for more information



The screenshot shows the Temple University Professor Dashboard. In the center, a modal window titled "Job Finder" is displayed over a "Pending Project Approval" section. The modal contains the following information:

- Project Description:** We would like a product that makes it easy and simple to place graduate students with jobs that are available in the local community. (Labeled with a blue circle containing 'H')
- Client Information:** Name: Joeseph Jones, Email: joejones@gmail.com, Phone Number: (888) 888-8888
- Company Information:** Company: Temple University, Non-Profit: No
- Project Preferences:** Platform: Web Tool, Ok with 2 semesters: Yes, Meeting Frequency: Bi-weekly

At the bottom of the modal are two buttons: "I" (with a blue circle) and "Close". The background of the dashboard shows other sections like "Approved Projects" and "Temple University Project".

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



Project Management

Job Finder

We would like a product that makes it easy and simple to place graduate students with jobs that...

[More Info →](#)

Approved Projects

Project Management Tool

We need a tool that will help us manage capstone classes. More specifically we are looking for...

[More Info →](#)

Capstone Connect

Project Description:
I would like a tool where we can connect administrators with capstone 1 and 2 professors for collaboration purposes.

Client Information:
Name: Jane Doe
Email: Jdoe@yahoo.com
Phone Number: (777) 777-7777

Company Information:
Company: College of Science and Technology
Non-Profit: No

Project Preferences:
Platform: Web Tool
Ok with 2 semesters: Yes
Meeting Frequency: Bi-weekly

X

J

K

Close

Temple University Project

A project for Temple University

[More Info →](#)

Scheduling Made Simple

We need a tool that we help us easily automate scheduling for our student workers. We would like...

[More Info →](#)

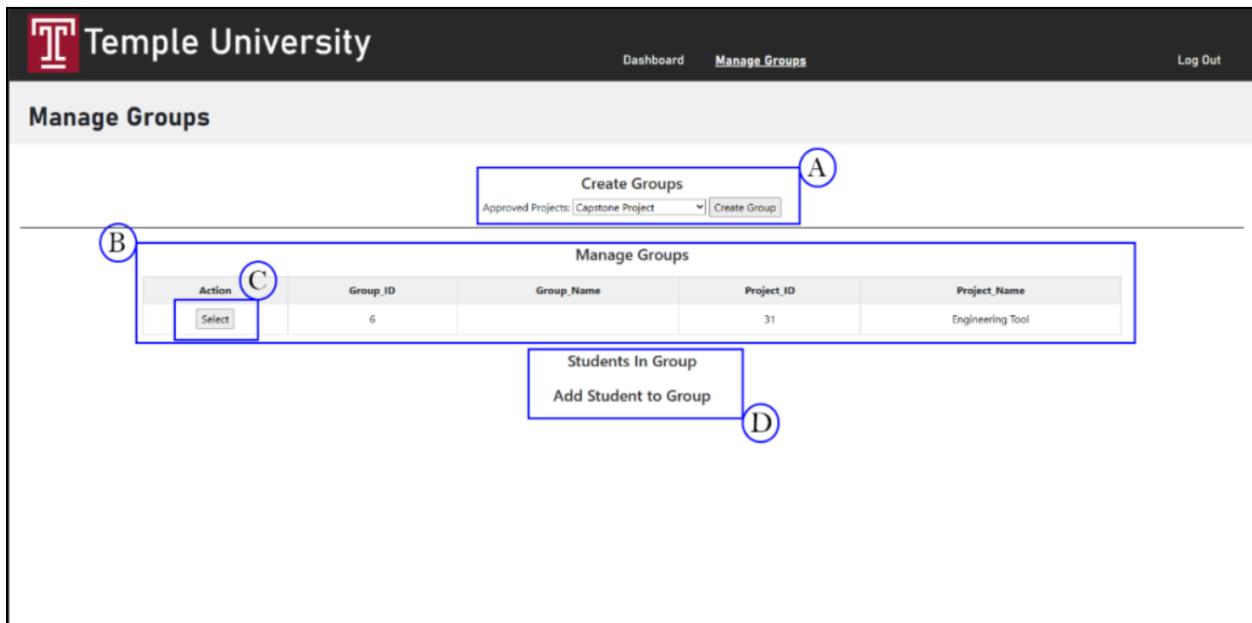
This is what will be displayed after clicking the “**More Info**” button under the Approved Projects section

- J. This is where you will find all information for a given approved project
- K. Clicking the “**Close**” button will close this pop up
 - a. ***Note*** alternatively, use the “X” in the top right corner to close this view



Project Management

5.4 - Manage Groups



The screenshot shows the 'Manage Groups' page of the Temple University Project Management system. At the top right, there is a 'Create Groups' section with a dropdown menu set to 'Capstone Project' and a 'Create Group' button. Below this is a table titled 'Manage Groups' with columns: Action, Group_ID, Group_Name, Project_ID, and Project_Name. One row is visible, showing Group_ID 6, Group_Name 'Engineering Tool', Project_ID 31, and Project_Name 'Engineering Tool'. At the bottom right, there are two sections: 'Students In Group' and 'Add Student to Group'.

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



Project Management

[Dashboard](#)[Manage Groups](#)[Log Out](#)

Manage Groups

Create Groups

Approved Projects: Capstone Project

Manage Groups

Action	Group_ID	Group_Name	Project_ID	Project_Name
Select	6		31	Engineering Tool

Students In Group

Action	TUID	AccessNet_Username	Group_ID	First_Name	Last_Name	Full_Name	Email
Remove	[REDACTED]	[REDACTED]	6	[REDACTED]	[REDACTED]	[REDACTED] Miguel [REDACTED]	[REDACTED]@temple.edu

Add Student to Group

Action	TUID	AccessNet_Username	Group_ID	First_Name	Last_Name	Full_Name	Email
Add	[REDACTED]	[REDACTED]	6	[REDACTED]	[REDACTED]	[REDACTED] Miguel [REDACTED]	[REDACTED]@temple.edu
Add	[REDACTED]	[REDACTED]	5	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]@temple.edu

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.