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# **Problem Analysis Report Template**

**for**

## **Student Coincil Election System**

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**G03**

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## Revision History

Name	Date	Reason for Changes	Version
Revision 1	29.10.2022	As-is, to-be, and context diagram updated	1

## 1. Problem Context

### Problem Domain

**YOK:** Responsible for the following tasks:

- Determines the schedule for election of the *Student Council members* every two years.
- Sends election schedule to Rectorate.

**Rectorate:** Responsible for the following tasks:

- Finalizes the election dates depending on the letter from the YOK.
- Sends the calendar, mentioned above, to Dean's Office.

**Dean's Office:** Responsible for the following tasks:

- Appoints a Deputy Dean as Chairman of the Election Board.
- Takes the candidate applications submitted by the Head of Departments through EBYS to the approval process.
- Receives the calendar from Rectorate and organizes the election process.

**Faculty Secretariat:** Responsible for the following tasks:

- Notifies the Student Affairs Unit Staff about the election calendar received by the Dean's Office.

**Student Affairs Unit Staff:** Responsible for the following tasks:

- Submits the letter received by the Faculty Secretariat and the regulations to the Department Head.

**OBS:** Responsible for the following tasks:

- Validates the login of IZTECH members to the system.
- Integrates the information of IZTECH members into the system.

**Head of Departments:** Responsible for the following tasks:

- Assigns 2 assistants as polling clerks for each election day on the calendar.
- Announces the election to the students along with the date, place, and time information.
- Requests 3 copies of the list, which includes the name, surname, and signature section of the students in the department.
- The selected Department Student Representative is notified to the Dean's Office by letter.
- Signs the document containing the candidates submitted via EBYS and sends it to the dean's office for the approval process.
- Submits the documents received via EBYS to the Department's Office Secretariat by giving an opinion.

**Candidate:** Responsible for the following tasks:

- Students who will be candidates for student representatives notify their candidacy to the relevant department secretary by letter at least one week before the election date.
- A petition, student certificate and some conditions are sought for students who will be student representative candidates.

**Regulations:** Candidates responsible for the following tasks:

- Students enrolled in at least the second year of the relevant faculty to be,
- Member or official in political party organs absence,
- Not having a criminal record due to disgraceful crimes

- Not taking any disciplinary punishment other than warning to be,
- The registration was not frozen at the time of the election. to be.
- GPA of 2.75 or higher out of 4 to be,
- Affiliation or affiliation with or affiliation with terrorist organizations absence.

**Department Secretariat:** Responsible for the following tasks:

- Receives candidate students their applications within the framework of the above-mentioned conditions.

**Student:** The people who are eligible to vote in an election.

**Election Board:** It consists of five members under the chairmanship of the dean or vice dean (including the president) in faculties. Responsible for the following tasks.

- Responsible for carrying out all procedures related to Student Representative Election.

**Ballot Box Officials:** Responsible for conducting the elections, counting the votes immediately at the end of the election, and reporting the result to the relevant Dean's Office by determining a report.

**Department Student Representative:** Participates selecting faculty student representative. Represents his/her department in the student council.

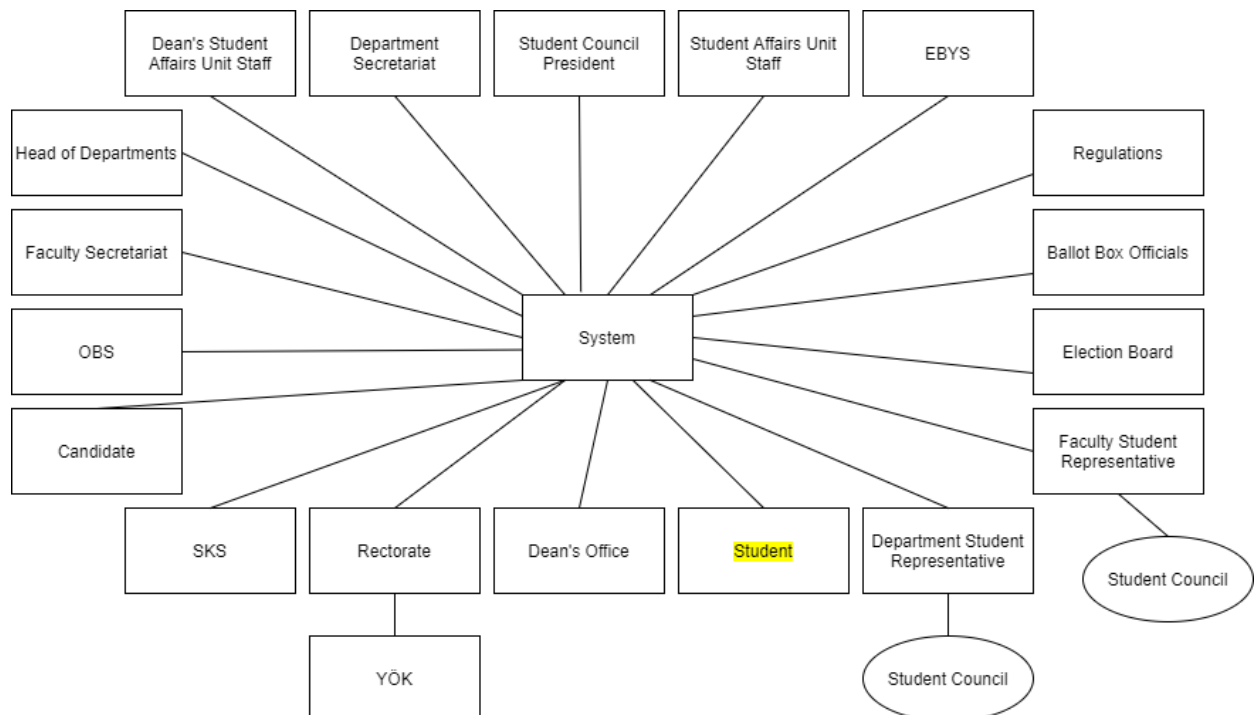
**Faculty Student Representative:** Refers to the student chosen by the department student representatives of the relevant faculty to represent them in the Student Council.

**Student Council General Assembly:** It consists of student representatives of faculties and department student representatives and is the highest decision-making body in the Student Council.

**Dean's Student Affairs Unit Staff:** Supervises the selection of the Faculty Student Representative and finalizes it with the report.

**Chairman of the Student Council:** Presides over the General Assembly of the Student Council.

**SKS:** Is informed about the new Student Council members.



## 2. AS-IS Process Definition

Interview:

- What happens if any representative graduates during his/her term ?
  - If the Council President graduates,(which happened before) the election of the department representative and the council presidency repeats.
- How does the campaign process work ?
  - After the candidates have been announced, they may introduce their ideas, opinions, and problems to the students. The candidates have one week before the election
- Are all department representatives obliged to be faculty representative candidates ?
  - No, they can withdraw; It is not obligatory.
- What kind of issues did you encounter during the elections ?
  - Despite having 17 departments, there were only 4 officially elected representatives due to insufficient attendance in the last elections. Thus, voluntary students were needed to have a functioning student council.

Review and analysis of related policies, procedures and guidelines:

Candidates with high communication skills who are willing to meet and develop the education, health, sports and cultural needs of the students, represent the university, raise the living standards and act as a bridge between the administration and the students to inform the administration, introduce themselves to their departments. Introduction process requires physical resources, which means it costs too much time and money. At the end of this process, majority of voters have an opinion about who they vote for. Before the voting process, the ballot papers are prepared, appointments are made, documents are prepared, ballot boxes are placed on decided locations and then the preparations for voting process are completed. When the voting process ends, polling clerks count the votes and the candidate with the most votes becomes the representative of his/her department. If the candidate with the majority doesn't pass %50 threshold, the voting process starts again. This process can only be repeated 3 times and in the last one the student with the majority is selected. Since the voting process depends on human, it is prone to error so votes might be counted incorrectly. Department student representatives elect a faculty representative from the departments of the faculty they are affiliated with. Student council president is selected from the faculties' alphabetical order among the faculty representatives.

## 3. TO-BE Process Definition

**Consider the boundaries of your system and identify the shortcomings of AS-IS**

- File transfers require human and material resources
- Vote counting is prone to error
- Voting attendance depends on place and time.
- Human labor is wasted on election process(Ballot clerks, counting)
- Unnecessary resource consumption (ballot, ballot box, seal)
- Candidates have to manually introduce themselves

## **Define the Improvements and Process will become automated**

- The system ensures that all the necessary announcements are made. These announcements can be accessed by all users on the system's login screen. At the same time, notification is made via e-mail
- Candidacy application process is digitalized .Candidates can apply for candidacy through a form provided by the system and provide the necessasry documents.
- Document controls will be handled on the system. In this way, the candidacy approval is done in a shorter time.
- Vote counting process has been digitalized. Vote counting is done instantly without making any mistakes.
- Voter will get all the information about candidates because all candidate's introductions and promises can be accessed through a single system.
- Voting process has been simplified for voters. Voters will be able to access the comfort of voting at a time and environment convenient for them.
- The election results are easily accessible on the web page thanks to the online system.
- Waste of human labour and resources are eliminated. The need for ballot boxes, seals, ballot clerks, are no longer required.

## **What is different from as-is model?**

- Voting is done through websites , voting place and queue is no longer needed.
- All physical counting dependencies are removed. Including:
  - Ballots
  - Ballot boxes
  - Ballot clerks
- Digitalized systems:
  - Voting process
  - Counting process
  - Communication between administrations
  - Candidate applications and approvals
- A database is implemented to store and count votes.
- File transfers are mostly digitalized.
- Announcements are made online through the system.

## **4. High-Level Functional Requirements**

Depict the high-level functional requirements for the project considering the TO-BE model. You can use natural language to depict the functional requirements.

An example of a high-level functional requirement for the system can be found as follow:

- The system shall allow the students to login to the the website.
- The system shall allow a student to apply for candidacy.
- The system shall allow students to view candidates and cast votes.

- The system shall allow students to view information of election time, date, and results.
- The system shall allow the Rector to set time and date.
- The system stores and count the votes in a database.
- The system shall allow elected Department Representatives to elect a Faculty Representatives.
- The system shall provide file transfers and confirmations.