**Functional Requirement Document – Marketing and Portal**

**Prepared for:**

****

Project

**College Management Solution Implementation - ERP**

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Project Type

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**Revision and Signoff Sheet**

**Change Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Author** | **Version** | **Change reference** |
| 31/07/2018 | Gloria Gesicho | 1.0 | Initial draft for review/discussion. |
| 31/07/2018 | Anne Nyaga | 1.1 | Revised draft |
| 31/07/2018 | Shadrack Kioko | 1.2 | Revised draft |
| 01/08/2018 | Gloria Gesicho | 1.3 | Amendments with NIT feedback |
| 03/03/2019 | Shadrack Kioko | 1.4 | Updating the requirements |

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| **Item** | **Details** |
| Document Title | Functional Requirements Document |
| Author | Gloria Gesicho |
| Creation Date | 26/07/2018 |

**Approvers**

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| --- | --- | --- | --- |
| **Name** | **Version approved** | **Position** | **Date** |
| Anne Nyaga | 1.3 | Project Manager | 31/07/2018 |
| Shadrack Kioko | 1.3 | Director | 31/07/2018 |
|  |  |  |  |

**Document Provided**

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Status** | **Date** |
| Status of Current Activities – Marketing Department | Complete | 26/07/2018 |
|  |  |  |
|  |  |  |

**Client Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Version approved** | **Position** | **Date** |
|  |  |  |  |
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# Introduction

This document provides the functional/business requirements for Nairobi Institute Technology Management Solution.

## Target Audience

The document is aimed at Nairobi Institute management and users in the following departments:

a. Marketing unit

b. ICT unit

c. Dean unit

d. Academics unit

## Purpose

This document details the business needs of the envisioned solution. The purpose of the Functional Requirements Document can be summarized as follows:

• It identifies and documents NIT’s requirements.

• It forms the basis of the Functional Design Document (FDD) and system configuration.

• It forms the basis of planning.

• It forms the basis of quality assurance.

• It forms the basis of functional tests.

## Scope of Solution

The implementation will focus primarily on the following modules:

* + Academics Department
  + Marketing Department
  + ICT Department
  + Dean Department

## Project Assumptions

All the required reference documents have been submitted by Nairobi Institute Technology.

# BUSINESS FLOW LEGEND

## Business Flow Key

|  |  |
| --- | --- |
| Symbol | Meaning |
|  | Start/End |
|  | Process |
|  | Decision |
|  | Subprocess |
|  | Document |
|  | Data |
|  | Connector |

# MICROSOFT DYNAMICS NAVISION FUNCTIONAL REQUIREMENTS

## Marketing Process Flow



## Portal Process Flow



# Business Requirements Definition

## Functional Requirements

The following table outline the Marketing requirements based on the above processes

| **ID** | **Category** | **Business Process** | **Requirement** | **Must Have/**  **Future** | **Requirements Workshop Comments** |
| --- | --- | --- | --- | --- | --- |
|  | Inquiry made on social media | 1.0 | The system should allow tracking of enquiries from the social media. | M | * Tracking of enquiries made. |
|  | Visit Website | 1.0 | The information tracked should capture:  Date of inquiry,  Name of student, Gender of inquirer, Course inquired (track popularity of courses for campaign basis), Name of parent/guardian, Contacts of both students, parents and prospects. | M | * Deriving of important information from the prospects making enquiries. |
|  | Make Inquiry through email or call | 1.1 | The email inquiries should all be in a specific folder. | M | * Emails should be in a specific folder and avoid going to the junk folder. |
|  | Automatic email response | 1.1 | The system should help in seamless replying to emails | M | * The system should help in seamless replying to emails |
|  | Prospects Follow up | 1.2 | Admission letters should be system generated. | M | * Follow up is done to remind prospects about intakes and inform applicants on readiness of the admission letters. |
|  | Display Internship Opportunities and Potential Employers | 1.3 | Internship Opportunities should be displayed on the portal. | M | * The Portal should display the available internship opportunities. * The front office should put up the internship opportunities. |

**Marketing Reports**

| ID | Report |
| --- | --- |
|  | Inquires made on a weekly basis to help in doing a follow up. |
|  | Source of information about NIT |

The following table outline the Portal requirements based on the above processes. The bulk of the functionalities will be for Students and Tutors to access services through the portal.

| **ID** | **Category** | **Business Process** | **Requirement** | **Must Have/**  **Future** | **Requirements Workshop Comments** |
| --- | --- | --- | --- | --- | --- |
|  | Access the Website | 1.0 | The website should be integrated with the portal. | M | * Integration of the website with the portal. |
|  | Locate Portal | 1.1 | Accessing of the student, Alumni and Tutor profile | M | * NIT students, Alumni and Tutors should be able to access their accounts. |
|  | Access Social Media Links | 1.1 | The Portal should have links to social media pages. | M | * The portal should direct users to social media pages to allow posting and tracking of comments. |
|  | Access E-Wallboard | 1.1 | The Portal should have an e-wallboard. | M | * The e-wallboard should be used to do the following: * Post Notifications * Post Announcements and updates to students, staff and alumni. * View Activities on Campus. |
| **Students** | | | | | |
|  | Student Management | 1.2 | Create and update student profile | M | * Create and update student profile |
|  | Register Units | 1.2 | The portal should allow students to register for units after rollover | M | * Students should be able to view the units they have enrolled for and register after fee is fully paid |
|  | Exam | 1.2 | The portal should allow students exams view their exam card | M | * Eligible students to sit for exams should view their exam cards from the portal and print them * Students should be able to view exam results |
|  | Tutor Evaluation | 1.2 | The system should allow tutor evaluations to be done online. | M | * Students should be able to evaluate their tutors online. |
|  | Access student grades | 1.2 | The portal should allow students to access their grades. | M | * Grades should be accessible via the portal |
|  | Access attachment documents | 1.2 | Documents for attachment should be accessible on the portal. | M | * Documents for attachment should be accessible on the portal. |
|  | Viewing fee balance | 1.2 | Students should be able to view their fee balances. | M | * Fee statements should be viewed online but restricted to an individual student’s account. |
|  | Timetable | 1.2 | Students should be able to view class and exam timetable | M | * View students and exam timetable |
| **Tutor** | | | | | |
|  | Login to Tutor profile | 1.5 | The portal should enable the tutor to view personal details. | M | * The system should show tutor details such as; * Hours worked per semester, per week, Attendance Summary, * Mark class attendance * Units * Pay slip * Timetable * Cat dates * Semester dates/calendar * Exam submission and deadline reminders |
|  | Input Student’s Complaints | 1.3 | The Dean should be able to input complaints made by the students into the system. | M | * The Dean should be able to input complaints made by the students into the system. |
|  | Start Discussions | 1.4 | The dean will be able to hold discussions with students, conduct polls and plan events. | M | * Blog to be included in the NIT website for discussions that are to be made by the dean. |
|  | Access Calendar Activities | 1.4 | The portal should have a section to schedule calendar activities. | M | * The portal should have a calendar indicating the various events scheduled. * The dean should have the rights to make updates. |
|  | Access Alumni section | 1.6 | The portal should have an alumni profile where the alumni can get updates of the institution. | F | * The Alumni Profile should contain updates on the school, Alumni scheduled meetings and events scheduled for the alumni. |
|  | Scholarship Application | 1.7 | Students should apply for scholarships through the portal. | M | * Students should apply for scholarships through the portal. |
|  | Receive Application | 1.8 | The dean’s office should receive the applications. | M | * The dean’s office should receive the applications. |
|  | Check if the requirements are met | 1.8 | The system should be able to assist in determining if a student meets the academic requirement for a scholarship. | M | * The system should be able to assist in determining if a student meets the academic requirement for a scholarship. |
|  | Deny Scholarship | 1.9 | If the student does not meet the requirements for a scholarship, a scholarship is not granted. | M | * If the student does not meet the requirements for a scholarship, a scholarship is not granted. |
|  | Finance | 2.0 | If a scholarship has been granted, this should reflect on the students’ fee. | M | * If a scholarship has been granted, this should reflect on the students’ fee. |

| ID | Report |
| --- | --- |
|  | Summarize tutor evaluations |

***\*\*\*To add more reports as advised by the Marketing Department & Dean’s Office***