**Description:**

The new system will have a secure and user-friendly application that is accessible from any browser. The intended users will be advisees (students), advisors and system administrators. The system will have interfaces with other existing systems like the registrar, department website, university website, etc. Every user(student, advisor, admin) is using the credentials(username and password) given to them when admitted to the program.

Advisees (students) will have view and edit (can take actions in the system) access. The system will serve as the go-to platform for students to:

* view/edit personal profile,
* see completed and open courses,
* interactive MBA program completion time frame planner,
  + Register to take a course.
  + reserve a spot for courses scheduled to be given in future terms/semesters.
* search course catalog to identify:
  + courses covered in the chosen MBA program and
  + courses being offered in every term/semester/year.
* see cumulative GPA,
* GPA calculator (calculate what-if GPAs),
* view/print unofficial transcript,
* request MBA specialization change,
* request course substitution,
* request courses add and drop.
* request advisor change
* Access and provide the information center for local and international students.
  + available in- and off-campus vacancies
  + government requirement/restrictions for international students
  + available scholarships
  + local events – on and off campus
* list of important links (Canvas, University Portal, Registrar, e-mail)

Advisors have similar access to the functionalities available to advisees. One obvious difference is that advisors only have view access to most of the functions. Advisors will be advising students on what to do and the students will be the only one with the access/authority to change their program detail.

The exception functionalities that advisors have both view and edit access are:

* GPA calculator (to calculate what-if GPAs)
* Review and approve/reject course substitution requests.

Two functionalities that are available for advisees but are interfaced with other systems are:

* Courses add and drop request by advisees.
  + Request goes directly to the registrar office.
* request advisor change
  + Request goes directly to department head of the MBA program.

System administrator’s role will be given to the university’s IT department. This helps to avoid any conflict of interest between different departments, keep the manpower requirement to the minimum, and will enable the use of existing features/technologies and security arrangements.

System administrators will have access to:

* assign, edit, and take away roles (user credentials)
* do maintenance on the system.
* provide password reset services to users.

**Objectives:**

* Design of an advising System for use by advisees, advisors, and administrators
* Make Advising System the go-to platform to plan and execute MBA completion plan by students and their advisors.
* System will be built & available for final testing by March 15, 2022.
* End-user training will be conducted from April 12th, 2022 to April 25, 2022.
* Application deployment date: June 10th , 2022

**Deliverables:**

An advising system website which has all the functionalities detailed in the description section.

A help feature embedded in the website with guides on how to explore the site features.

A search feature on the website home page to enable easy search/access of available information.

**Assumptions:**

* An application platform is what is being request.
* Development of a website is covered in the next phase of the project.
* The new system will use existing university servers.
* Registrar system, university/department website, and e-mail are external references.
* All stake holders & project sponsor will be available to test prototypes (attend meetings)
* Project cost is covered by the MBA program department.
* Major change requests are not allowed after project sponsor signed this document.

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| --- | --- | --- | --- |
|  | **(Project Manager)** |  | **(Date)** |
|  |  |  |  |
|  | **(Client)** |  | **(Date)** |