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# **Vision and Scope Document**

**for**

## **Enhanced APC Faculty Loading System**

**Version 1.0 approved**

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## Revision History

Name	Date	Reason For Changes	Version
Jameiah Jauod	10/11/16	Document created	1.0
Louise Lazaro	10/12/16	Added other parts	1.1
Allen Baldovino	10/20/16	Updated other parts	1.2

# **1. Business Requirements**

## **1.1. Background**

This project aims to design and develop an Enhanced Faculty Loading Module for Asia Pacific College. At the moment, the college uses a faculty loading module, but more of its process still is manual. With the proposed enhancements, the module now contains necessary information needed for faculty loading considerations such as faculty specialization, faculty schedule shift, and others. The enhanced module will be integrated with the current information system called the Flavio System. The enhanced module aims to improve the loading process and provide a more effective faculty teaching assignment. Another feature of this is the use of analytics.

## **1.2. Business Opportunity**

This project aims to provide an optimized teaching load for faculty members. Also to avoid delay of releasing the faculty load to faculty members. The goal of this project is to quicken the process of faculty loading by 50%. There is no formula regarding the 50%. Currently the program head estimates the process of faculty loading within 2 weeks. Project team members wants to make the faculty loading done within a week only.

## **1.3. Business Objectives and Success Criteria**

This project aims to provide an optimized teaching load for faculty members. Also to avoid delay of releasing the faculty load to faculty members. The goal of this project is to quicken the process of faculty loading by 50%. There is no formula regarding the 50%. Currently the program head estimates the process of faculty loading within 2 weeks. Project team members wants to make the faculty loading done within a week only.

## **1.4. Customer or Market Needs**

The Executive Directors of the School of Computing and Information Technologies (SoCIT) of APC prefers that the current Faculty Loading process be enhanced that still follows the specific policies of the college. Faculty loading is the process of distribution of teaching workloads among faculty members that requires careful planning for optimization of resources. An effective faculty loading system can speed up the process of loading schedule to teaching assignments and faculty members. Furthermore, it can help the program head/s do projections in teaching assignment. Another feature of the proposed system is an Analytics – based Reporting Module where it can match certain criteria to a faculty member for loading purposes.

The Program Head/s of School of Computing and Information Technologies intends to have an Analytics-Based Reporting Module based on criteria such as: availability of faculty member, online teaching evaluation data, faculty specialization, faculty teaching history from Flavio Module, list of course offerings from Flavio Module, list of course schedule and room assignment from Flavio Module. These criteria will be required in the system in order to come up with a generated faculty schedule.

## **1.5. Business Risks**

The Enhanced faculty loading system will retrieve necessary data to be processed. The significant business chance in the exploration is that if the information is not recovered furthermore if a few information is absent, the loading will not process. The stacking procedure of the module will rely on upon the information that have been recovered. Our venture relies on the information being retrieved, we can't continue with the loading process and generating of analytics report.

## **2. Vision of the Solution**

This Faculty Loading System can generate efficient report of faculty loads for 5 years.

## **2.1. Vision Statement**

The developers and researchers intends to have an Analytics-Based Reporting Module based on criteria such as: availability of faculty member, online teaching evaluation data, faculty specialization, faculty teaching history from Flavio Module, list of course offerings from Flavio Module, list of course schedule and room assignment from Flavio Module. These criteria will be required in the system in order to come up with a generated faculty schedule.

This study will be a significant endeavor in promoting good learning environment for APC, both for faculty and students, while making it easier for program admin to create and monitor faculty loads.

The advantages intended for this project to do is that, it will help the school to attain and easier and optimized process of assigning teaching schedule. Also, it will diminish the delay of releasing of faculty load.

## **2.2. Major Features**

This project obtains an added feature which is the Analytics-Based Reporting Module. This analytics matching with various factors is capable on identifying a certain kind of component to another such as: Availability of faculty member, online teaching data, faculty specialization, faculty teaching history from Flavio Module, list of course offerings from the Flavio Module, list of course schedule and room assignment from Flavio Module.

## **2.3. Assumptions and Dependencies**

This project will be integrated to APC's information system - Flavio System that contains the course offerings, history of teaching of each faculty and the specialization of each faculty.

### **3. Scope and Limitations**

#### **3.1. Scope of Initial Release**

The enhanced module retrieves and loads the necessary data for faculty loading process. In the Enhanced Faculty Loading Module: Online Teaching Evaluation Rating from HR Module in Flavio System, Teaching History from Flavio Module, List Course Offerings from Flavio Module, List of course schedule and room assignment from the Flavio Module. The Program Head updates the following databases tables in preparation for consolidation in faculty loading process: Schedules of faculty with teaching load for the next term, Specialization of faculty member and special cases. The Program Head tags the faculty members. The Faculty Loading System generates the proposed faculty loading based on consolidation and matching algorithms. The Program Head reviews the generated proposed schedule of the Enhanced Faculty Loading System and approves it if it is the final load to be given to the faculty member. If the Program Head approves the generated proposed schedule, he/she will send the proposed schedule to the faculty member via email and via Flavio Module. The Program Head edits the generated proposed schedule, based on special cases, if necessary, before sending to the concerned faculty member.

#### **3.2. Scope of Subsequent Releases**

#### **3.3. Limitations and Exclusions**

It is limited to School of Computing and Information Technologies for the moment. But if the system is approved, and if other departments want it, it could also be implemented to them. This project requires integration to APC's information system – Flavio System that contains the course offerings, history of teachings of each faculty, and the specialization of each faculty. This project requires the database of OTE from APC's HR Module. This project requires faculty members who had 1 or more term as the reference of their history of teaching. New professors

are not covered in the faculty loading system. This project targets to use MS Excel for the analytics system to be implemented. Future versions may use more comprehensive Business Analytics tools such as Power BI, Cognos and etc. System developers are still studying and researching for an appropriate analytics tool to use as the project progresses. The analytics tool will be done after submission of subjects and tagged faculty members. The enhanced faculty loading system does not include any changes of load within the term. There is a separate procedure and form for this.

## 4. Business Context

### 4.1. Stakeholder Profiles

<b>Stakeholder</b>	<b>Major Value</b>	<b>Attitudes</b>	<b>Major Interests</b>	<b>Constraints</b>
<i>Program Head</i>	<i>Tags faculty member for a specific subject</i>			<i>Can add, update, delete each faculty schedule</i>
<i>Faculty members</i>	<i>quick access to data</i>			<i>Only viewing of schedule is enabled</i>
<i>Registrar</i>	<i>quick access to data</i>			<i>Only viewing of the Faculty Loading module</i>

## 4.2. Project Priorities

<b><i>Dimension</i></b>	<b><i>Driver (state objective)</i></b>	<b><i>Constraint (state limits)</i></b>	<b><i>Degree of Freedom (state allowable range)</i></b>
<i>Schedule</i>	<i>release 1.0 to be available by 10/1, release 1.1 by 12/1</i>		
<i>Features</i>			<i>70-80% of high priority features must be included in release 1.0</i>
<i>Quality</i>			<i>90-95% of user acceptance tests must pass for release 1.0, 95-98% for release 1.1</i>
<i>Staff</i>		<i>maximum team size is 6 developers + 4 testers</i>	
<i>Cost</i>			<i>budget overrun up to 15% acceptable without executive review</i>