Vision and Scope Document

For

LSC Enrollment System

Version 1.0 approved

Prepared by   
Balcena, Danya B.  
Carpio, Aira Joyce A.  
Haboc, Florence Gail G.

October 12, 2016

Table of Contents

Table of Contents ii

Revision History ii

1. Business Requirements 1

1.1. Background 1

1.2. Business Opportunity 1

1.3. Business Objectives and Success Criteria 2

1.4. Customer or Market Needs 2

1.5. Business Risks 3

2. Vision of the Solution 3

2.1. Vision Statement 3

2.2. Major Features 4

2.3. Assumptions and Dependencies 4

3. Scope and Limitations 4

3.1. Scope of Initial Release 4

3.2. Scope of Subsequent Releases 5

3.3. Limitations and Exclusions 5

4. Business Context 5

4.1. Stakeholder Profiles 5

4.2. Project Priorities 6

4.3. Operating Environment 7

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
|  |  |  |  |
|  |  |  |  |

# Business Requirements

The development of Loyola Student Center (LSC) Enrollment System is to improve the current system of our client which includes the process of reservation and enrollment of a review class by sending the filled out enrollment form to the email of LSC. Thus, the improvement of the current system of the facility will not just benefit the management but also those students who wants to avail the offered services of LSC. Its enhancement will help the management to lessen paper works for reservation and enrollment processing of a review class, to easily manage the students’ records and transactions, to improve the interface of their current website and besides, it will also serve as the storage of their database for the inputted information of each student who wants to enroll or reserve in their review center. Though on the part of the student who wants to avail services offered of LSC, it will be easy for them to understand and interact with the system and the information entered by the student is secured. This project system is expected to be more accurate, user-friendly and beneficial to the LSC management and for the student.

## Background

The LSC Enrollment System is a system where the students who are interested in the review class of Loyola Student Center (LSC) can make a reservation or enroll in the program. The client wants a system that would lessen the usage of papers when a student wants to avail a service that the management offers. From the management’s website, the student can create an account to make a reservation or enroll through the system. Loyola Student Center can confirm, read, and update a student’s reservation or enrollment. Using this system, the facilitator can work efficiently because they can easily manage records of students and transactions. The objective of this project is to track the reservation or enrollment of students, to make it easier for the admin to view or update records, and to ease the student’s reservation or enrollment process.

## Business Opportunity

The main purpose of the project is for the facility and its student to extensively save time and effectively reduce costs. Therefore, the system is more improved than the facility’s existing reservation and enrollment process.

Using the LSC Enrollment System, the student can easily and conveniently secure a slot by reserving or enrolling review class online anytime from anywhere by accessing the facility’s website as long as the service he/she availing is open or if the slot is not full yet. The facility, on the other hand, have database to make it easier for the them to track or update records of the reservation or enrollment of students. The facility records will become more secured and easy to manage since the student’s record will be stored in database not like its current system where all their transaction is paper-based and physically piled in one place.

## Business Objectives and Success Criteria

**Business Objectives**

* To ease the problem in managing records of students and transactions
* To improve the website of Loyola Student Center
* To add an account creation feature to the website
* To add online reservation and enrollment system
* To create a database for the information inputted by the user

**Success Criteria**

* The system meets the objective of the project
* The client is contented and satisfied with the outcome of the system
* The system can able to retrieve accurate records efficiently
* The system can able to submit, create, read and update data easily
* The average rating of time and cost saving of the management increased

## Customer or Market Needs

**The Student who wants to avail services in Loyola Student Center in general needs:**

* Accurate and accessible academic information
* Access to information of each review class
* Easy access to offered services of the Loyola Student Center
* Secure web access for users entered information
* Access of the students availed services in the system

**The System Administrator needs:**

* Real time access of the users’ information
* Fewer paper processes
* Better web-based tools for accessing the students’ information
* Secure web access for users’ information in the system
* Easier-to-maintain processes
* No data redundancy
* Have privilege to Create, Read and Update data

## Business Risks

RI-1 The system will require additional services and equipment for the system maintenance and security. With that, the facility will have an obligation to allocate time and budget for additional software or services to prevent potential risks that the facility might encounter when it comes to system security and maintenance.

RI-2 The management will cope for the changes of the new process of their facility. With that, the management will require to study and be familiarized the system first. The developer will provide trainings and demonstrations for the employees or whoever will take in charge in administrating the system.

RI-3 The management might not totally be satisfied or not accept the system. They might diminish or remove some features that they cannot manage or just go back to their current system of managing the business.

# Vision of the Solution

This project will be measured by the effectiveness of the system in determining the number of students who reserved or enrolled through the website of the institution. The increase of students who enrolled or reserved online will indicate on how efficient the process of the online reservation or enrollment system. Another success indicator for this project is the management to access the data efficiently using the system and physical storage is no longer needed to store data.

## Vision Statement

Since Loyola Student Center is using a paper based system, our vision is to help the management by developing an electronic database to lessen the number of hours spent by the management in storing and accessing data, to solve lack of storage space, to avoid data redundancy and to avoid missing data.

## Major Features

FE-1 Student will have a personal account to access the reservation or enrollment form of review class.

FE-2 Student can view the chosen schedule in his/her account once enrolled or made a reservation.

FE-3 Student can view the transaction and status of availed service in his/her account.

FE-4 Student can make payment by attaching the image of deposit slip in his/her account.

FE-5 Admin and authorized employees will have a personal account to access the database.

FE-6 Managing the records by creating, reading, adding and updating or modifying.

FE-7 Tracking records by sorting, filtering and searching.

## Assumptions and Dependencies

AS-1 Less paper-based process for the records of students.

AS-2 Security and maintenance must take place for the better business process.

AS-3 Admin should be familiarized in using the system.

AS-4 The details of every records must be accurately sorted.

AS-5 The user must submit accurate data for the system to generate accurate information

DE-1 The management should be trained and tested in using the system.

DE-2 The number of data that can be handled will depend upon the capacity of database.

DE-3 System performance relies on the facility’s machine and network connection.

DE-4 Accuracy of modification of records depends on the facility’s employee in charge in the

system.

# Scope and Limitations

The focus of the project is to improve the current website of Loyola Student Center and to create a system where the student can create an account to reserve a slot and to enroll a review class through the website facility. After the student reserves a slot or enroll a review class, all information can be viewed by the student using their account but the details of the payments are not included in the information. The reservation and enrollment of the tutorial class is also not included in this project due to the request of the institution.

The purpose of the system is to serve as a database that will save information about the students, the employees, the reservation and enrollment procedures.

In terms of user access, only the Admin can access the backend system which means that the Admin is the only one who has the control to update data. While the Student can only create his or her account and make reservation and enroll through the facility’s website.

## Scope of Initial Release

The facility website must be improved and the user must be satisfied in its interface and it should be reliable to use. The system should include the basic features and functionalities such as: (1) Creating an account for both student and employee side. (2) Enrolling and/or reserving online (3) Student can view the transaction and status of availed service in his/her account (4) Student can make payment by attaching the image of deposit slip in his/her account. (5) Managing the records by creating, reading, adding and updating or modifying the records. Tracking records by sorting, filtering and searching must also be implemented.

## Scope of Subsequent Releases

After the initial release of the Loyola Student Center System, the project developers will be focusing on some features that were not included in the initial release of the system such as: (1) Notification for the system administrator and students account. (2) Limiting of slots for review classes. (3) Email verification. (4) Set default ID number into year-id number.

### **Limitations and Exclusions**

Online payment of services and the process of reservation and enrollment of tutorial services is not included in this project.

# Business Context

Loyola Student Center is a facility that offers various tutorial and review classes. LSC’s students make a slot reservation or enrollment by filling out printed forms, scanning the document, and sending it via email. Because of this, LSC is lacking storage space when it comes to storing documents, they also spend money to buy papers to print application forms, and to manage the transaction.

The existing process of transaction seemed to be difficult, LSC has to spend money for printing forms or documents and because of the large volume of papers used for processing the student’s reservation and enrollment, some problems occurred such as data redundancy, lack of storage space, and slow access to records.

Using the LSC Enrollment System, the students can easily create transactions using the facility’s website, and the members of the facility can manage the records easily and efficiently.

## Stakeholder Profiles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Stakeholder*** | ***Major Value*** | ***Attitudes*** | ***Major Interests*** | ***Constraints*** |
| *Students* | *Increased the number of information in the system* | *Ability to provide users information and meet requirements provided in the system* | *High coincidental to interact with the system provided* | *Have a limited access to the system* |
| *Faculty and Staff* | *Improved productivity and less error during recording* | *The ability to provide requirements, monitor student performance* | *Limited access to the system* | *Must run on low-end workstations* |
| *System Administrator* | *Quick access to data* | *To meet the standards implemented in Loyola Student Center* | *Ability to manage much larger database than current system* | *No budget for retraining* |

## Project Priorities

<Describe the priorities among the project’s requirements, schedule, and budget. The table below may be helpful in identifying the parameters around the project’s key drivers (top priority objectives), constraints to work within, and dimensions that can be balanced against each other to achieve the drivers within the known constraints. For more information, see chapter 2 of Creating a Software Engineering Culture by Karl E. Wiegers (Dorset House, 1996). Examples:>

|  |  |  |  |
| --- | --- | --- | --- |
| **Dimension** | **Driver (state objective)** | **Constraint (state limits)** | **Degree of Freedom (state allowable range)** |
| Schedule | release 1.0 to be available by 10/24, release 2.0 by 11/14, release 3.0 by 11/28 |  |  |
| Features |  |  | All features scheduled for every release must be fully operational |
| Quality |  |  | 95% of user acceptance tests must pass; all security tests must pass; compliance with corporate security standards must be demonstrated for all secure transactions |
| Staff |  | Three developers, one half-time project manager, tester will be available if necessary |  |
| Cost |  |  | Transportation and Food will be the major cost in the project |

## Operating Environment

OE-1 The system shall function with any web browser such as: Mozilla Firefox, Google Chrome and Microsoft Edge and it is recommended the browser is in latest version.

OE-2 The system for admin side shall be accessible by signed in personnel and only inside the facility’s premises.

OE-3 The LSC website must be accessible by anyone and anywhere.

OE-4 For the enrollees to make reservation or enrollment, students must be signed in with authenticated email to secure data. This will also help avoid data redundancy and avoid false identities.

OE-5 Registered student email must not be accepted if attempted to create another account.