

QED Technologies

**Academic Advising Improvement Plan
Request for Proposal**

Version 2.0

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Document History

Version	When	Who	What
1.0	2019-01-18	QED Technologies	Preliminary Draft
1.1	2019-01-20	QED Technologies	Revised Draft
2.0	2019-01-22	QED Technologies	Finalized Document

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1.0 Problem Description

At QED Technologies, we want to optimize the University of Victoria's current academic advising system by revising the data management system. The problem with the current system is that all records are stored as hard copies, resulting in a number of issues:

- Storing, retrieving, or copying records pertaining to individuals or cohorts is an arduous process
- Physical storage of data through paper filing requires excessive storage space and lacks backups
- Gaining quantitative insights into departmental data is difficult

We hope to optimize the efficiency of the academic advising system to increase advisor productivity and support students' needs in a scalable fashion.

2.0 Project Objectives

The main objectives of the new system are outlined below.

Improved Document Management

The new system should allow users to locate particular documents or sets of documents for a given student or cohort faster than the current method. Users should have the option to create, manipulate, edit, or comment on records easily.

Enhanced Student Record Scalability

The new system should require less space to store student records and allow for backups to ensure data integrity.

Upgraded Analytics

The new system should allow for faster reporting with less manual intervention by advisors to provide relevant statistics about student/professor performance and course enrolment.

Simplified Information Exchange

The new system should have a secure and fast method of relaying documents like transcripts, references, course plans and medical forms from and to internal and external bodies. Advisors should have the option to provide direct access to referees reviewing a student's work experience.

3.0 Current System

The currently implemented system relies on physical printed records and handwritten notes stored in a locked filing cabinet. For advisors to access information on a student, they must retrieve the student's respective folder. Advisors may write notes for future reference, especially if the student has a unique plan. If personnel are trying to find a specific document or piece of information, they must sift through the entire file to find what they are searching for. The size of student folders often becomes large, containing:

- Transcripts (both internal and external to the University of Victoria)
- Medical records
- Resumes
- Letters of Intent
- Personal Notes
- Work experience documentation
- Advisor notes from previous meetings

Advisors also have access to the Curriculum, Advising and Program Planning (CAPP) report system, which will show a student or advisor all the courses that are needed for them to graduate. However, the CAPP report is not always useful, especially if a student possesses credits outside of the institution and/or is intending to become a secondary school teacher requiring certain discipline-specific courses (e.g. a social studies teacher requires Canadian History courses which cover specific topics).

4.0 Intended Users and their Interaction with the System

The primary users of the new system will be academic advisors within the Department of Education, as well as current and prospective students of the University of Victoria Faculty of Education.

Advisors will be able to:

- Add, edit and review documents associated with particular students (e.g. transcripts, medical documents and resumes)
- Log and review interactions and correspondence with given students
- View data on a student's progress and performance throughout a degree program
- View aggregated performance data for student cohorts and individual courses
- Generate reports for a given student, which contain all or a specified portion of the information in the student's file

Students will be able to:

- Review their own course progress and performance
- See all of their correspondence, notes, and documents shared with the department

5.0 Known Interaction with Other Systems Inside and Outside the University of Victoria

Interaction with other systems (both internal and external to the University of Victoria) are commonplace due to the necessary exchange of course information between University of Victoria Faculty of Education academic advisors and other departments/organizations. Systems managed within the University of Victoria by the University Systems Department and their corresponding reasons for interaction with the Faculty of Education are:

- Learning in Motion (LIM) for co-op and career planning
- MyPage for course scheduling
- CourseSpaces for student-professor correspondence

Systems of interaction from outside the University of Victoria include:

- The British Columbia Ministry of Education for teaching certifications
- Various scholarship and financial aid institutions

Currently, the exchange of information between items listed in this section and the University of Victoria Faculty of Education is performed manually.

6.0 Known Constraints to Development

Constraints of the system are outlined below. These constraints are integral to ensuring confidentiality and efficiency under the new system.

Users Must Be Able To Access Using Their Netlink ID

The Netlink ID is used across campus systems for online access and is a unique identifier for students and staff members. This login allows access to student information necessary for academic advising and consolidates student records.

User Access Is On An As-Needed Basis

Students must not be able to access another student's data, cohort analytics, or any other data beyond their individual profile. Staff member accessibility must be limited to data necessary to fulfill their responsibilities (e.g. a Faculty of Education staff member should only be able to access user data for students within the Faculty of Education).

Student Files Must Be Stored Reliably

In accordance to UVic policy, student records must be stored for three years post graduation. Records must be reliably stored and accessible.

7.0 Project Schedule

ID	Task Name	Start Date	End Date	Duration	Assigned To	Percent Completed
1	Release RFP to Market	2019-01-16	2019-01-22	1 Week	QED Technologies	100%
2	Requirements Document 1.0	2019-01-30	2019-02-05	1 Week	QuantumGPS	0%
3	Requirements Document 1.1 (Refine RD 1.0)	2019-02-06	2019-02-06	1 Day	QED Technologies	0%
4	Requirements Specification Document 0.9	2019-02-26	2019-03-12	2 Weeks	QuantumGPS	0%
5	Requirements Specification Document 1.0	2019-02-12	2019-03-19	1 Month	QuantumGPS	0%
6	Requirements Specification Document 1.1 (Refine RSD 1.0)	2019-03-20	2019-03-21	2 Days	QED Technologies	0%
7	Requirements Specification Document 2.0	2019-03-21	2019-03-26	1 Week	QuantumGPS	0%

8.0 Project Team

QED Technologies is comprised of 8 individuals passionate about providing effective, efficient, and powerful software solutions. The team can be contacted at the following email and website:

Email: 2019seng321group3@gmail.com
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Daniel MacRae (*Intern*)
Katelyn Van Gorp (*Chief Editor*)
Kristian Darlington (*External Relations*)
Oliver Lewis (*Web Developer*)

9.0 Glossary

CourseSpaces	A learning management system (LMS) to provide online access to course material.
Learning in Motion	A portal for employers to post co-op positions for undergraduate and graduate students to view and apply for.
MyPage	A web page hosted by the University of Victoria providing access to student records and several interfaces, such as Coursespaces and Learning in Motion.
Unique Plan	A student is completing their degree on an individual plan; they are not following the recommended stream.