Domain Analysis Document

for the Student Representative Database

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1. Introduction

This is the domain analysis for the Student Representative Management for Linnéstudenterna. The motivation for this analysis is that our client - a representative of Linnéstudenterna - has expressed dissatisfaction with the way the student representatives are managed and organized today, as well as all the problems related to keeping their records updated. By having a system designed for this specific purpose, our client believes it would greatly improve the workflow and make it easier to engage other persons in managing the system, as well as it would ensure that all data and information is accurate and easily accessible.

2. Glossary

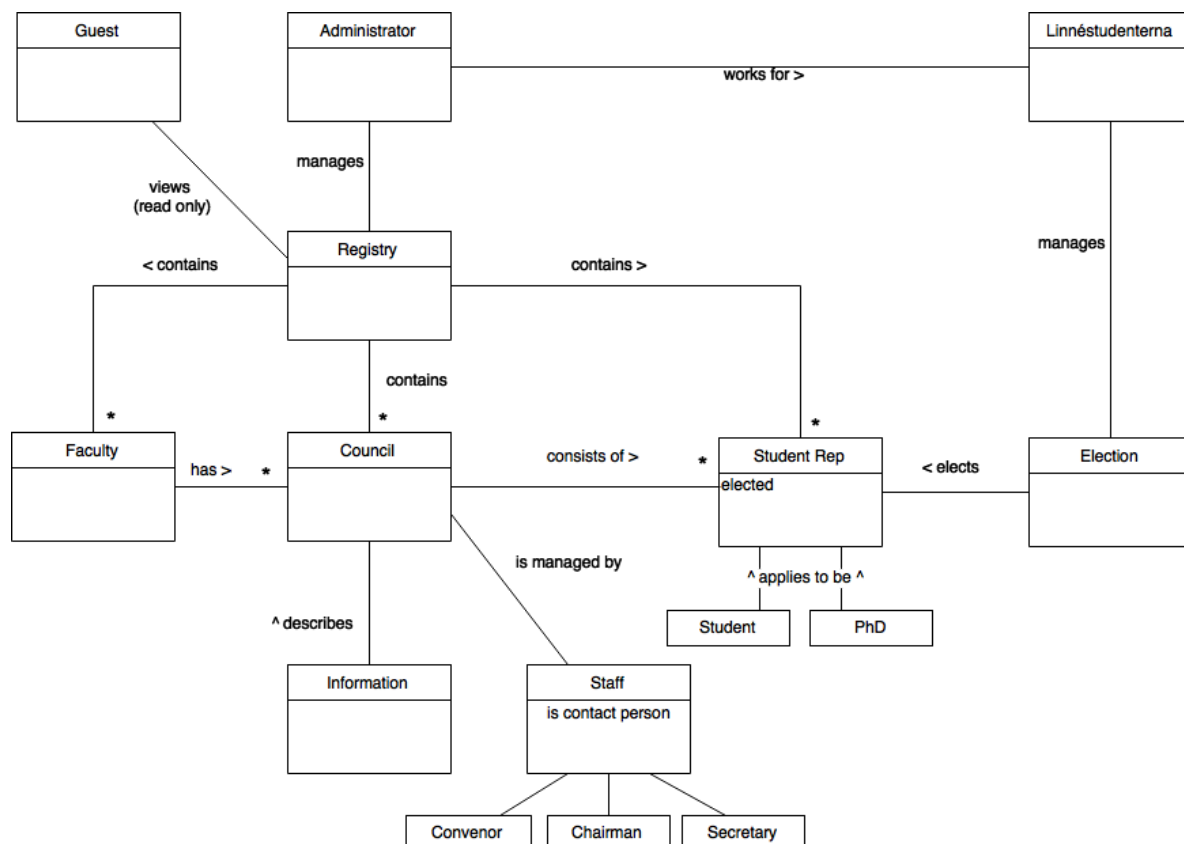| Term	Meaning
LNU	Linnéuniversitetet
Linnéstudenterna	the Student Union representing students at LNU
Faculty	a department of LNU, including the university's "övergripande organ"
Council	a group with specific responsibility, representing student interests
Registry	the system that handles manning of all councils
Student representative	a member of a council, normally a student or PhD, often also a politician
Staff	LNU employees managing the work of a council. Can have several roles: convenor (*sammankallande*), chairman (*ordförande*), secretary
Administrator	employee of Linnéstudenterna that manages the registry
Admin panel	website for administrators and council members to manage the registry, requires a login with different access permissions
Guest	website user with limited "read-only" permission
Website	website listing all existing councils and their description, including an application form for becoming a student representative

3. General knowledge about the domain

LNU consists of several faculties and each faculty is assigned a number of preparatory and governing bodies that participate in making policies related to education and students' life. These bodies - the councils - consist of staff (LNU employees) and student representatives (students and PhD students).

The student union - Linnéstudenterna - is responsible for manning those councils with the main objective to secure the students' influence in making decisions which affect their everyday life at LNU and outside by recruiting and appointing student representatives to these councils.

At the moment the staff of Linnéstudenterna are using an excel document to organize all student and PhD representatives, keeping track of which representative is part of what council, as well as information about them, such as contact information, what program they are studying etc. This document is shared among some colleagues to manage all information needed about students representatives, which requires a lot of manual labor, as there is much information to gather from many sources.

Domain Model

4. Customers and users

This software is meant to be developed for a specific customer to cover a very specific need. Since the domain is quite narrow, it is unlikely that the end product could be used by other customers besides Linnéstudenterna.

Any LNU student or PhD student can apply to become a student representative to be able to influence the decisions regarding education and students' environment made by LNU's governing organs. The representatives are elected by Linnéstudenterna's members at their union board meetings.

The main objectives of LNU students and Linnéstudenterna members are to have an easy access to the information about which councils exist with their individual description, the names and contact information for the staff and student representatives of each council that are currently elected, the amount of open positions for the next period, as well as to be able to show their interest in becoming a student representative themselves.

The employees of Linnéstudenterna are responsible for maintaining this information - the registry. They would like to work with a system that allows easy overview and editing of existing councils and their members. They would also like

to be able to delegate some of the smaller tasks to other users of the system, e.g. updating one's own profile as well as some information of corresponding council.

The system should provide some level of automatisation of the daily workflow, e.g. creating applicant's profile and generating a personalised access to it, sending out confirmation letters, which should make it easier to maintain an up-to-date database while keeping focus on tasks with higher priority.

It is also important that the system will allow to have a clear picture of who is officially elected as a student representative and help to decrease the phenomena of "shadow representatives" described further down.

5. The environment

At the moment the registry is maintained using an excel document with access through Google Drive. The access to the document is shared between employees of Linnéstudenterna that are responsible for managing the registry. All fields in this document are entered manually and no relations between information has been created.

The same document includes a short description of several procedures that administrators perform on regular basis, however no guidelines for the general workflow have been established in written form.

Communication with the governing organs, Linnéstudenternas members, staff and student representatives (current and potential) is held via email or in verbal form. Each alteration of information concerning a specific council or its member has to be reported to the registry's administrator by involved party. Thereafter the admin must edit the existing entries accordingly.

6. Tasks and procedures currently performed

LNU's governing organs decide when a new council should be created and how many students and/or PhDs it should consist of, as well as who will take positions of the council's convener, chairman and secretary (if any). This information is forwarded to Linnéstudenterna and administrators create a new entry in the excel document.

A student that is interested in becoming a representative has to contact Linnéstudenterna to display his/her interest. It is also possible to contact a specific council's staff member directly, however there is no easy way of obtaining their contact information.

Once the interest was shown, the registry's administrator has to enter this information (including applicant's particulars) into the document.

As soon as the election has taken place and members of Linnéstudenterna has elected representatives for this term, the administrator has to contact each representative via email to inform them about the election's result and update the information of respective council.

It is worth mentioning, that sometimes the staff of a specific council can appoint a representative outside of the election process and notify administrators subsequently or never at all. In case of the latter, it creates a so called "shadow representative" - a person who acts as a student representative, but wasn't officially elected by Linnéstudenterna. The presence of such representative might never become known to Linnéstudenterna.

7. Alternatives to developing

We have looked around to see if we could find some already developed software that could fill the needs of Linnéstudenterna. We haven't spent much time on this since it defeats the purpose of our assignment if there was a perfect match but the following software could perhaps be interesting to take a look at:

http://labourware.com/

https://www.member365.com/features/committee-management/

8. Similarities across domains and organizations

As it was previously mentioned, the domain is very narrow and the desired functionality of the system is specific to managing groups of student representatives.

From a more general point of view, the system is going to manage user profiles of different types as well as handle different permission levels for editing these profiles through login process. These two features can be used in many other systems with minor adjustments.