

Project 4 Requirements Document

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Overview

Our project is to help Delaware Community Reinvestment Action Council, Inc with data submission on their company website, and to provide them with reports detailing the data trends over designated periods of time. DRAC employees attend events, run classes, and hold meetings (to detail what kind of information they are collecting) and would like to be able to easily keep track of time and outcome for a given employee in a given day, week, etc. By designing a form for the employees to fill out that will store its values in a database on their website, they can easily generate graphs and reports to see trends such as employee's work done, people met, meetings held, etc.

Scope

In Scope

- Develop a form for employees to fill out detailing their work day
- Store these forms in a database
- Generate reports that detail trends based on the data in the forms
- Create a training video to detail how to change form values to record different data should the need arise

Out of Scope

No requirements requested by the stakeholder are out of scope for this project. The only thing that may be considered as such is the full automation of the report generation, and the completion of that will be subject to whether or not it can be implemented within the timeframe.

Assumptions, Risks, Issues and Dependencies

There aren't many assumptions, risks, or issues with this project, as there isn't much outside of the website (and our project team) involved in it. The only dependencies that this project has would be that the form submission relies on the website being up and available for employees to use and to generate the reports and graphs from.

Requirements

1) The Form

Develop the form for the employees to fill out that will keep track of what went on during their work day

1.1) Hours

The amount of hours the employee worked that day

1.2) Clients

1.2.1) New clients

The amount of new clients the employee acquired that day

1.2.2) Resolved clients

The amount of clients resolved by the employee that day

1.3) Classes

How many classes the employee taught that day

1.3.1) Attendance

How many people attended the class

1.4) Meetings / outreaches

1.4.1) Number

How many meetings and/or outreaches the employee attended that day

1.4.2) Result

The result of these meetings and/or outreaches

1.5) Else

Anything else that occurred that day for the employee that may not fit under any other the other form values

2) The Reports

Export data to Excel to aggregate the data and be able to sort it and generate reports/graphs