For the Frederick Honors College at the University of Pittsburgh (“FHC”)

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# Product Specification for Pilot Program

## Overview

Purpose: Pilot an automated degree planning tool for FHC students and advisors.

Scope: The pilot will demonstrate the tool’s efficacy in improving academic planning.

## Objectives

* Validate the effectiveness of GradSteps-provided software
* Gather qualitative and quantitative data on student engagement
* Identify enhancement areas based on students’ use of the tool

## Features and Functionality

* Comprehensive and automated degree planning with collaborative capability with advisors
  + Advisors are able to view all student-created plans and discuss with them during advising meetings
* Course recommendation system
* Direct line of feedback for students and advisors to receive help on tool use
* Data and usage analytics for FHC advisors/administration

## Technical Requirements

* Web-based application accessible on any device with a network connection
* Complies with FERPA for data protection. Students can use platform in anonymous mode or with an account to save data
* Integrates with existing university systems for up-to-date course and major information
* FHC may request access to all user and platform data at any time during pilot

## Pilot Details

* Tentative timeline:
  + Initial Meeting: May 2024
  + Initial Review: Early August 2024
  + Pilot Start: Mid August 2024 (August 18, 2024)
  + Pilot End: December 2024
* Participants: FHC
* Data collection: Surveys, usage statistics, periodic focus groups
* Support: Anonymous feedback line for students and non-anonymous 24/7 email & phone support

## Success Metrics

* Frequency and duration of GradSteps usage
* Satisfaction ratings from FHC students and advisors
* Impact on academic planning experience measured through feedback, surveys, and other collected data
* Improvements in students’ academic performance

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## Critical Success Factors

* Up to date FHC degree requirements (Honors Degree, B. Phil, etc.)
* Outreach support to promote tool to students and advisors
* Focus groups to gather detailed feedback on tool usage and efficacy

## Cost/Fees

There are no costs or fees for the pilot program. Software use and on-demand support is free of any charges.