**Statement of Work**

**Overview/Executive Summary**

The CST department holds two graduations every year. One is in May and the other is in December. Students typically like to graduate with their friends but are short one or two courses from graduating. The Walk Only Petition allows students to walk but they must complete the rest of their coursework the following semester. The goal of this project is to automate this process as it is currently done on paper.

**Current System**

The current system is working, but it is done manually. Students will go to the advising office and fill out a form and leave it at the office. The advisor would then look over the form and send it to the assistant director for approval. The result of this is one sheet of paper being passed around. Afterwards, the form is stored in a folder labeled with current semester and year. Also, students do not know where they are in the process. They will only receive an email approving or disapproving their form once it has been reviewed.

**System Goals**

As of now, the process is being done manually. The goal of the system is to automate this process. Students should be kept up to date on their status in the process. This should include start and end dates with automatic approval or disapproval notification. The online system should auto-reject the request if it is past the deadline. The student cannot be more than 2 courses or 8 credits away from graduation.

**System Users**

Student : The applicant who is short courses or credits who want to walk at graduation and finish their coursework later.

Adviser: Determines if the student is eligible for the petition and hands the form to the assistant director.

Assistant Director : Approves or disapproves the form regarding the applicant.

**Scope of Work**

* Data analytics
  + Previous records will be stored in a database to allow for easy search and queries
  + Provide the ability to analyze data
* Track progress of petition
  + Students should be able to know where they are in the process
  + Automated emails should be sent out once the petition is either approved or disapproved
* Processing will be done electronically
  + The student will submit a form online and it will be sent to the Advising Center for their school
  + Students will be able to access the form anytime and anywhere
  + Advising center will avoid paper clutters as everything will be stored in a database

**Possible Features**

There was no mention of possible features by the client.

**Expected Benefits**

* Students will know where they are in the process.
* Not dealing with a bunch of paper and being more organized.
* Data analytics possibilities from online system.

**Effects of Time in the Proposed System**

* System is updated when new proposals are submitted for the petition.
* Previous data will be stored on a server for accessibility anytime.

**Project Timeline**

Analysis Phase (semester 1):

* Project Team will provide Client with various requirements gathering and analysis documents throughout the entire semester
* Client will review all documents, and answer questions in a timely basis
* Each document will further define the requirements of the system.

Design Phase (semester 1):

* Team will move from analysis to design, building screens and other user interface items
* Client will review all documents and provide feedback

Build Phase (semester 2):

* Team will work in 3 iterations, or sprints, to develop the software
* Client will review the software and be required to devote time to testing after each phase
* Teams will also test via a defined Quality Assurance and Testing Plan

Implementation Phase (semester 2):

* Team will fully document the system via a User Manual and a Support Manual
* Team will move the software from a development, to QA, to production environment
* Team will train main users
* Client will sign off.