UMGC Capstone Project Proposal Management System (CaPPMS)

User Guide

Version 1.0

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Revision History

Date	Version	Description
11/3/2020	1.0	Initial User Guide

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1.   Introduction

The purpose of this User Guide is to describe how a user can execute the functions included in the UMGC Capstone Project Proposal Management System (CaPPMS).

1.1.   Background

The UMGC Capstone Project Proposal Management System (CaPPMS) is a web-based application which allows customer, clients, and former students to submit detailed proposals of projects for consideration to be designed and implemented by UMGC SWEN 670 students as well as track the stages during the approval process.

1.2.   Scope

This user guide is intended for users of the website only. For administrative support including database maintenance and updates please refer to the Deployment Guide.

1.3.   References

The following reference documents apply to this document.

Table 1 Reference Documents

Document	Version
CaPPMS Software Requirement Specification	2.0
CaPPMS Requirements Matrix	2.0
CaPPMS Test Report	1.0
CaPPMS Deployment Guide	1.0

1.4.   Definitions, Acronyms, and Abbreviations

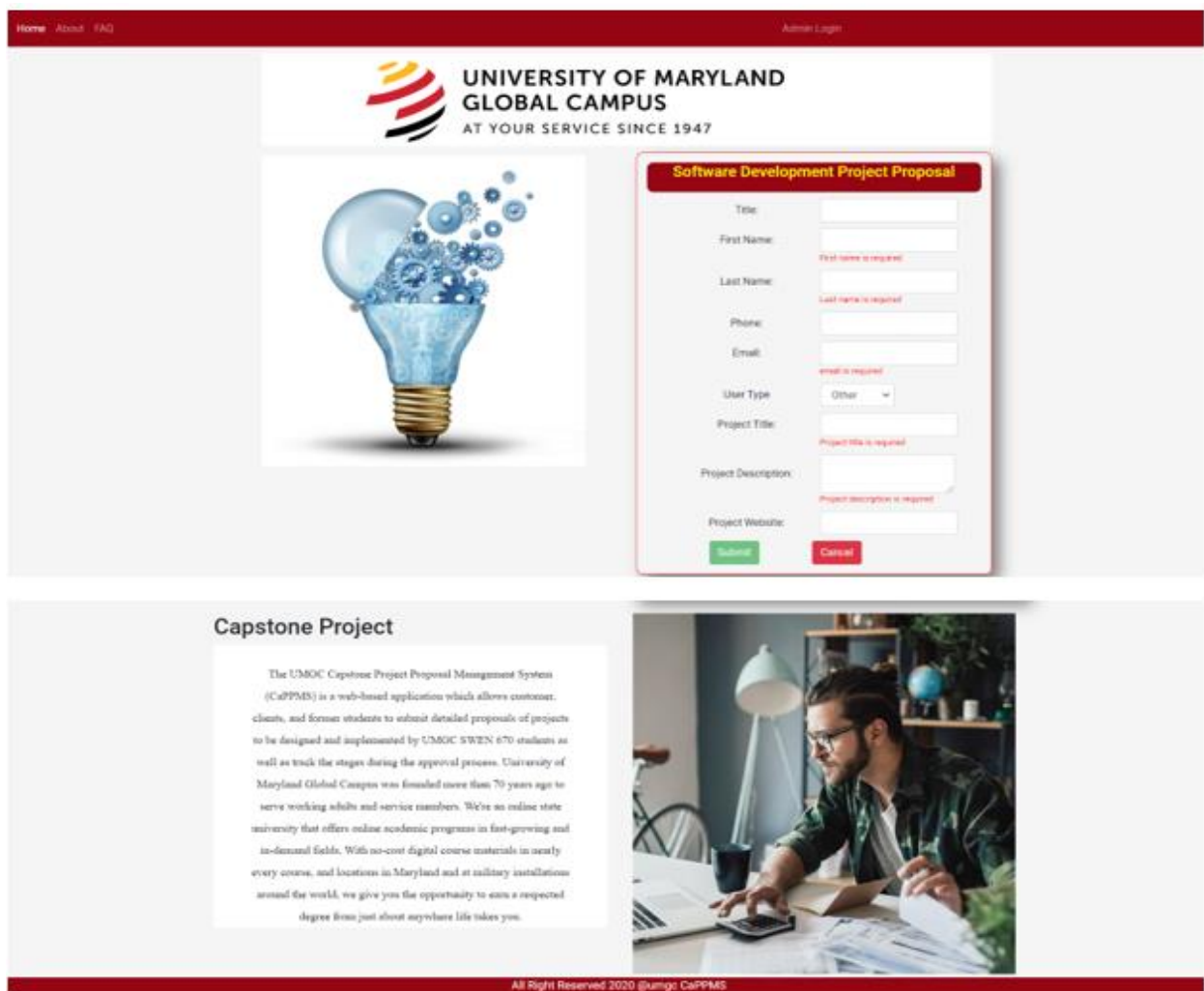Below are the terms and abbreviations used in this document.

Table 2 Acronyms

Acronym	Definition
CaPPMS	Capstone Project Proposal Management System
SRS	Software Requirement Specification
STP	Software Test Plan

Acronym	Definition
SWEN	Software Engineering
UMGC	University of Maryland Global Campus

2.   Users Guide

2.1.   Home Page

The home page is where all users will start using the CaPPMS. The main focus of this page is to enable any unauthenticated user to enter and submit the details of a project proposal. Any project entered through this form will be set to a "**Pending**" status by default.

Figure 1 Home Page

The form has the following text entry boxes:

- **Title**
    - This is a personal title or rank such as Ms. or Captain
- **First Name**
    - The person entering the proposal's first name. This field is required.
- **Last Name**
    - The person entering the proposal's last name. This field is required.
- **Phone**
    - The person entering the proposal's phone number. This field is required.
- **Email**
    - The person entering the proposal's email. This field is required.
- **User Type**
    - The person entering the proposal's user type. This field is required. There are three different definitions defined:
        - **Sponsor**: Person responsible for requirements definitions and ensuring the project meets the stated need. The sponsor is either the Subject Matter Expert (SME) for describing functional requirements or a Point-of-Contact (POC) who provides functional requirements.
        - **Liaison**: Stakeholder or POC whose inputs, support, facilitation, or approval is necessary for the success of the project such as:
            - SMEs designated by the Project Sponsor
            - POCs providing access to data repositories beyond the authority of the Project Sponsor
            - POCs providing regulatory requirements or approval
            - POCs with data governance authority over data used in a project
            - Other critical affiliations or associations.
        - **Other**: Any other Person entering the suggestion or idea for consideration
- **Project Title**

- - A title for the proposal. This field is required.
- **Project Description**
  - - A description of the proposal. This field is required. Please include sufficient information to allow for beginners to have a good understanding of the proposal. Include any existing details or known regulatory requirements that could impact the solution.
- **Project Website**
  - - A website for the proposal where the professor and team could receive additional information regarding the proposal.

The home page also contains a description of the CaPPMS project's purpose and general details regarding the University of Maryland Global Campus (UMGC).

2.2.   About

From any webpage, it is possible to navigate to the About page. There is no user interface with this page. This page contains a description of the CaPPMS project's purpose and general details regarding the University of Maryland Global Campus (UMGC).
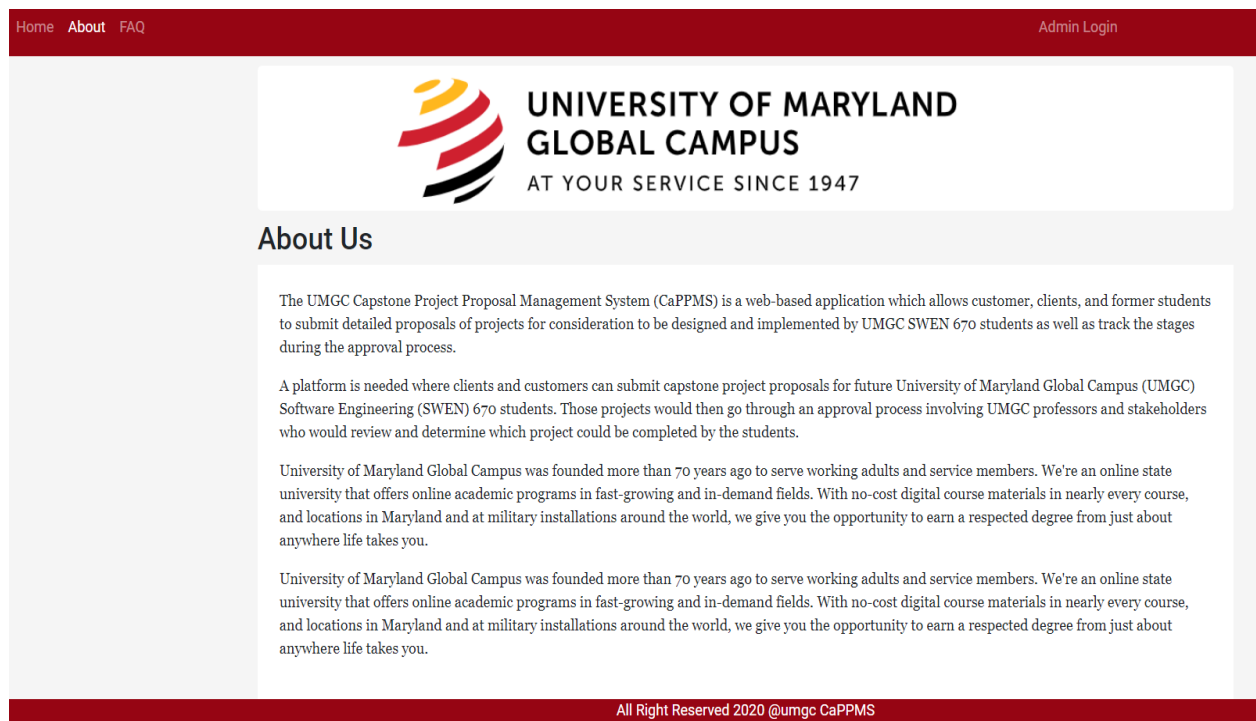
Figure 2 About Us

2.3.   Frequently Asked Questions

From any webpage, it is possible to navigate to the Frequently Asked Question (FAQ) page. There is no user interface with this page. This page contains a list of questions that are routinely asked before submitting a project for consideration. This table will update dynamically as more FAQs are added to the database.
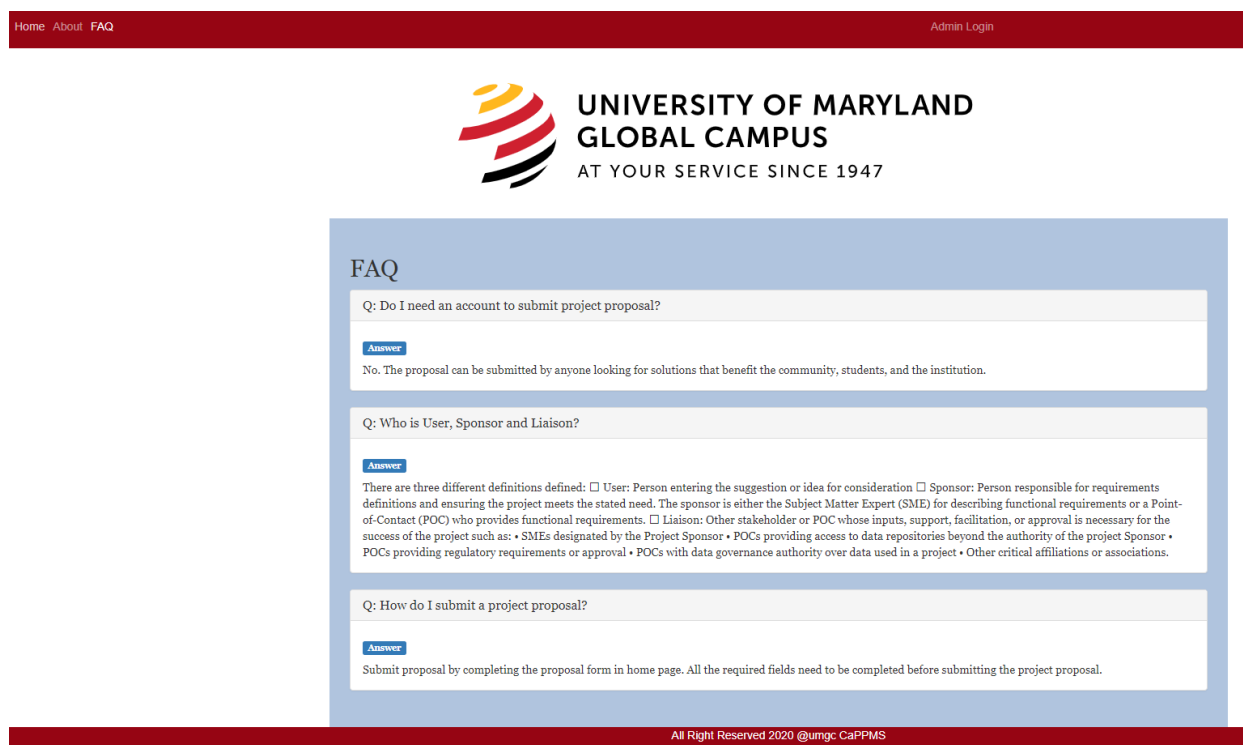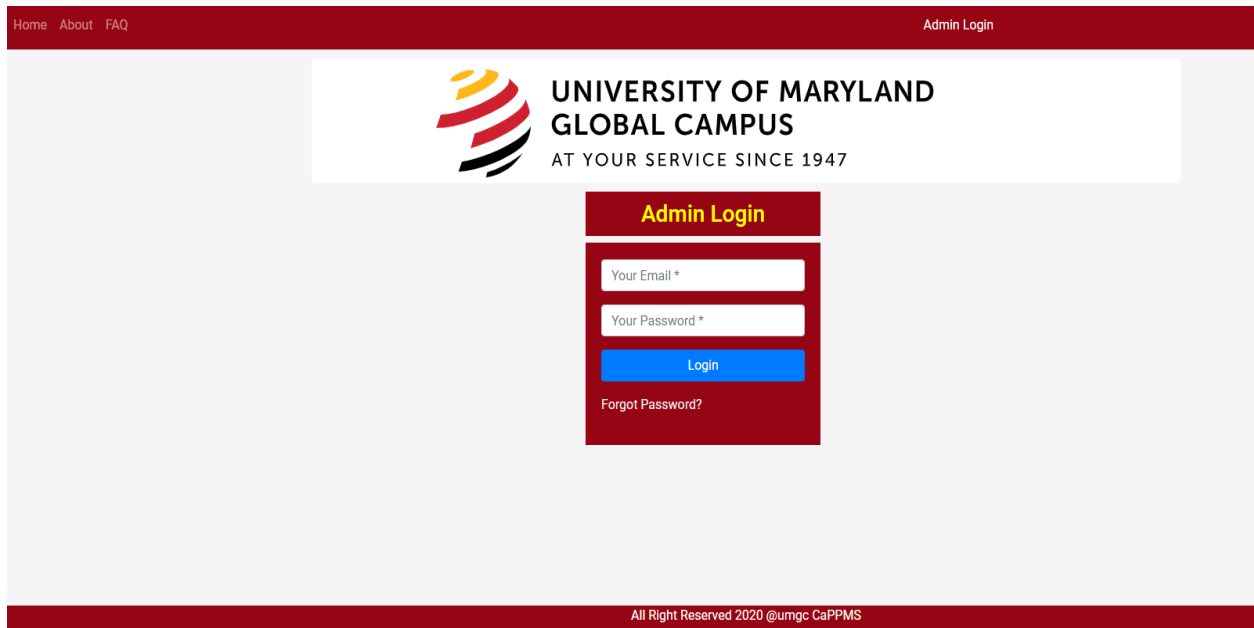

Figure 3 FAQ

2.4.   Admin Login and Register New Admin

From any webpage, it is possible to navigate to the Admin Login page. If an account already exists, the user just enters the email and password and presses the login button.

Figure 4 Login page

The user must be logged in first for an additional account to be created. The option to create a new account will only be visible after login. The user will enter a new email and password for the new account and press submit. If the email already exists in the database it will notify the user to try again.

If a registered user has forgotten their password, they must select the forgot password option. The email address associated with the forgotten password must be entered. The forgot password link will be sent via email to the user if the account exists.

The user can click on the "**Add New Admin/Professor**" hyperlink located on the top left corner of the page to add a new user.

Figure 5 Register page

2.5.   Project List

Only after a user has logged into the system will they be able to navigate to the "**Project List**". This page shows a list of the projects that are currently in the database. All project entries can be viewed, updated, and deleted on a per-project basis from this page.

Figure 6 Project List Page

Above the table, there is a "**Filter**". Any text entered here will reduce the items displayed in the table to only those entries that match the data entered.
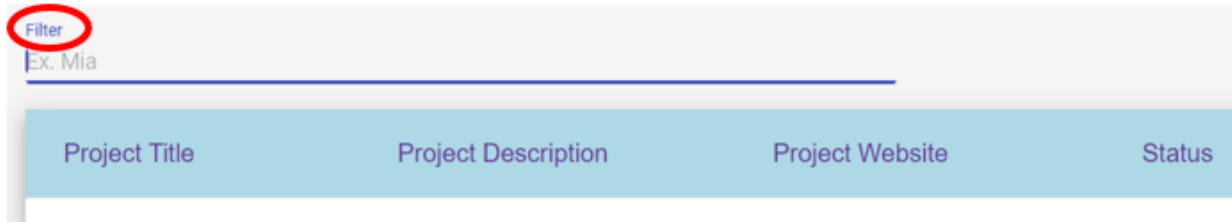
Figure 7 Filter

If there are more items than can be displayed on a single page there are navigation buttons below the table. Pressing the left or right arrows will show the next quantity of items in the database.
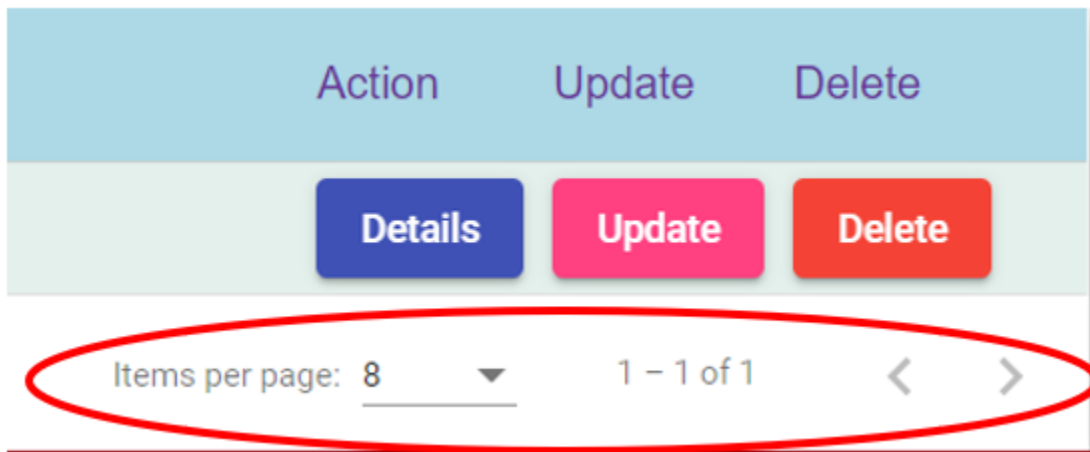

Figure 8 Pagination

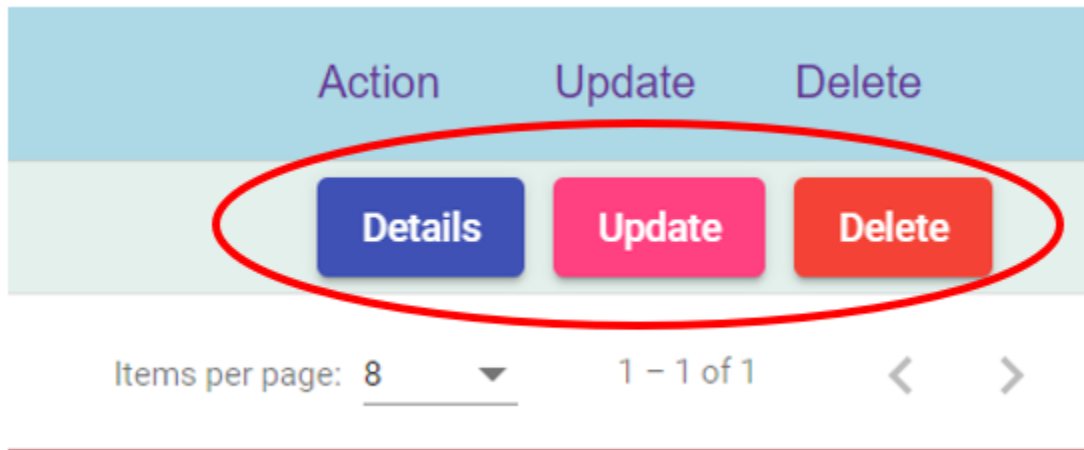Pressing the "**Delete**" button will enable the user to remove this item from the database.

Figure 9 CRUD Operation

Pressing the "**Update**" button will open the proposal details in editable fields. The user can make any changes desired and press "**Submit**" to update the database with the new details. The required fields must remain filled out or an error message will be displayed.
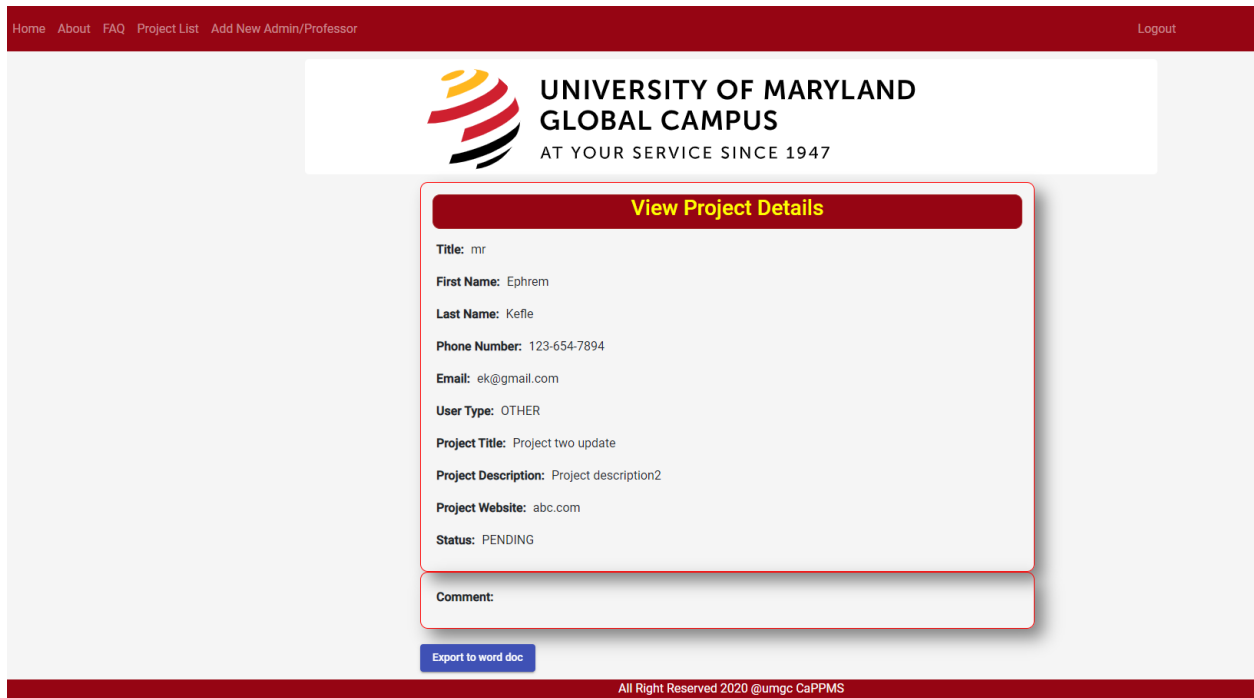
Figure 10 Update page

Pressing the "**Details**" button will display all the details for the selected project. The only specific function here is that the data can be exported to a word document for saving or sharing.

Figure 11 Project Details page

If the user wants to export a specific proposal in word format, pressing the "**Export to word doc**" button at the bottom of the page downloads the project details in word format.
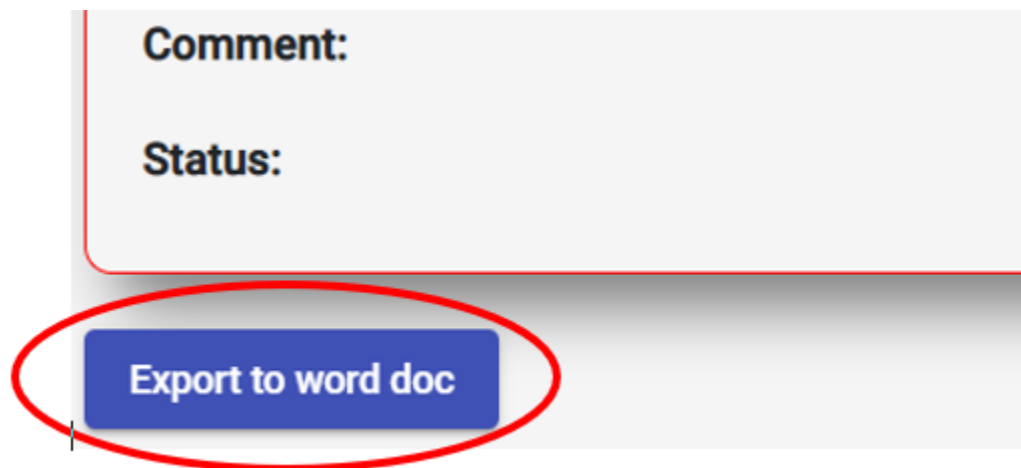

Figure 12 Export

3.   Assistance

The current development team will provide the professor with all documentation and code related to this project. The point of contact is the Software Engineering department of the University of Maryland Global Campus.

This software is free to use by anyone. It comes with no warranties and is provided solely "AS-IS". It may contain significant bugs, or may not even perform the intended tasks, or fail to be fit for any purpose. University of Maryland Global Campus is not responsible for any shortcomings and the user is solely responsible for the use.