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|  | Martial Arts Gym Information Tracking System (MAGITS) |
| Project Vision Document | |
| **Version 1.1** | |
| 24 October, 2019 | |

**Revision History**

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| 1.1 | 10-09-2019 | Maria Lilian Yang, Francis Victa | Francis Victa | Updated Scope of Project, added and updated definitions |
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**Document Approval List**

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# Introduction

This document outlines the vision for the Martial Arts Session Tracker Application. It will define the purpose, scope, business opportunities, problem statement, stakeholders, features and constraints of the project.

## Purpose

The purposes of this document are to:

* Identify and agree on the problems faced by the client and the effects of those problems on productivity, efficiency and revenue loss
* Gather and describe customer requests for software features
* Propose a solution
* Identify any constraints to the proposed solution
* Identify stakeholders and users
* Identify the software development team

## Scope

This section describes the scope of the Project: Martial Arts Gym Information Tracking App. The Project is limited to the coordination and facilitation of requests between the Client and the Team. The solution proposed is solely in focus to the tracking of sessions and its other functionalities.

### In Scope:

* Course Management

Admin’s Course Management

Add a member to a course by Instructor

* Membership Type Management

Admin’s Membership Type Management

* Instructor Management

Admin’s Instructor File Management

* Member Account Management

Admin’s Member Account Management

Register to a course by an Instructor

Online Registration for Non-members

Account View

* Announcements Management

Admin’s Announcement Management

Instructor’s Announcement Management

Receiving Announcement and Access

Announcement Mailing Feature

* Session Management

Instructor’s start/open a session

Instructor’s Check-in a member to Session

Admin’s View Attendees in a session

Admin’s View Feedback

* Session Feedback Feature

Member Leave Feedback

* Login and Logout Feature

### Out of Scope:

* Payment System
* Inventory Management
* Employee Management
* Social Messaging
* Payroll

## Definitions, Acronyms, and Abbreviations

* **MAG** - Martial Arts Gym
* **MAGITS** - Martial Arts Gym Information and Tracking System
* **Course** - the type of martial arts class to be instructed within the sessions (eg. Taekwondo Level 1, Kickboxing Level 3, etc)
* **Session** - a single class or period where a martial art lesson is or will be conducted by an instructor to students
* **Member** - a user with a registered account in the system (but not necessarily enrolled in a course
* **Active Member** - a member that is currently enrolled in a course, whether a subscription membership or session-limited membership
* **Subscription Membership** - membership type where students pay a monthly subscription fee and can come in anytime during their scheduled session
* **Session-Limited Membership** - membership type where students pay a one-time fee and can only come in for a limited number of sessions (eg. 5 or 10 sessions maximum only). This also includes coupon purchases (eg. Groupon coupon for 10 sessions)
* **QR Code (Quick Response Code)** - a special type of barcode that will be utilized to record attendance in a session and also identify a Gym member.
* **Attendance** - an action of attending a certain session, event or place.
* **Client Profile** - a component of the web application that stores a client’s information.
* **Instructor Profile** - a component of the web application that stores an instructor’s information.

## References

These are the references for the MAGITS Project.

|  |  |  |
| --- | --- | --- |
| Reference File Name | Version | Description |
| Project Summary | 1.0 | Summary of the whole project |
| High Level Requirements | 1.0 | High-level overview of the project |

# Positioning

## Business Opportunity

There are a couple of business opportunities that have been identified. First, small gyms such as **Martial Arts Gyms (MAGs)** usually does not keep copies of digital records of its instructors, students and classes offered to students. The digital records include user profiles, membership types and other personal information. Second, the MAGs does not currently have a way to track a student’s attendance, especially those with membership types that are Limited. Third, there is currently no platform for instructors to communicate to the students any kind of announcements such as cancellation of classes, etc.

## Problem Statement

The problem of having session and attendance tracking done manually makes this system prone to errors, inconsistencies and loss of important information. Signing in requires users to look for their profile sheets and physically signing in with a pen. In regards with session-limited members, the number of sessions they are associated with are not being tracked accurately and can potentially affect the MAG’s financial revenue. An automated information tracking system will lessen the manual workload and will increase staff’s productivity while allowing data to be stored in a cloud based storage. There is also no way for instructors to make announcements to students.

|  |  |
| --- | --- |
| The Problem of | manual information tracking, physical data storage and non-existent announcement platform |
| affects | Martial Arts Gym owners, instructors and students |
| the impact of which is | inconsistent records, loss of potential revenue, potential loss of important information, and students being unaware of gym announcements such as class cancellations |
| a successful solution would be | a system that records information on instructors, students, sessions. It also tracks sessions and attendance of students and instructors. The system will also be able to allow announcements from instructor to students. Key benefits include persistent digital records and automation of simple processes such as session tracking. |

**Table 1 Problem Statement**

## Product Position Statement

For the Martial Arts Gyms that still uses a paper based information tracking system, The Martial Arts Gym Information Tracking System is an automated solution that is reliable, consistent and faster unlike a traditional paper-based information system. It will accurately track session and attendance. It will also store other useful data such as session schedules, instructor’s information, and client’s information in a cloud database resulting in a much secure data storage and improved workflow.

|  |  |
| --- | --- |
| For | Martial Arts Gym Owners |
| Who | Martial Arts Gyms that still uses a paper-based information tracking system |
| The <Martial Arts Gym Information Tracking System> | is an automated solution |
| That | will track data such as sessions and attendance accurately, the system will store useful data such as session schedules, instructor’s information, client’s information and many more |
| Unlike | a traditional paper-based information system |
| Our product | will improve the workflow of the Gym and will help increase its productivity. |

**Table 2 Product Position Statement**

# Stakeholder and User Descriptions

## Stakeholder Summary

|  |  |  |
| --- | --- | --- |
| Stakeholder Name | Represents | Role |
| Course Professor | The Course Professor represents as the initiator and guide of the project. | This stakeholder specifies sprint dates for the project team. She also needs to be kept informed about the project, in order for her to advise the project team more accurately. |
| Project Sponsor  (Primary Sponsor) | The Project Sponsor stands for the development of the project. The main client of the project. In this case, our Project Sponsor is the Martial Arts Gym owner. | The Project Sponsor’s role is to secure the resources needed for the project. He will assist the Project Team on planning, issues and system verification. He is also responsible for defining the requirements for this project. |
| Product Owner (Key Sponsor) | This stakeholder holds the  ultimate authority of the  project in terms of feature checking. | This stakeholder is responsible with connecting with the client needs to the team. He/she is responsible in making sure the team is on track with the project features. He/she is also expected to do the final verification and quality checks of the project. |
| Project Team  (Internal Stakeholder) | The team that will develop the project. | This stakeholder is responsible for planning and completing the project. They would need to ensure that all the requirements are met, and deliver all deliverables punctually and precisely. |

**Table 3 Stakeholder Summary**

## User Summary

|  |  |  |  |
| --- | --- | --- | --- |
| User Name | Description | Responsibilities | Stakeholder |
| Administrator | User with the highest access level in the system. The admin will be able to set up the other users in the system as well as manage the sessions and membership types for the members. | * Add/Edit/Remove Instructors * Add/Edit/Remove Session * Manage Announcements * Manage Members * View Session Attendees * Add/Enroll or Remove members to Courses. * Delete members from the System | Project Sponsor, Product Owner |
| Instructors | The end user that will activate a session alerting Gym members that a session has commenced. A QR code is also associated with the session. | * Activate a sessionthat will scan a member’s QR codeto register their attendance. * Manage announcements * View/Edit profile * Add/Register a new member’s account * Add/Enroll or Remove members to Courses. | Product Owner |
| Members | The end user that will primarily use the system to track information such as session schedules, registered sessions, attendance, etc. He/she also uses the system to register their attendance within a session via QR code scanning. | * View course * Register to a course * View member QR code identifier * View Announcements * View/Edit profile * Send Session Review or Feedback | Product Owner |

**Table 4 User Summary**

# Stakeholder Requirements

Notes:

* In a requirement or feature statement,
  + “must” means the requirement is mandatory
  + “should” means that the requirement is optional
* In an ID cell for the stakeholder requirements table,
  + “RA” means that is a Requirement for Administrator User.
  + “RI” means that is a Requirement for Instructor User.
  + “RM” means that is a Requirement for Member User.

|  |  |  |
| --- | --- | --- |
| ID | Requirement | Stakeholder |
| RA\_01 | The system administrator must be able to **add, view, edit and delete** **courses.** | Product Owner, Project Sponsor |
| RA\_02 | The system administrator must be able to **add, view, edit and delete instructors.** | Product Owner, Project Sponsor |
| RA\_03 | The system administrator must be able to **add, view, edit and delete** **member accounts.** | Product Owner, Project Sponsor |
| RA\_04 | The system administrator must be able to **add, view, edit and delete** **announcements.** | Product Owner, Project Sponsor |
| RA\_05 | The system administrator must be able to **add, view, edit and delete** **membership types** within courses. | Product Owner, Project Sponsor |
| RA\_06 | The system administrator must be able to **view** **session attendance summary.** | Product Owner, Project Sponsor |
| RA\_07 | The system administrator must be able to **enrol and remove instructors and member accounts to or from courses.** | Product Owner, Project Sponsor |
| RI\_01 | The instructor must be able to **activate a session** for the members to attend. | Product Owner |
| RI\_02 | The instructor must be able to **scan a member’s identification** (QR code) to add them to a session. | Product Owner |
| RI\_03 | The instructor must be able to **add, view, edit and delete announcements**. | Product Owner |
| RI\_04 | The instructor must be able to **view course schedule.** | Product Owner |
| RI\_05 | The instructor must be able to **create a new member account.** | Product Owner |
| RI\_06 | The system instructors must be able to **enroll or remove member accounts to or from courses.** | Product Owner |
| RM\_01 | A user must be able to **create a new account.** | Product Owner |
| RM\_02 | The member must be able to **view and enroll in a Course.** | Product Owner |
| RM\_03 | The member must be able to **view announcements** posted regarding the session. | Product Owner |
| RM\_04 | The member must be able to **receive email announcements** from the system. | Product Owner |
| RM\_05 | The member should be able to **send session review / feedback.** | Product Owner |
| RM\_06 | The member must be able to **view and edit** their **user profile**. | Product Owner |

**Table 5 Stakeholder Requirements**

# System Features

These are the features that the stakeholders deem beneficial to the project.

|  |  |  |
| --- | --- | --- |
| ID | Feature | Stakeholder Requirement ID |
| F01 | The system must have a scanner module to identify the QR code to associate it with attendance and member. | RI\_02, RM\_03 |
| F02 | The system must have a user homepage where a user can access information pertaining to their account. | RI\_03, RI\_04, RI\_05, RM\_02, RM\_03, RM\_04, RM\_06, RM\_07 |
| F03 | The system must have an announcement feature that will broadcast to students’ email and homepage to notify members about events and promotions. | RA\_04, RI\_03, RM\_04 |
| F04 | The system must be able to handle online course registrations. | RM\_01 |
| F05 | The system must be able to run on mobile devices. | N/A |
| F06 | The system must be able to show the session attendance summary. | RA\_06 |

**Table 6 System Features**

# Assumptions

These are the assumptions that are based on the scope, requirements, business processes and stakeholders.

1. The system is for small businesses, which is defined as privately owned corporations, partnerships, or sole proprietorships that have fewer employees and/or less annual revenue than a regular-sized business or corporation.
2. Every session will have less than 50 members participating at any given day.
3. The MAG staff are computer literate.
4. The gym member always carries a device or a card that has their QR code for the session check-in.

# Constraints

These are the processes and external constraints that will hinder the system from running.

1. The system will only work with an internet connection.
2. There is a downtime on the cloud service.
3. The business should have a machine where the web application will run.
4. The machine requires a camera to scan QR codes.