



MILESTONE 1

SOLUTION SEEKERS



PREPARED BY :

Bradley Pike, Wanatda Phengphonekeo, Irah Loreto,
Nate Lapointe, Robee Lou Diaz

**OCTOBER 2,
2023**

 Lethbridge, Alberta

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OUR TEAM

“SOLUTIONS BY EVERY BYTE”



BRADLEY

Contact Representative Lead



Bradley Pike serves as our main point of contact between the client and our team. He is responsible for coordinating meetings, as well as building a strong client relationship.

WANATDA

Documentation Lead



Wanatda Phengphonekeo handles documentation. She is responsible for project reports, project updates, UX design, as well as the documentation between the client.

OUR TEAM

“SOLUTIONS BY EVERY BYTE”



NATE

Team Lead



Nate Lapointe guides the team by ensuring that all members are on track with the client's goals. He is also first to resolve any team conflict.

IRAH

Hardware Specialist



Irah Lorteo specializes in hardware related tasks. He focuses on the technical side of the system, ensuring everything runs smoothly.

ROBEE

Programming Specialist



Robee Lou Diaz is responsible for the development of our system. He specializes in programming and coding. Robee guarantees our project concept comes to life.

CLIENT

STEPHEN GRAHAM



📍 3000 College Dr. S, Lethbridge, AB T1K 1L6

✉️ Stephen.Graham@lethbridgecollege.ca

📞 403-320-3200 ext. 5794

Stephen Graham specializes in managing practicum programs for students. His business involves connecting students with employers for co-op work experiences, managing agreement forms, timesheets, and self evaluations, all of which are to ensure a smooth learning experience for students.

Our team, Solution Seekers, are students of the Lethbridge College, and are assigned to closely work with Stephen to develop a practicum tracking system tailored to his business needs.

PROJECT REQUEST

The primary business problem centres around the lack of efficiency for managing student and employer interactions. While the manual approach is time consuming, prone to errors, and does not provide real time insight.

Our clients current workflow involves a series of manual steps in managing the student-employer practicum tracking and is deemed as inefficient for its users.

Listed below are known constraints our client faces:

- **Agreement Handling:** Existing employers may already have signed agreements, but for new employers, securing agreement signature is necessary.
- **Tracking:** Our Client needs to be able to replace manual spreadsheet tracking with a digital system.
- **Job Posting:** Job listings for the practicum positions are currently manually posted on Canvas.
- **Student Application:** Students either manually apply for practicum positions or through direct links.
- **Form Storage:** Our client would like all forms to be stored digitally, as well as be kept secured, and easily accessible.

EXPECTED BENEFITS

The goal will be to address these challenges and achieve the following benefits:

- **Efficiency Enhancement:** Digitalization of tasks that will significantly reduce the administrative time spent on manual processes.
- **Data Accessibility:** Real time access to critical data and eliminating delays.
- **Improve User Experience:** Student and employers will benefit from the user friendly digital interface, making the process more intuitive.
- **Documentation:** Digital forms and agreements to reduce complexity.
- **Real Time Monitoring:** The system will provide real time insight into student timesheet progress.
- **Enhanced Reporting:** Automated reporting will save time and ensure accuracy of data.

CLIENT LETTER OF COMMITMENT

CLIENT CONTACT INFORMATION

Company Name: Lethbridge College
Address: 3000 College Dr S, Lethbridge AB T1K 1L6
Client Contact Name: Stephen Graham
Email: Stephen.graham@lethbridgecollege.ca
Telephone #: (403)-320-3202 ext. 5794

In Milestone One of our project, we are required to write a Client Letter of Commitment. This letter will highlight elements of your individual business problem, showcase an understanding of your business process, develop diverse proposals and development of solutions, state solution implementation plans, as well as provide ongoing support through training and documentation.

TEAM INTRODUCTION

Team Name: Solution Seekers
Team Logo:



Project Name: Practicum Tracking & Management

CLIENT LETTER OF COMMITMENT

TEAM MEMBERS & ROLES

Name: Bradley Pike

Role: Contact Representative

Phone #: (403)-370-0340

Email: bradley.pike@lethbridgecollege.ca

Name: Irah Loreto

Lead Role: Hardware Specialist

Phone #: (403)-942-0890

Email: irah.loreto@lethbridgecollege.ca

Name: Robee Lou Diaz

Role: Programming Specialist

Phone #: (403)-633-2580

Email: robee_lou.diaz@lethbridgecollege.ca

Name: Nate Lapointe

Role: Team Lead

Phone #: (403)-308-2578

Email: nathan.lapointe@lethbridgecollege.ca

Name: Wanatda Phengphonekeo

Role: Documentation Lead

Phone #: (403)-362-0882

Email: wanatda.phengphonekeo@lethbridgecollege.ca

PROJECT PROPOSAL

Solution Seekers is committed to developing a web service and database solution for your business problem. We aim to build a progressive application to ensure that all devices are scaled for seamless viewing and accessibility.

CLIENT LETTER OF COMMITMENT

METHODOLOGY

Our team will focus on submitting proposals, as well as develop solutions based on the Systems Development Lifecycle (SDLC). SDLC aims to break the solutions development into four individual parts: planning, analysis, design, and implementation. We plan to present to you documents and files that will explain various elements of the system. As part of this specific course, these deliverables have been broken apart into ten individual milestones which will be completed throughout the following seven months. Upon the completion of each milestone, you will be emailed a copy to review after its submission approval.

As we continue with the implementation of the system, our team will be available to assist you with ongoing training and support to ensure a smooth transition to your new system. As mentioned before, this letter is a part of our Milestone One, and we have completed our first step.

Listed below are date guidelines for completing the rest of the milestones as follows:

Milestone 2 Approximate Due Date: October 16, 2023

Milestone 3 Approximate Due Date: October 30, 2023

Milestone 4 Approximate Due Date: November 20, 2023

Milestone 5 Approximate Due Date: December 8, 2023

Milestone 6 Approximate Due Date: TBD

Milestone 7 Approximate Due Date: TBD

Milestone 8 Approximate Due Date: TBD

Milestone 9 Approximate Due Date: TBD

Milestone 10 Approximate Due Date: TBD

CLIENT LETTER OF COMMITMENT

METHODOLOGY CONTINUED

Our introduction meeting marked the first step in our development Planning stage. During this meeting you had discussed your availability. Moving forward our team will schedule meetings at your convenience to provide progress updates, discuss important design decisions, as well as requests for additional information and materials. These set meeting times and dates are to ensure the completed system meets the College's requirements, and most importantly, your business needs.

Kindly sign and return the attached document.
Feel free to reach out if you need anything else!

Regards,

Wanatda Phengphonekeo
Documentation Lead

X

Stephen Graham
Client

X Bradley

Bradley Pike
Contact Representative Lead

X WP

Wanatda Phengphonekeo
Documentation Lead

X Robee

Robee Lou Diaz
Programming Specialist

X Nathan

Nate Lapointe
Team Lead

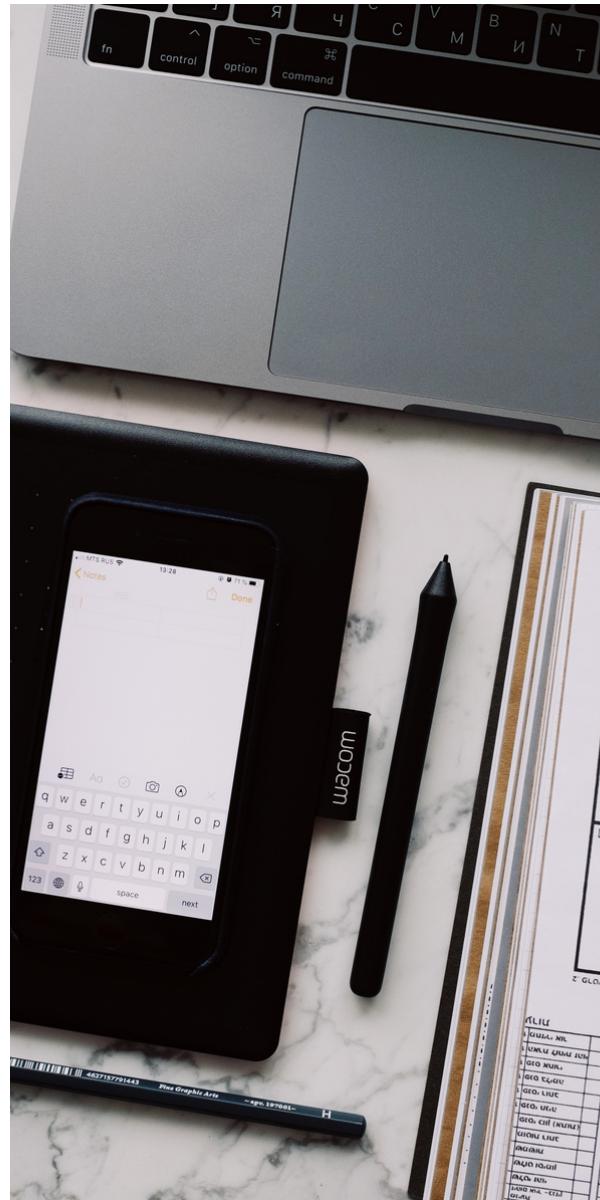
X Sarah

Irah Loreto
Hardware Specialist

TECHNICAL FEASIBILITY

As students of the Lethbridge College, the five of us believe in our skills and capability to deliver our client their expected system results. However, there are some technical aspects our team will need to consider. Aspects such as:

- Are we as a team able to ensure our client receives in house hosting from the Lethbridge College?
- Is it technically feasible to ensure the system follows our clients request of a Progressive Web App?



- Will the system be able to accommodate a high volume of users?

This is an overview of the few questions our team will be considering when developing our clients system.

ECONOMIC FEASIBILITY

From an economic stand point, there are some questions our team will need to consider.
Are we creating value? Is the cost justifiable?



SOLUTION

We at Solution Seekers believe in creating value when needed. We aim to provide our client an efficient system that improves the experience for all users, as well as reduce any additional workload. Overall, the value in the system is the digital aspect and efficiency.

As for budget, we expect this project to cost \$0. There will be no cost involved when creating our clients system.

ORGANIZATIONAL FEASIBILITY

Solution Seekers aims to provide the features of Digital Signature, Alerts for Timesheets, Online Exit Interviews, a Progressive Web Application, as well as the ability to Modify Forms.

Ideally our team would like the system to be used by Students, Employers, and our Client.



THANK YOU

October 2, 2023

Dear Mr. Stephen Graham,

On behalf of Solution Seekers, we thank you for choosing our team to represent you and your business needs.

We are so thrilled to embark on this 6 month long journey with you to transform this project into reality!

To acknowledge your understanding of the contents in this document, please sign below. We look forward to working closely with you to ensure a successful project.

X

Stephen Graham