

MILESTONE 2

SOLUTION SEEKERS



PREPARED BY :

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Nate Lapointe, Robee Lou Diaz

**OCTOBER 16,
2023**

 Lethbridge, Alberta

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OUR TEAM

“SOLUTIONS BY EVERY BYTE”

BRADLEY PIKE
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 PHENGPHONEKEO
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 LAPOINTE 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 LORETO HARDWARE SPECIALIST

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

ROBEE LOU DIAZ 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.



ABOUT OUR CLIENT

Stephen Graham is a long time instructor at the Lethbridge College.

He teaches multiple courses in the Computer Information Technology program.

More specifically, he specializes in managing practicum programs for his students in the CIT 2271 - Field Work course.

His business involves connecting students with employers for co-op work experiences, managing agreement forms, timesheets, and self evaluations.

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.



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

✉️ Stephen.Graham@lethbridgecollege.ca

📞 403-320-3200 ext. 5794

PROJECT TASK OUTLINE

To help us effectively manage the project, we have created a timeline.

This timeline will allow us to track our progress, goals, and expectations.

In total there are 10 Milestones each, all of which have their own set of deliverables.

We have carefully gone through each Milestone and assigned tasks to all members.

Each deliverable includes estimated dates and times for each member to have their portion completed.

The timeline will be visually represented through Microsoft Projects.



Milestone #1

Client, Project, and Team Selection

Milestone #2

Project Scope & Definition

Milestone #3

Process Modelling

Milestone #4

Data Modelling

Milestone #5

Feasibility & Recommendation

Milestone #6

Data Design

Milestone #7

Technical Design

Milestone #8

Coding & Testing

Milestone #9

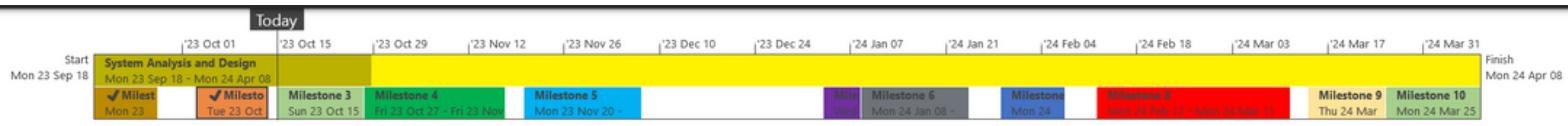
Training Plan & Materials

Milestone #10

Implementation & Training

TIMELINE OVERVIEW

Below is a visual GANTT Chart from Milestones 1-10. As we continue on, this document will provide a more in depth understanding of all the deliverables, timeframes, client/team meetings, as well as each members responsibility.

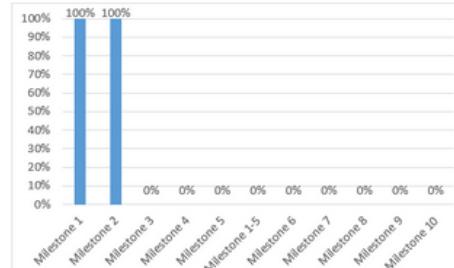


PROJECT OVERVIEW

MON 23-09-18 - MON 24-04-08

% COMPLETE
20%

% COMPLETE
Status for all top-level tasks. To see the status for subtasks, click on the chart and update the outline level in the Field List.



MILESTONES DUE
Milestones that are coming soon.

Name Finish

LATE TASKS
Tasks that are past due.

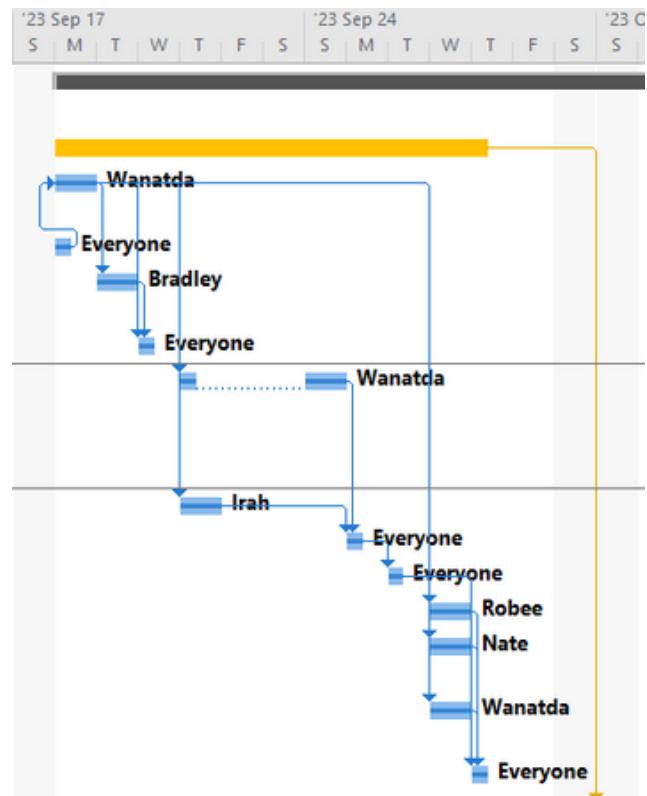
| Name | Start | Finish | Duration | % Complete | Resource Names |
|------|-------|--------|----------|------------|----------------|
| | | | | | |

MILESTONE 1

SEPTEMBER 18, 2023 - SEPTEMBER 27, 2023

Milestone 1 deliverables have already been completed.

Here you will find all the tasks associated with Milestone 1, including estimated dates in which team members had to complete their task, as well all client/team meetings.



DATES FOR MEETINGS

09/18/13 : Team Meeting [2 Hours]

09/20/23 : Team Review [2 Hours]

09/25/23 : Team Meeting [2 Hours]

09/27/23 : Client Meeting [1 Hour]

09/28/23 : Team Review [2 Hours]

| Milestone 1 | Duration | Start Date | End Date | Dependencies | Owner |
|---|----------|--------------|--------------|--------------|----------|
| Assigning Deliverables | 1 day | Mon 23-09-18 | Mon 23-09-18 | 9 | Wanatda |
| Team Meeting | 2 hrs | Mon 23-09-18 | Mon 23-09-18 | | Everyone |
| Team Statement of | 2 days | Tue 23-09-19 | Wed 23-09-20 | 2 | Bradley |
| Team Review | 2 hrs | Wed 23-09-20 | Wed 23-09-20 | 2,3 | Everyone |
| Team Name, Logo, Project Breakdown, Contact | 3 days | Thu 23-09-21 | Sun 23-09-24 | 2 | Wanatda |
| Team Slogan | 2 days | Thu 23-09-21 | Fri 23-09-22 | 2 | Irah |
| Team Meeting | 2 hrs | Mon 23-09-25 | Mon 23-09-25 | 4,5 | Everyone |
| Client Meeting | 1 hr | Tue 23-09-26 | Tue 23-09-26 | 11 | Everyone |
| Client Introduc | 2 days | Wed 23-09-27 | Thu 23-09-28 | 2,12 | Robee |
| Project Introduction | 2 days | Wed 23-09-27 | Thu 23-09-28 | 12 | Nate |
| Professional Working | 2 days | Wed 23-09-27 | Thu 23-09-28 | 2 | Wanatda |
| Team Review | 2 hrs | Thu 23-09-28 | Thu 23-09-28 | 6,7,8,12 | Everyone |

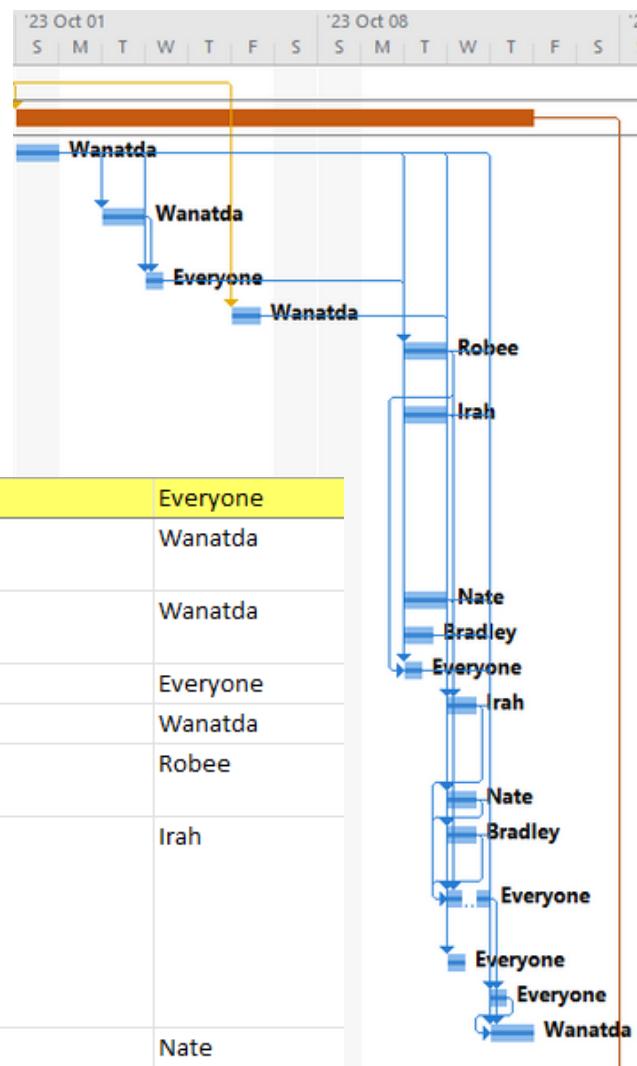
MILESTONE 2

OCTOBER 3, 2023 - OCTOBER 13, 2023

Milestone 2 deliverables have already been completed.

Here you will find all the tasks associated with Milestone 2, including estimated dates in which team members had to complete their task, as well as client/team meetings.

| Milestone 2 | 9 days | Sun 23-10-01 | Thu 23-10-12 | 1 | Everyone |
|--|--------|--------------|--------------|-------------------------------|----------|
| Preparing the Timeline | 2 days | Sun 23-10-01 | Mon 23-10-02 | 13 | Wanatda |
| Assigning Deliverables | 2 days | Tue 23-10-03 | Wed 23-10-04 | 13,17 | Wanatda |
| Team Meeting | 2 hrs | Wed 23-10-04 | Wed 23-10-04 | 15,17 | Everyone |
| Lessons Learned | 1 day | Fri 23-10-06 | Fri 23-10-06 | 1 | Wanatda |
| Developing the Timeline | 2 days | Tue 23-10-10 | Wed 23-10-11 | 17 | Robee |
| Creating List and Table of Business, User, Functional, Non-Functional System | 2 days | Tue 23-10-10 | Wed 23-10-11 | 12 | Irah |
| System User Ro | 2 days | Tue 23-10-10 | Wed 23-10-11 | 12 | Nate |
| Physical Layout | 1 day | Tue 23-10-10 | Tue 23-10-10 | 12 | Bradley |
| Client Meeting | 2 hrs | Tue 23-10-10 | Tue 23-10-10 | 26,18 | Everyone |
| Describing the Problems and Opportunities | 1 day | Wed 23-10-11 | Wed 23-10-11 | 16,18,19,27 | Irah |
| Scope Documer | 1 day | Wed 23-10-11 | Wed 23-10-11 | 27 | Nate |
| Business System and | 1 day | Wed 23-10-11 | Wed 23-10-11 | 27 | Bradley |
| Update Lessons Learned | 1 day | Wed 23-10-11 | Wed 23-10-11 | 17,18,19,20,21,22,23,24,27 | Everyone |
| Team Meeting | 2 hrs | Wed 23-10-11 | Wed 23-10-11 | 27 | Everyone |
| Team Review | 1 hr | Thu 23-10-12 | Thu 23-10-12 | 17,18,19,20,21,22,23,24,25,27 | Everyone |



DATES FOR MEETINGS

10/04/23 : Team Meeting [2 Hours]

10/10/23 : Client Meeting [2 Hours]

10/11/23 : Team Meeting [2 Hours]

10/12/23 : Team Review [1 Hour]

MILESTONE 3

OCTOBER 15, 2023 - OCTOBER 27, 2023

As of now Milestone 3 is our upcoming Milestone that will need to be completed.

Based on our timeline, the GANTT chart below provides our team the exact duration that each deliverable will need to be completed by.

We look forward to updating this document!

| Milestone 3 | 11 days | Sun 23-10-15 | Thu 23-10-26 | 14 | Everyone |
|-----------------------------------|---------|--------------|--------------|-------------------------|----------|
| Assign Deliverables | 1 day | Sun 23-10-15 | Sun 23-10-15 | 29 | Wanatda |
| Create Use Cases | 2 days | Mon 23-10-16 | Tue 23-10-17 | 32 | Wanatda |
| Team Meeting | 2 hrs | Mon 23-10-16 | Mon 23-10-16 | 32 | Everyone |
| Create Use Case Diagram and Table | 2 days | Tue 23-10-17 | Wed 23-10-18 | 33 | Bradley |
| Logical Data Flow Diagram | 2 days | Thu 23-10-19 | Fri 23-10-20 | 27,33 | Robee |
| Create Sequence Diagram | 2 days | Thu 23-10-19 | Fri 23-10-20 | 33 | Nate |
| Team Review | 2 hrs | Fri 23-10-20 | Fri 23-10-20 | 33,34,35 | Everyone |
| Presentation | 1 day | Fri 23-10-20 | Fri 23-10-20 | 33,34,35,36 | Irah |
| Team Review | 2 hrs | Mon 23-10-23 | Mon 23-10-23 | 36,37 | Everyone |
| Client Meeting | 2 hrs | Tue 23-10-24 | Tue 23-10-24 | 41 | Everyone |
| Update Lessons Learned Document | 1 day | Wed 23-10-25 | Wed 23-10-25 | 33,34,35,36,37,42 | Everyone |
| Team Meeting | 2 hrs | Wed 23-10-25 | Wed 23-10-25 | 42 | Everyone |
| Complete Milestone 3 Document | 1 day | Thu 23-10-26 | Thu 23-10-26 | 33,34,35,36,37,38,42,43 | Wanatda |

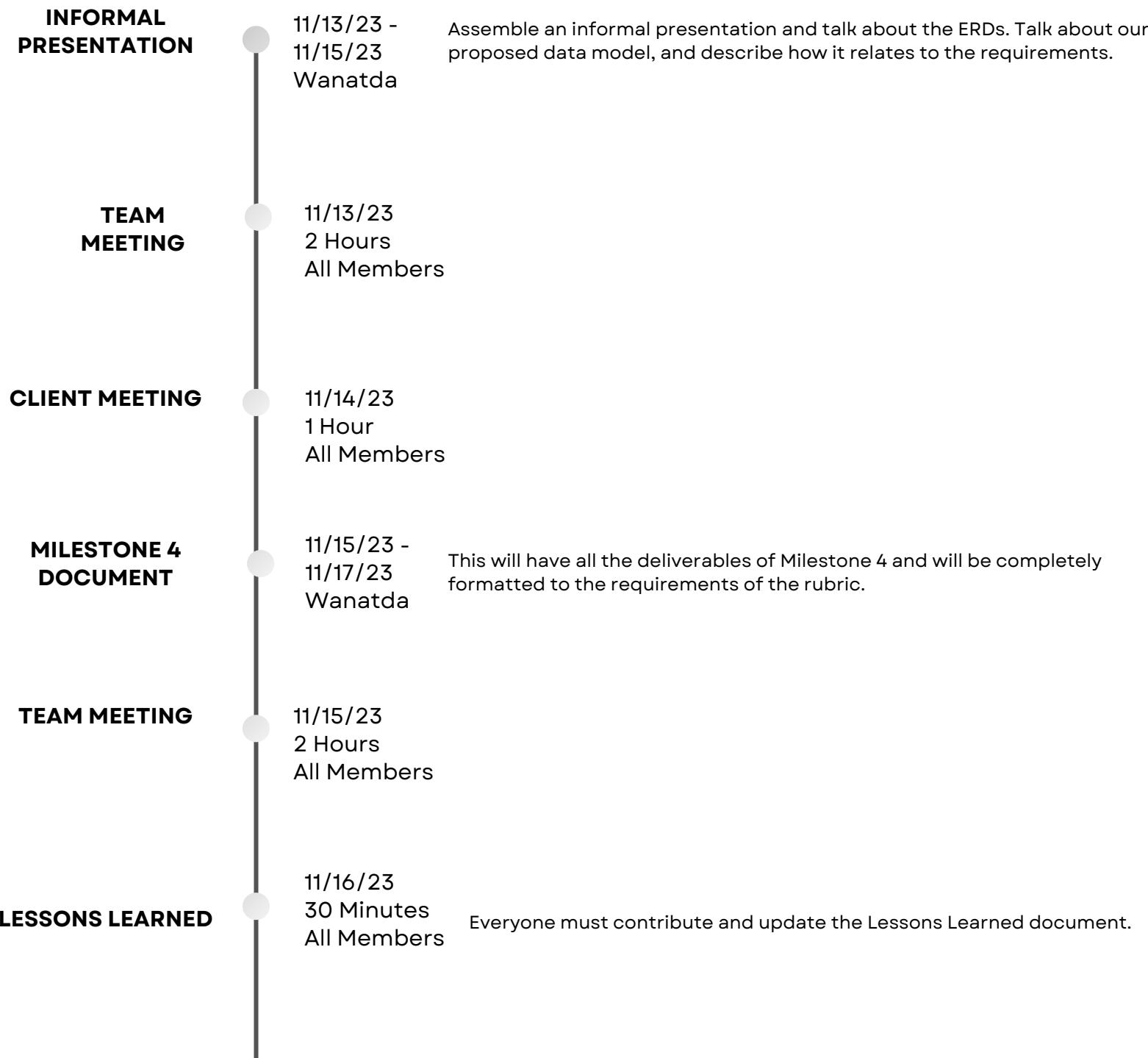
MILESTONE 4

OCTOBER 27, 2023 - NOVEMBER 17, 2023

| | | |
|----------------------------|------------------------------------|---|
| ASSIGN DELIVERABLES | 11/01/23 1 Hour Wanatda | Assigning the deliverables for Milestone 4. Each member will have a deliverable assigned to them, deadlines for each, and what's expected from everyone. |
| TEAM MEETING | 11/06/23 2 Hours All Members | |
| SYSTEM MODELS | 11/10/23 5 Hours Robee | An ERD about the system, and its key attributes and primary relations. Database design and ERD creation. |
| SYSTEM MODELS | 11/10/23 2 Hours Bradley | Describe each business component's role and purpose. |
| SYSTEM MODELS | 11/10/23 4 Hours Nate | Need to create a set of rules so the business can operate properly. These rules will showcase the process, data management, and business components of the system. |
| SYSTEM MODELS | 11/10/23 4 Hours Irah | Essentially a dictionary for our system. It will have detailed descriptions about all the tables and attributes used in our system. Refer to the simple data dictionary template. |
| SYSTEM MODELS | 11/10/23 4 Hours Wanatda | Since there was already an existing system, we will also need to make an ERD based on that system. |

MILESTONE 4

OCTOBER 27, 2023 - NOVEMBER 17, 2023



MILESTONE 5

NOVEMBER 20, 2023 - DECEMBER 07, 2023

TEAM MEETING

11/20/23
2 Hours
All Members

FEASIBILITY ANALYSIS

11/27/23 -
11/29/23
Nate
Test the proposed system and report any findings. Describe any assumptions in your conclusion.

SUMMARY RECOMMENDATION

11/27/23
5 Hours
Irah
Look into any packaged software that was investigated. And compare it to that and MS Access, build vs buy comparison. Pick an option and narrow down why you chose it. Present a proposed system diagram to visually show how the system will operate on that software.

BUDGET

11/27/23
3 Hours
Bradley
Find the cost for the system, consultation charges, software license's, and material costs.

TIMELINE

11/27/23
3 Hours
Robee
Timeline of all Milestones. Can be point form or done in MS Project.

MILESTONE 5 DOCUMENT

11/29/23 -
12/01/23
Wanatda
This will be the final documentation for Milestone 5. It will follow the requirements in the rubric including the lessons learned, and it will have a submission page, and all of the deliverables.

TEAM REVIEW

11/29/23
2 Hours
All Members

MILESTONE 5

NOVEMBER 20, 2023 - DECEMBER 07, 2023

| | | |
|------------------------|---------------------------------------|---|
| LESSONS LEARNED | 11/30/23 30 Minutes All Members | Updating the Lessons Learned document and including previous submissions. |
| CLIENT MEETING | 12/05/23 1 Hour All Members | |
| TEAM MEETING | 12/06/23 2 Hours All Members | |
| TEAM REVIEW | 12/07/23 2 Hours All Members | |

MILESTONE 1-5

JANUARY 03, 2024 - JANUARY 08, 2024

| | | |
|----------------------------------|------------------------------------|--|
| TEAM MEMBERSHIP | 01/03/24 1 Hour Nate | Gathering all the information for the team. Enter the team members name, email address, and role. |
| CLIENT INFORMATION | 01/03/24 1 Hour Robee | Update the client information regarding their name, email, phone, etc. |
| PROJECT SCOPE DEFINITION | 01/03/24 2 Hours Irah | Describe the purpose of the project and functionality using business terms, define areas you are/are not covering. |
| COMMITMENT TO THE PROJECT | 01/03/24 2 Hours Bradley | 1-2 page letter stating what our team will do this semester, re-describe the scope, and confirm any support that our team will provide. Include communication channels. |
| PROJECT TIMELINE | 01/03/24 2 Hours Wanatda | Review the requirements for the semester, and update any time frames for the milestones, presentations, and meetings. Use MS Project to summarize your project timeline. |
| TEAM MEETING | 01/04/23 2 Hours All Members | |
| MILESTONE 1-5 DOCUMENT | 01/06/24 - 01/08/24 Wanatda | This will be the final documentation for the updated Milestone 1-5. It will include all the requirements in the rubric including the lessons learned, submission page, and deliverables. |

MILESTONE 6

JANUARY 08, 2024 - JANUARY 24, 2024

TEAM MEETING

01/08/24
2 Hours
All Members

CLIENT MEETING

01/09/24
1 Hour
All Members

ERD (OR CLASS DIAGRAM)

01/15/24
5 Hours
Robee

Create an ERD or a class diagram of the system and identify key attributes and primary relations. This should be aligned with previous ERD's.

DATA DICTIONARY

11/27/23
3 Hours
Wanatda

Ensure the data dictionary aligns with the ERD (or class diagram).

DATA BACKUP

01/15/24
3 Hours
Irah

Consider backup options. What should be done? How often should backup be done? Who is trained for the procedure?

DATA ARCHIVING

01/15/24
3 Hours
Bradley & Nate

Answer the following questions: Is archiving important for our project? Explain the reasoning. How far back should information be maintained? Where should the material be stored? Consider these questions when doing the deliverable

MILESTONE 6

JANUARY 08, 2024 - JANUARY 24, 2024

LESSONS LEARNED

01/16/23
30 Minutes
All Members

Everyone must update their lessons learned.

TEAM REVIEW

01/16/24
2 Hours
All Members

PRESENTATION

01/18/24 -
01/20/24
Wanatda

MILESTONE 7

JANUARY 29, 2024 - FEBRUARY 07, 2024

TEAM MEETING

01/29/24
2 Hours
All Members

CLIENT MEETING

01/30/24
1 Hour
All Members

USER INTERFACE DESIGN

02/05/24
1 Hour Self-explanatory. Showcase the UX Design of the system.
Bradley

PROCESS DESIGN

02/05/24
4 Hours
Robee

PROCESS DESIGN

02/05/24
2 Hours Create structured charts describing the system. Include a modular, top-down design. Ensure all diagrams are properly formatted and descriptive.
Wanatda

PHYSICAL ARCHITECTURE

02/05/24
3 Hours Identify the hardware and software of the new system. Manual vs automated. Include supporting software that is used. Logical diagram of the architecture is useful*
Nate & Irah

MILESTONE 7

JANUARY 29, 2024 - FEBRUARY 07, 2024

LESSONS LEARNED



02/05/24
30 Minutes
All Members

Everyone must update their lessons learned.

PRESENTATION



02/06/24 -
02/08/24
Wanatda

All slides will have the milestone 7 deliverables. Graphs, clip art, bullet points. Slides will be easy to follow for the audience.

TEAM REVIEW



02/05/24
1 Hour
All Members

TEAM REVIEW



02/07/24
2 Hours
All Members



MILESTONE 8

FEBRUARY 12, 2024 - MARCH 11, 2024

| | |
|------------------------------|---|
| TEAM MEETING | 02/12/24 2 Hours All Members |
| CLIENT MEETING | 01/30/24 1 Hour All Members |
| CODING | 02/19/24 - 03/03/24 Robee Menu Page > Screen Format/Buttons > Formatted Output. Layout Student/Admin Page. E-Signature Feature. |
| CODING | 02/19/24 - 03/03/24 Wanatda ABOUT Screen > Screen Format/Buttons. Layout of the Sign in Page and Employer Page. |
| DATABASE & REPORT | 02/19/24 - 03/03/24 Bradley Addition of forms and information. |
| DATABASE & REPORT | 02/19/24 - 03/03/24 Irah Modifying the forms. CRUD |

MILESTONE 8

FEBRUARY 12, 2024 - MARCH 11, 2024

CLIENT MEETING

02/21/24
1 Hour
All Members

TESTING

02/23/24
Robee
Provide proof of testing (sample material), test the software on our client's computer.

TEAM REVIEW

02/26/24
2 Hours
All Members

TESTING

03/04/24 -
03/05/25
All Members
Pairing up with another team to complete a final test on our software.

LESSONS LEARNED

03/02/24
30 Minutes
All Members
Everyone must update their lessons learned.

CLIENT MEETING

03/04/24
1 Hour
All Members

MILESTONE 8

FEBRUARY 12, 2024 - MARCH 11, 2024

TEAM MEETING

03/07/24
2 Hours
All Members

PRESENTATION

03/11/24 -
03/13/24 Create the presentation of all the deliverables.
Wanatda

MILESTONE 9

MARCH 14, 2024 - MARCH 25, 2024

| | | |
|------------------------------|--|--|
| TRAINING PLAN | 03/14/24 3 Hours Irah | Document stating the training required for the client. Determine the best method to train, schedule for training, and any issues that may arise during the training sessions, etc. |
| TRAINING MATERIAL | 03/14/24 4 Hours Wanatda | Build a binder for the client with a table of contents labelling instructions and documentation standards. Include training modules. |
| TEAM MEETING | 03/18/24 2 Hours All Members | |
| TRAINING ANOTHER TEAM | 03/19/24 2 Hours Bradley & Robee | Self Explanatory. Pair up with another team to review our training methods, prepare feedback forms. |
| TRAINING ANOTHER TEAM | 03/19/24 2 Hours Nate | 1-2 Page Paper highlighting our team's thoughts and any feedback that may have been given to us during the training. |
| LESSONS LEARNED | 03/19/24 30 Minutes All Members | Everyone must update their lessons learned. |

MILESTONE 9

MARCH 14, 2024 - MARCH 25, 2024

PRESENTATION

03/20/24 -
03/22/24
Wanatda
Create the presentation of all the deliverables.

TEAM REVIEW

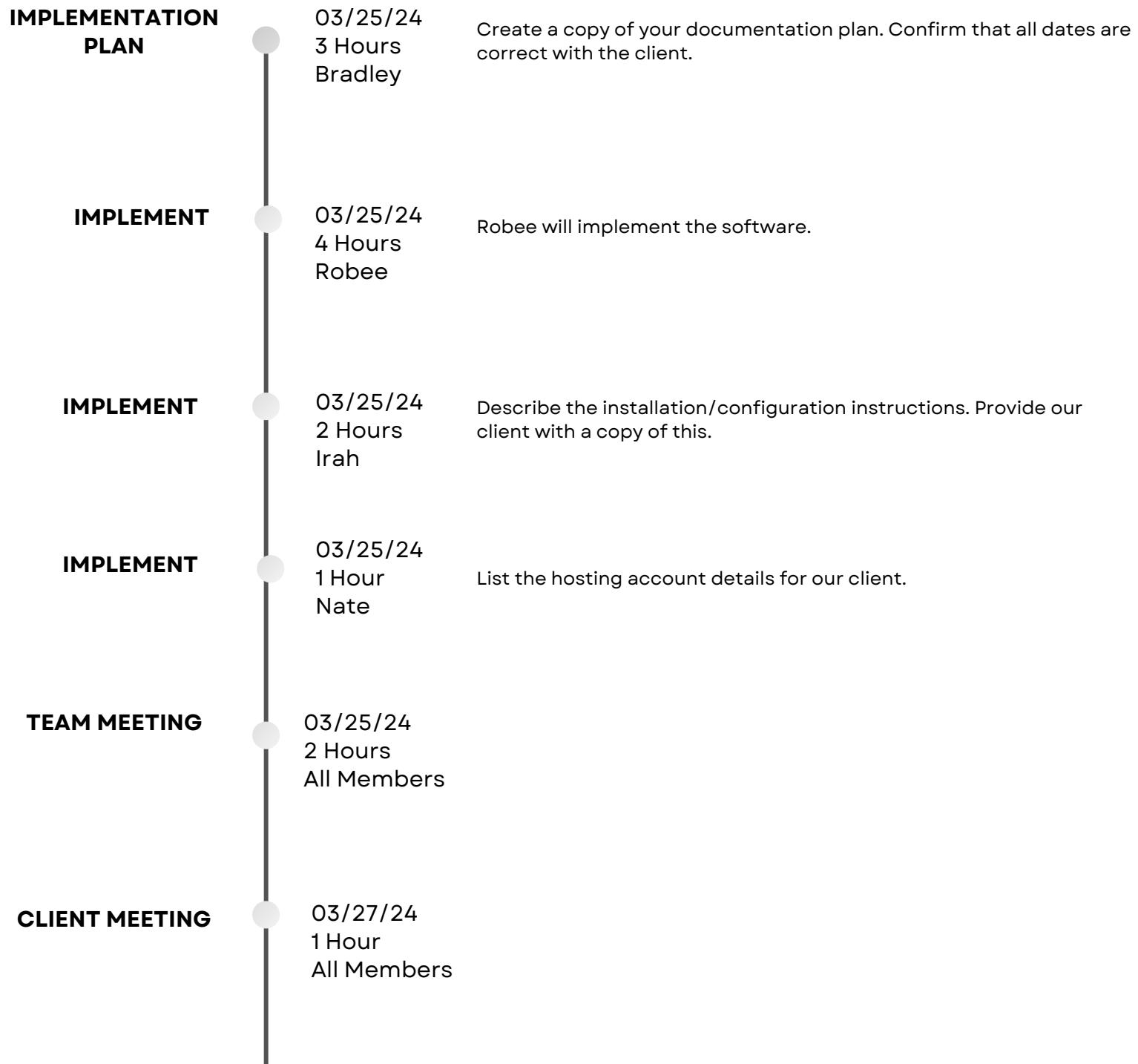
03/20/24
2 Hours
All Members

TEAM MEETING

03/25/24
2 Hours
All Members

MILESTONE 10

MARCH 25, 2024 - APRIL 08, 2024



MILESTONE 10

MARCH 25, 2024 - APRIL 08, 2024

TRAINING

| | | |
|-----------------|--|---|
| | 03/29/24 30 Minutes Bradley & Robee | Train the client on the software. |
| TRAINING | 03/29/24 3 Hours Wanatda | Write a 1-2 page paper discussing how the training went. Explain the process that was followed. |
| LESSONS LEARNED | 03/29/24 30 Minutes All Members | Everyone must update their lessons learned. |
| PRESENTATION | 03/31/24 - 04/02/24 Wanatda | Create the presentation of all the deliverables. |
| TEAM MEETING | 04/04/24 2 Hours All Members | |
| TEAM REVIEW | 04/07/24 2 Hours All Members | |

SYSTEM REQUIREMENTS

These are the technical system requirements that define how the system should be built. System requirements is not limited to hardware and software aspects, but it also caters towards the database design, and integration of the system.

- Server Requirements
- Programming and Development
- Alert System
- Scalability
- Mobile Responsiveness
- Content Managements
- Document Managements



SYSTEM REQUIREMENTS: PROBLEM

Before we begin, it's important to emphasize the problems and opportunities that are associated with the Practicum Management & Tracking project.

We will first begin with stating the problems surrounding our client's business problem.

SYSTEM

The current system in place now is a manual setup which is very tasking and repetitive work

INFORMATION

Having the same information and building off existing things, without cutting essential information.

TRACKING

Having the same information and building off existing things, without cutting essential information.

RESOURCE CONSTRAINTS

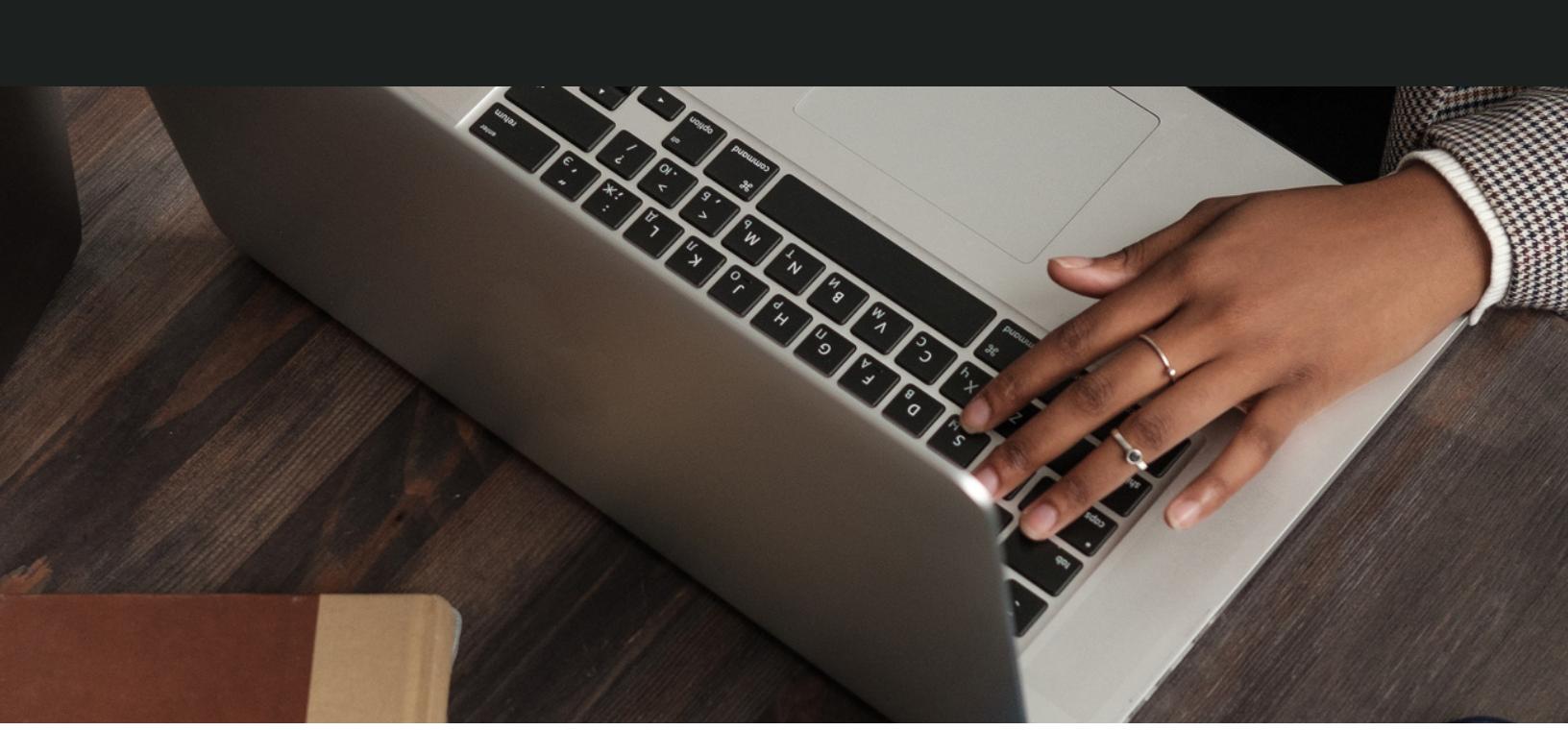
Budget, time, or resource constraints may limit the project's ability to meet all requirements

CONTACT

Lack of communication between the Employer, Students and Admin.

DESIGN SCOPE

Focusing on new implementations for the new system, how large do we make the system, targeting specific functions and features that are useful without making it too tasking to do.



SYSTEM REQUIREMENTS: OPPORTUNITIES

Opportunities focus on the guaranteed benefits that our team will gain from the new system.



FREE REIGN

Our client has given us free reign over the entire project.



UX/UI

We have control on how the system will look and work based off the UX/UI design.

SYSTEM REQUIREMENTS: FUNCTIONAL

Functional requirements are specific features that the system must perform to meet the users needs. It's used to describe the functions and tasks the system will be able to accomplish.

Push notifications for admin to send to students

Alert system for all the forms and agreements

Track progress of hours worked

Verify student email when logging in

SYSTEM REQUIREMENTS: NON-FUNCTIONAL

Non-functional requirements is used to explain the quality and characteristics of the system. Non-functional requirements is not limited to system security, reliability, and scalability.

Website is Easy to Use

Lethbridge College Server Hosting

Reliability

Browser/Mobile Compatibility

User Interface

BUSINESS REQUIREMENTS

Business Requirements refer to the needs and objectives of the business that the system aims to address.

It's the backbone behind the context for the project and its goals.

- Employer, Student, Admin Dashboard Built.
- Students to apply for a job within the system.
- Storage of all the forms and agreements.
- E-signature for the students and employers on the forms and agreements.
- Progressive Web Application.



USER REQUIREMENTS

The User Requirements entail the needs and expectations of the system's users are met.

It's designed to help describe how users will interact with the system and what their output will be.

User requirements includes features like user-friendly interfaces, and accessibility.

- Be a Lethbridge College Student in the CIT program.
- User Role(Employer, Student, Admin).
- Profile Management
- Signing Documents
- User Friendly Design



PROJECT SCOPE: WHAT YOU CAN EXPECT

WEB BASED APPLICATION

Developing a web-based application to track student-employer interactions.

DATABASE

Create a database to store student files, employer information, and agreements.

SECURITY

Ensure the system is accessible and secure.

FORMS

Provide necessary features like practicum posting, student applications, forms submission, and form modifying.



PROJECT SCOPE: NOT EXPECT

Defining the project scope that our team is not reliable for.



COLLEGE SYSTEMS

We are not responsible to integrate this system to other systems within the College, this is only to the practicum course (CIT 2271).

MAINTENANCE

After April of 2024 when the system is fully developed, we are not responsible for the server or hosting maintenance.

LEGALITY

In terms of the legal aspects, Solution Seekers will only follow the standard protection measures of data and nothing more.

TRAINING

Training will be limited to our Client and Admin Users. Other users will be up to the clients discretion.

COMMUNITY MEMBERS

Community members are members who are involved with the Practicum Management & Tracking system. It encompasses management and clerical staff, as well as other people from various departments.

As of now, these are the current members responsible for data entry and querying reports.

| | | |
|----------------|-------------------|--------------------|
| Stephen Graham | Faculty | Lethbridge College |
| Toni Gfrerer | Program Assistant | Lethbridge College |

USER AND ROLES

This is to provide an overview of what features each user can access based on their given role.



| User | Role |
|----------|--|
| Student | <ul style="list-style-type: none">• View their worked hours and timesheets.• Browse job listings.• View their current job details. |
| Employer | <ul style="list-style-type: none">• View their employees (students) and their profiles.• Post job listings. |
| Admin | <ul style="list-style-type: none">• Approve job listings.• Manage features and functionalities.• Monitor and manage users. |

POLICIES

Transitioning from an old process to a new one involves automated data entry, digital forms with e-signatures, and live tracking. These features will certainly impact various aspects of the business, including its policies, people, and the system itself. Let's investigate how these changes might affect each of these areas:

BUSINESS POLICIES

- **Data Security and Privacy Policies:** With the new system, there may be a need to revise or create policies concerning data security and privacy, as digital forms and automated data entry introduce new risks and responsibilities.
- **Document Retention Policies:** As physical forms are phased out, it's important to update document retention policies to reflect the shift towards digital records and e-signatures.
- **Compliance Policies:** Depending on the nature of the business, there might be industry-specific compliance requirements that need to be addressed when implementing the new process.
- **Record-Keeping Policies:** The way records are kept will change with digital records, necessitating updates to record-keeping policies.



SYSTEM POLICIES

User Access and Permissions: Implementing live tracking will require defining user access levels and permissions to ensure that the right people can access the system and data.

Data Back-Up and Recovery Policies: In the event of system failures or data loss, backup and recovery policies should be in place to minimize downtime and data loss.

Data Integrity Policies: With automated data entry, ensuring data accuracy and integrity is crucial, which might necessitate policies for data validation and cleansing.

System Maintenance and Updates: Policies need to be established for regular system maintenance and updates to keep the system running smoothly and securely.

USERS INVOLVED

Policies are used to help determine the types of individuals who will interact with the system.



Training and Onboarding

The people involved in the new process, including employees and users, will need training and onboarding to adapt to the digital environment, e-signatures, and the live tracking system.



Roles and Responsibilities

With the shift to automation, roles and responsibilities may change.

Clear documentation and communication of these changes are essential.



Compliance and Data Security Training

Employees should be educated on the new policies related to data security and compliance to ensure proper procedure.



Change Management

Handle the transition effectively, addressing employee concerns, and ensuring a smooth adoption of the new system.

SYSTEM ITSELF

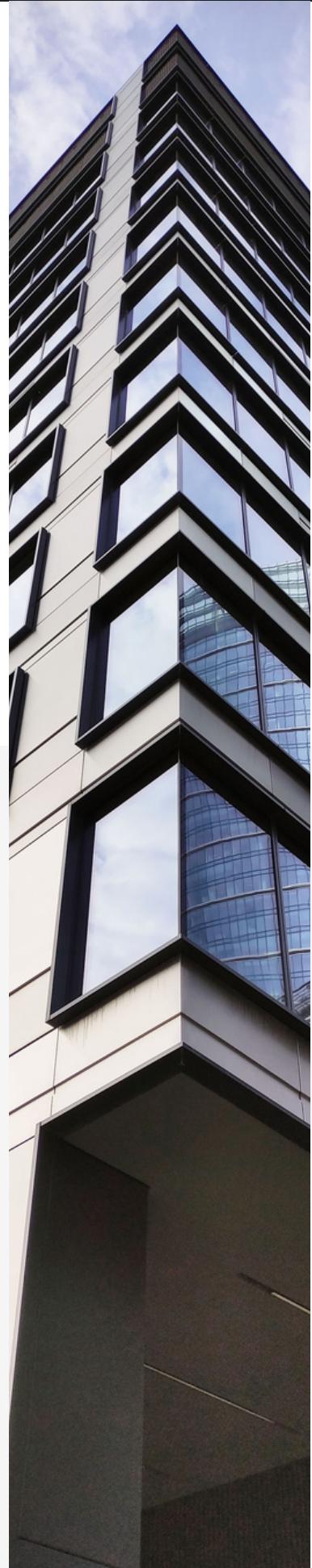
The system itself is the computer system or application that is being implemented for our client. It refers to the existing policies and how it could affect new processes.

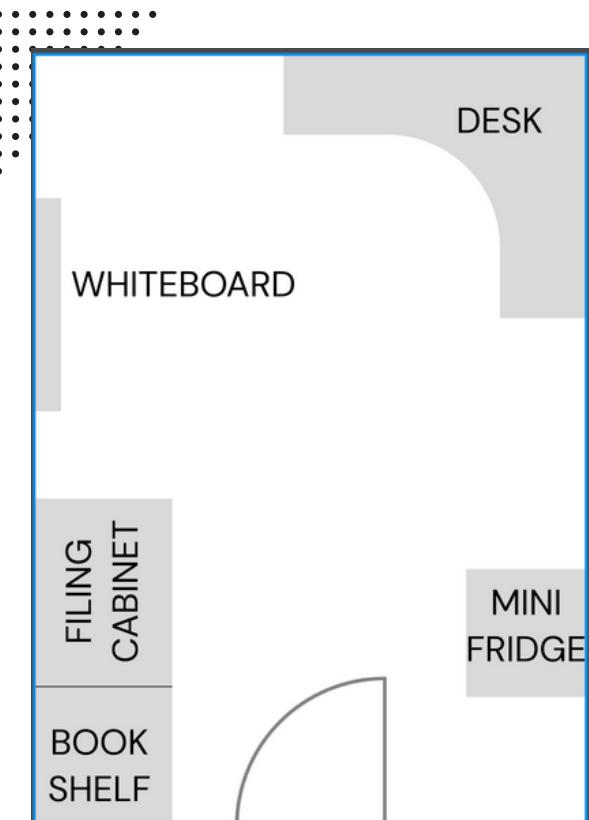
Integration and Compatibility: The new system should be evaluated for integration with existing systems and compatibility with the organization's IT infrastructure.

Scalability and Performance: As more data is processed and stored digitally, the system must be assessed for its ability to scale and maintain performance.

User-Friendliness: User feedback should be considered to make sure that the new system is user-friendly and intuitive for both employees and customers.

Monitoring and Maintenance: The live tracking component will require continuous monitoring and maintenance to ensure it functions without disruptions.





PHYSICAL LAYOUT

Our client's office is located at the **Lethbridge College** in the IB Building.

His room is located on the first floor room: IB1137.

It is an individual office consisting of a paper-based and digital filing system.

The layout of his office will not affect our client's system because there is minimal hardware maintenance, and the system relies on cloud-based storage.

13/10/23

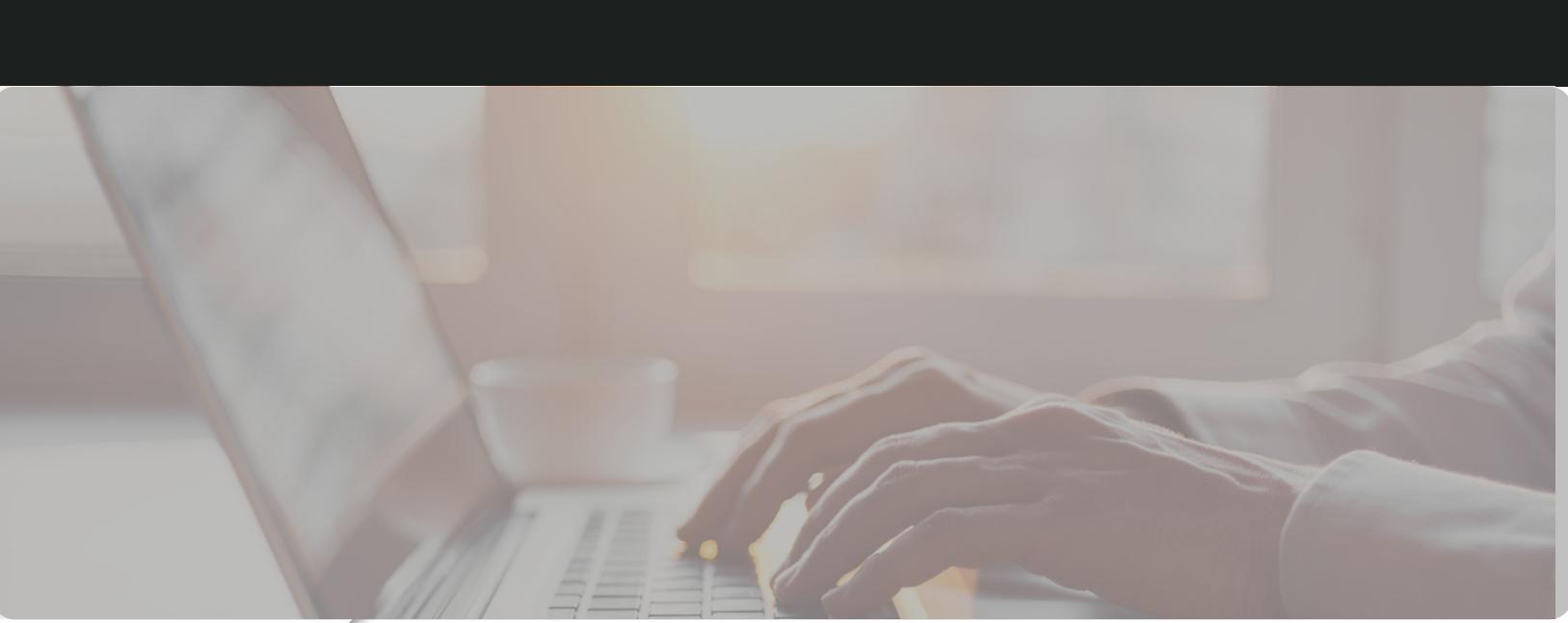
SOLUTION SEEKERS

LESSONS LEARNED

SOLUTION SEEKERS 

P R E P A R E D B Y

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



INTRODUCTION

CANVA

For our documentation we have chosen to use Canva to record all of our Lessons Learned.

Each member will be sent a shared link, from there they will be able to contribute to the document.

Every team member is encouraged to participate.

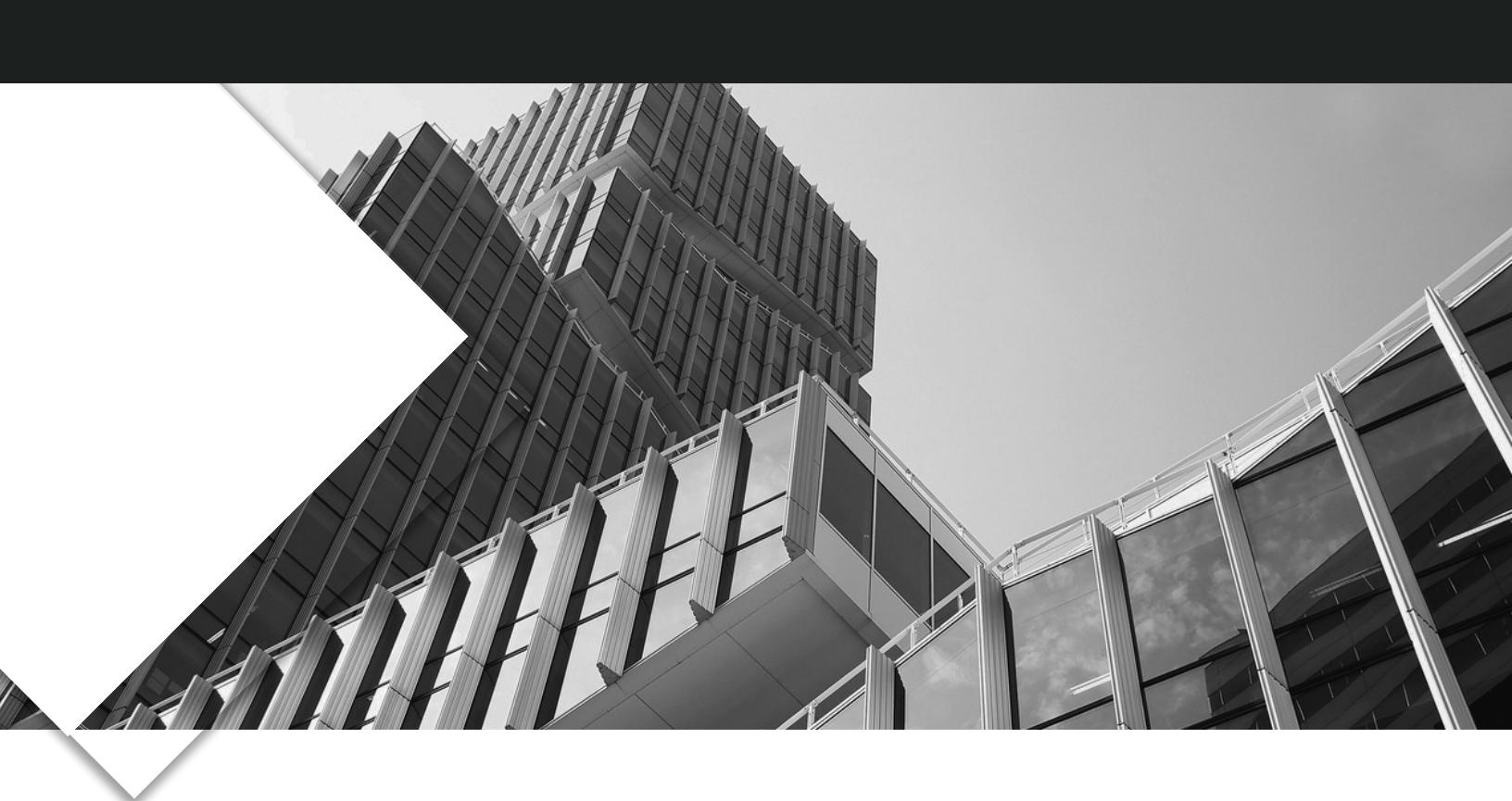


WELCOME

At Solution Seekers, we invite you to view our Lessons Learned document. This document is a reflection of our team's experiences throughout the semester.

Lessons Learned will allow us to identify what went well, and what challenges we faced throughout our project. Ideally we want to avoid repeating mistakes, identify successful practices, as well as improve our overall team work skills.

We realize it's important to collectively learn from our successes and mistakes to ensure a healthy teamwork environment, and serve as a self reflection.



TEAM MEMBERS

2023

STAFF

1

Wanatda Phengphonekeo

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3

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4

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Team Lead

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5

Irah Loreto

Hardware Specialist

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KEY TAKEAWAYS

**For reference, below is a brief and visual description of what the Lessons Learned document will consist of.*



DATE

Each member must enter the date starting in order from DD/MM/YY



ENTERED BY

Enter the name of the group member submitting their Lesson.



MILESTONE

Indicate the Milestone number that the Lesson centres around.



LESSON

Include a brief description of the lesson that was learned in that specific Milestone

SOLUTION SEEKERS

KEY TAKEAWAYS

LESSON TYPE



Imply whether the lesson was an academic, personal, or technical issue. Be sure to keep it short and concise when deciding on the lesson type.

IMPACT



Discuss the impact of the Lesson that was submitted. What was the impact on your team? How has it impacted your personal experience? Feel free to elaborate.



RECOMMENDATION / COMMENTS

Record any key areas that may need to be improved on. Express any growth or achievements. Or perhaps suggest any changes that need to be addressed.

| Date DDMMYYYY | Entered By: | Miles tone | Lesson | Lesson Type | Impact | Recommendation / Comments |
|------------------|-------------|---------------|--------|-------------|--------|------------------------------|
|------------------|-------------|---------------|--------|-------------|--------|------------------------------|

*Template for reference



AVOID REPEATED EXPERIENCES

When a team member describes their experience, here are a few topics to consider to help avoid repetition. Each lesson should be a unique experience of itself.

- Communication
- Time Management
- Client Needs
- Quality Assurance
- Decision-Making
- Adaptability

IMPROVE TEAM PERFORMANCE

As a team, we are committed to incorporating all experiences into our project. This is an ongoing learning experience, and we plan to improve our team performance using methods such as:

- Additional Training: Spending the time to improve any skills in areas that our team needs.
- Time Management: Understanding the importance of deadlines and work contribution.
- Problem-Solving: Addressing concerns in our project early on in order to resolve solutions quickly.
- Effective Communication: Each member showing up and participating with frequent check-ins.



CONCLUSION

Each Milestone will have all team members contributing to the Lessons Learned document.

It's important to follow the template layout for proper procedure. Everyone's experience must be unique, and not a repeat of previous lessons.

Milestones will have new experiences that members may not be familiar with. These could be learning new software, coding languages, or working with unfamiliar charts and graphs.

Altogether we plan to review our lessons and share solutions on issues that need improvement, or achievements that deserve recognition.

We welcome you to follow along on our Lessons Learned journey!



LESSONS LEARNED

| Date DD/MM/YYYY | Entered By: | Milestone | Lesson | Lesson Type | Impact | Recommendation / Comments |
|--------------------|-------------|-----------|--|-----------------------------|---|--|
| 08/10/2023 | Wanatda | 2 | During the 1st Milestone I felt very rushed into completing all the deliverables. But since going into this 2nd one, I've been slowly adapting to the pace of the milestones. I have been trying to get deliverables done as far in advance and I can, but surprisingly I have not been feeling rushed like I did in the 1st Milestone. | Personal Achievement | I realize it's all about time management, which is something I am not necessarily bad at, but when it comes to GROUP time management, I've found ways to manage it a little bit better so that I'm not stressed. It's different when it's a group project and you have to rely on others for their part, as well as deliver yours in a timely matter. | Adopting better time management skills. Staying on track of Milestone deadlines. |
| 10/10/2023 | Brad | 2 | Throughout milestone one I found it very valuable to schedule group meetings all the time and just get working. It doesn't matter how much time your group mates have, as long as the work is getting done and we all understand the material that's all that matters. Work just needs to get done and I'd much rather be ahead of other groups then waiting for everyone to be available. | Delegation & Meeting Length | Within our 4th meeting we did double the work completed in the 3 meetings prior. This was a result of delegating tasks and meeting for longer periods of time and having group members come and go. | |
| 10/10/2023 | Robee | 2 | For milestone 2, I learned how to use MS Project for managing tasks and deliverables. Additional effort was needed to read the documentation and search the web on how to navigate and use it properly. Before, I thought Agile is just Scrum and Kanban but understanding other Agile methodologies to decide which one to use for our project was essential. | Technical | I am optimistic that our team can make improved recommendations. Become more organized individually and as a team with our project management with these tools and knowledge at hand. | Read documentations. Spend time to learn how to navigate new tools. |
| 10/10/2023 | Nate | 2 | During milestone one i shortly realized that having a schedule and organized plan with everyone in the group was a must and it made it a lot easier to keep track of everything and know what everyone is working on and completed. | Technical | Having a clear schedule and plan helps the group work better together and get things done faster. It also makes sure everyone knows their job and does it well. | Have a calendar and a list for to dos and priorities list for tasks. |
| 10/10/2023 | Irah | 2 | Lesson learned for Milestone 2 on what I have learned is that scheduling my working times to finish projects and assignments is very important. Same goes for Milestone 1. There was some days cramming in work for 10 hours made it easier if I just spread it out and did some things at better times. As well I got to understand more in depth on what my group is good at and what I can contribute to continuing our work. | Technical & Planning | The importance of effective time management and spreading out work over time to reduce stress and improve productivity. Additionally, gaining a better understanding of individual strengths within the group has enhanced collaboration and project contributions. | |

THANK YOU

October 15, 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