



MILESTONE 7

SOLUTION SEEKERS



TABLE OF CONTENTS

Team Introduction	<u>4</u>
Client Introduction	<u>5</u>
Milestone Overview	<u>6</u>
Physical DFD	<u>7</u>
Structure Charts	<u>24</u>
Navigation Map	<u>37</u>
Program Specification	<u>39</u>
Physical Architecture	<u>55</u>

TABLE OF CONTENTS

User Interface	<u>64</u>
Client Sinage	<u>88</u>
Lessons Learned	<u>96</u>

MEET OUR MEMBERS



BRADLEY PIKE

FRONT END DEVELOPER &
CONTACT REPRESENTATIVE

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.

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ROBEE LOU DIAZ

BACK END DEVELOPER LEAD

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.

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IRAH LORETO

HARDWARE SPECIALIST

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

Irah.Loreto@lethbridgecollege.ca



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.

Nathan.Lapointe@lethbridgecollege.ca



WANATDA PHENGPHONEKEO

DOCUMENTATION LEAD

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

Wanatda.Phengphonekeo@lethbridgecollege.ca

Stephen Graham is our client.

He is a long time instructor at the Lethbridge College who teaches courses for the Computer Information Technology program.

More specifically, he is in charge of managing the practicum program for his students in the CIT 2271 – Field Work course.

Stephen's Business involves connecting students with employers for co-op work experiences, managing agreement forms, timesheets, and self evaluations.

Our team, Solution Seekers, have been given the opportunity to work closely with Stephen to develop a practicum tracking system tailored to his business needs.



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403-320-3200 ext. 5794

MILESTONE 7 OVERVIEW

Welcome to Milestone 7

This is where our team focused on the Technical Design of our clients' system. Meaning we dealt with the user interface navigation, ensuring good input and output design, and establishing the system's physical architecture.

Here is a brief overview of some other things you can expect to find throughout this document:

- **User Interface Design:** Design of screen layouts and user interactions.
- **Process Design:** Includes Physical Data Flow Diagrams, Program structure charts, and a Detailed Specifications Sheet for Processes.
- **Physical Architecture:** Definition of the hardware, software, network resources, and other components needed for the system.
- **Lessons Learned Update:** Reflection of lessons learned up to this milestone.

PROCESS DESIGN: PHYSICAL DATA FLOW DIAGRAM

We plan to showcase the different levels of data flow and how it interacts with the system.

Level 0 (Context Diagram)

High level overview of the system with single processes interacting with the entities (student, employer, and instructor).

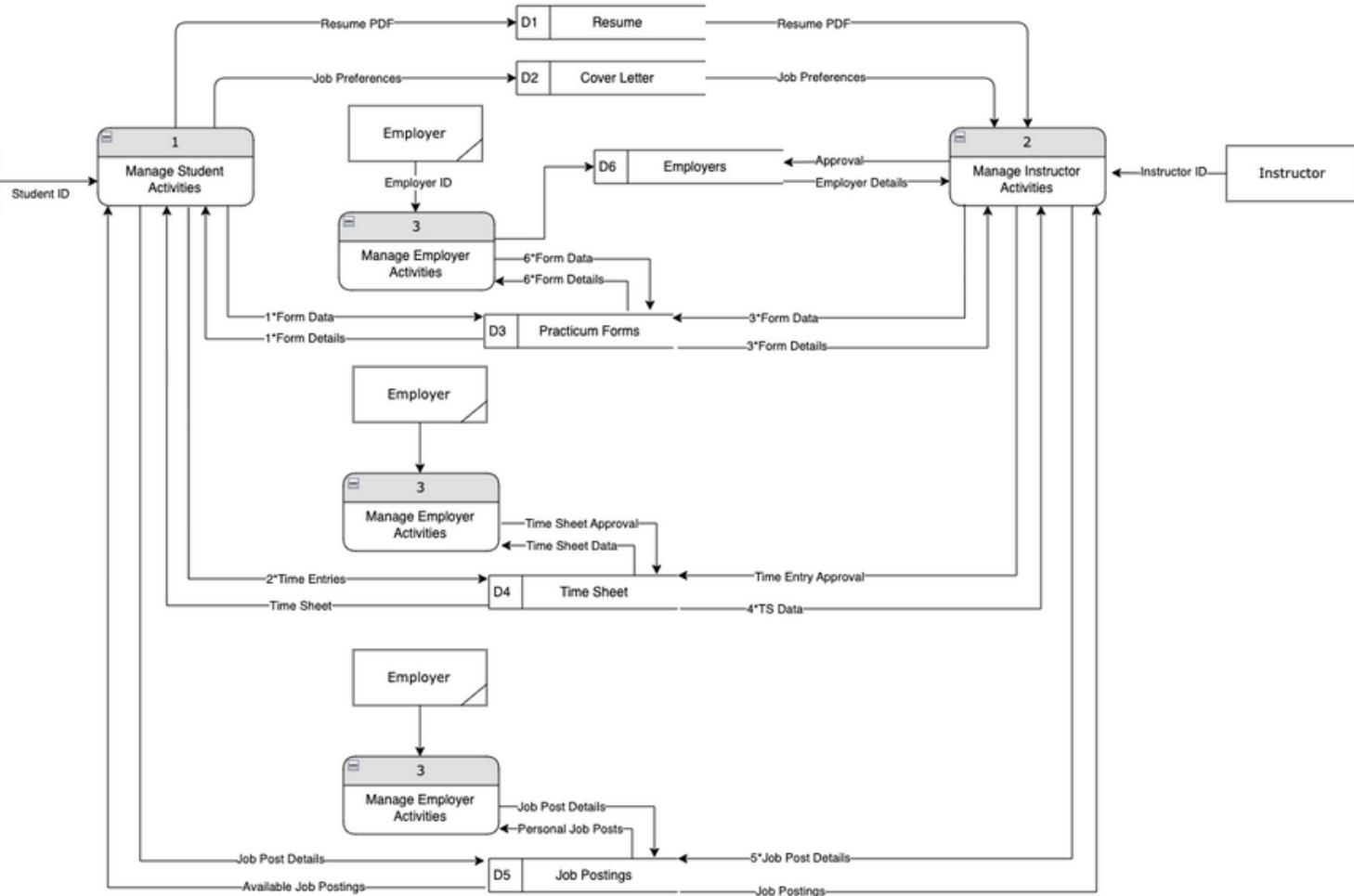
Level 1

Breaks down the Level 0 main processes into sub-processes. There is more detail on how the system operates.

Level 2

Dives deeper into one of the sub-processes from Level 1, diving into more specific detail.

LEVEL 0



Manage Student Activities: Covers processes related to student resumes, cover letter job preferences, interaction with the practicum forms, time sheet, and job postings.

Manage Employer Activities: Highlights all employer engagements with forms, time sheets, and job postings. More specifically time sheet approval, and job posting details.

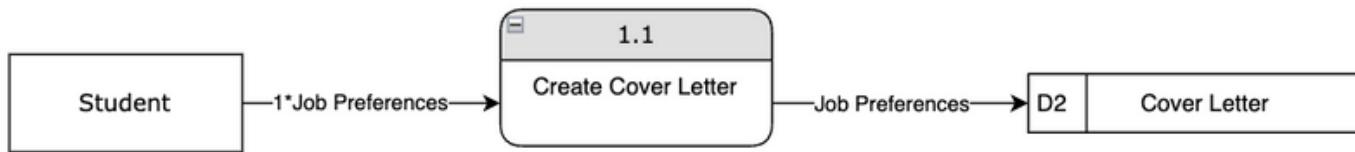
Manage Instructor Activities: Shows the instructor's interaction with viewing resumes, cover letter, new/previous employer details, as well as their privileges with CRUD(ing) practicum form data, time sheets, and job postings.

Footnotes:

- (1) Form A, B, FOIP, ID
- (2) Clock in, Clock out, Description, Date
- (3) Form A, B, C, D, FOIP, ID, Exit Interview
- (4) Collection of Time Entries (Clock in/Clock out, Total hours, Date, Desc)
- (5) Job Title, Description, Contact
- (6) Form A, B, C, D (100/200 Hour Evaluation Review)

LEVEL 1: STUDENT

Level 1 Student: Cover Letter Process



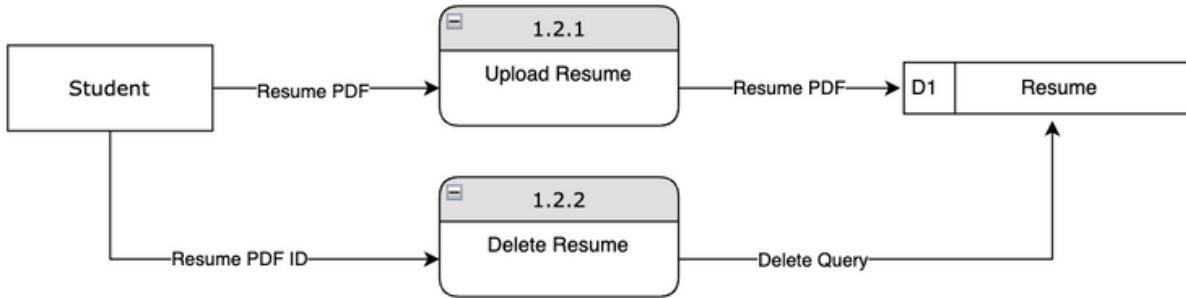
Entity "Student": Initiates the creation of a cover letter.

Process "Create Cover Letter" (1.1): The student inputs their job preferences which are used to create a personalized cover letter.

Data Store "Cover Letter" (D2): The final cover letter is stored here after being created.

(1) Job Preference Data: Tags/Preferences for preferred type of work

Level 1 Student: Resume Process



Entity "Student": Interacts with the system to upload their resume or delete an existing one.

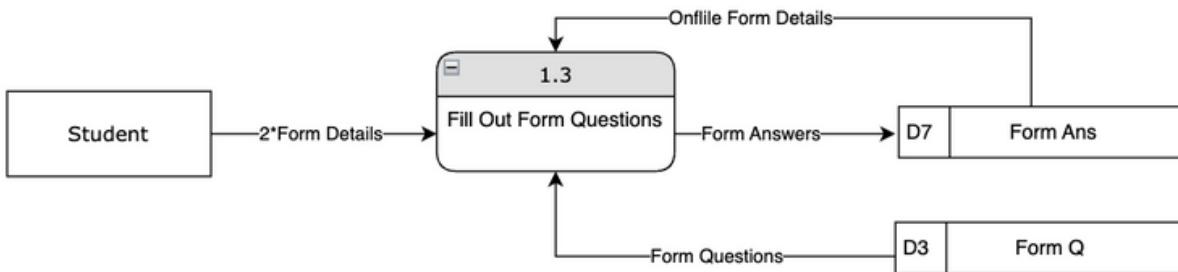
Process "Upload Resume" (1.2.1): Allows the student to upload a PDF version of their resume into the system.

Data Store "Resume" (D1): Where the uploaded resume PDF is stored.

Process "Delete Resume" (1.2.2): Provides the functionality for a student to delete their resume.

Data Flow "Delete Query": From "Delete Resume" to "Resume", instructing the system to remove the specified resume

Level 1 Student: Filling Out Practicum Form Process



Entity "Student": The process of filling out a form.

Process "Fill Out Form Questions" (1.3): This is where the student inputs their answers to the form's questions.

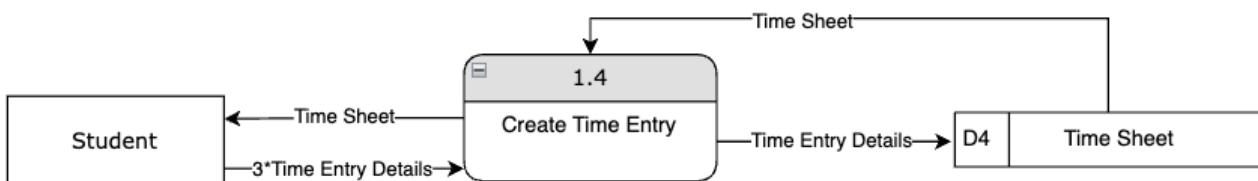
- Data Flow "Form Details": The details needed to fill out the form.
- Data Flow "Form Questions": Represents the actual questions for the student to answer.

Data Store "Form Q" (D3): A repository where the form questions are stored.

Data Store "Form Ans" (D7): Where the students' form answers are saved.

- Data Flow "Form Answers": Represents the student's completed answers being stored.

Level 1 Student: Time Entry Process



Entity "Student": Student provides details for a time entry.

Process "Create Time Entry" (1.4): The system "creates" a time entry from the input by the student.

Data Flow "Time Entry Details": Information regarding hours worked, job activity, and dates from the student to the process.

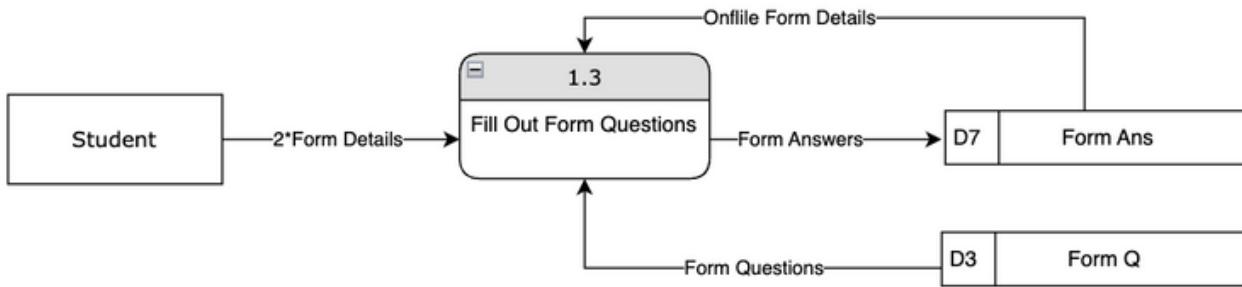
Data Store "Time Sheet" (D4): Holds the record of all time entries made by the student.

- **Data Flow "Time Sheet":** Represents the saved time entry details being stored in "Time Sheet".

(2) Forms: A, B, C, D, FOIP, ID

(3) Time Entry Details: Clock in, Clock Out, Description, Date.

Level 1 Student: Filling Out Practicum Form Process



Entity "Student": The process of filling out a form.

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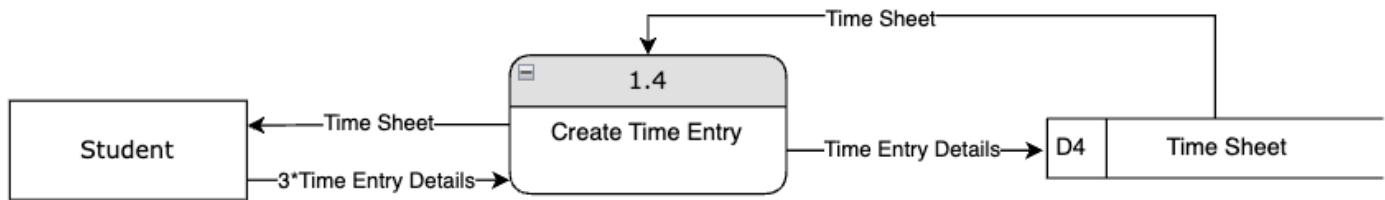
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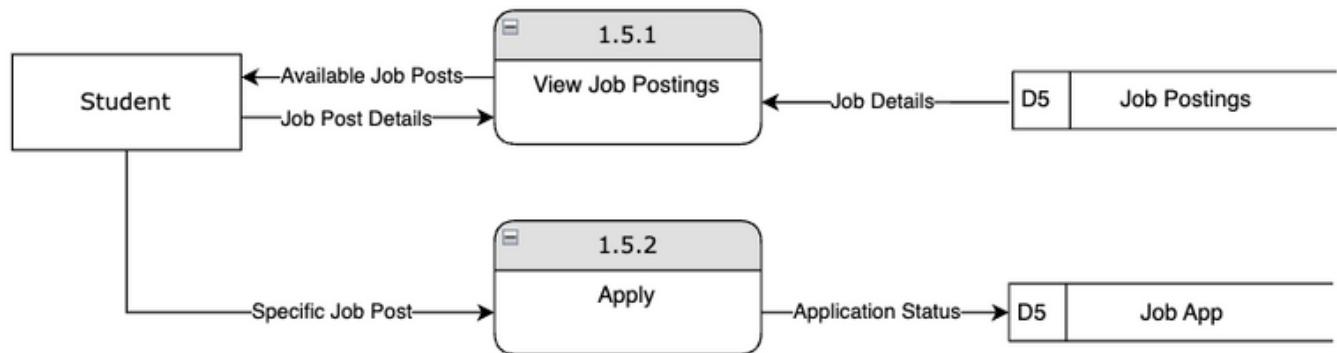
Data Flow "Time Entry Details": Information regarding hours worked, job activity, and dates from the student to the process.

Data Store "Time Sheet" (D4): Holds the record of all time entries made by the student.

- **Data Flow "Time Sheet":** Represents the saved time entry details being stored in "Time Sheet".

(3) Time Entry Details: Clock in, Clock Out, Description, Date.

Level 1 Student: Job Posting Process



Process "View Job Postings" (1.5.1): This process involves the student viewing available job postings.

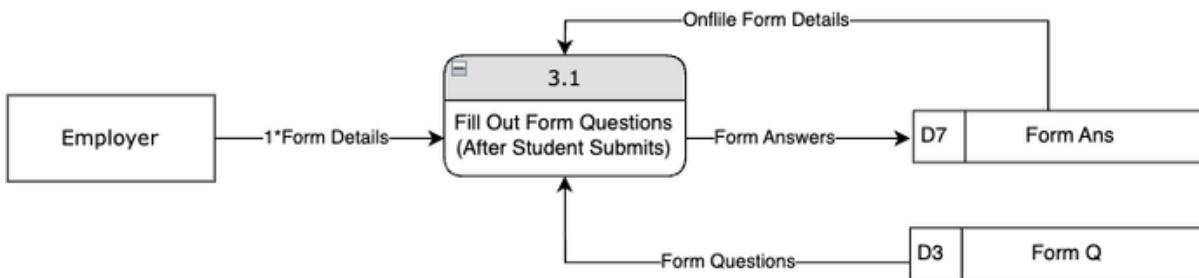
- Data Flow "Job Post Details": Details of the job postings from the student to the process.
- Data Store "Job Postings" (D5): Stores the details of job postings.
- Data Flow "Available Job Posts": Sends details of available job postings back to the student.

Process "Apply" (1.5.2): Here the student applies to a specific job posting.

- Data Flow "Specific Job Post": Student selects a specific job posting.
- Data Store "Job App" (D5): Holds the students' application and their status of whether they applied to that posting.
- Data Flow "Application Status": Outputs the status of the application to the student after they have applied.

LEVEL 1: EMPLOYER

Level 1 Employer: Practicum Form Process



Entity "Employer": Employer interacts with the system to fill out any additional details on forms that students have submitted.

Process "Fill Out Form Questions (After Student Submits)" (3.1): This process is where the employer adds their information to the submitted student form.

- Data Flow "Form Details": Information entered by the employer.
- Data Flow "On File Form Details": Represents the details entered by the employer being recorded.

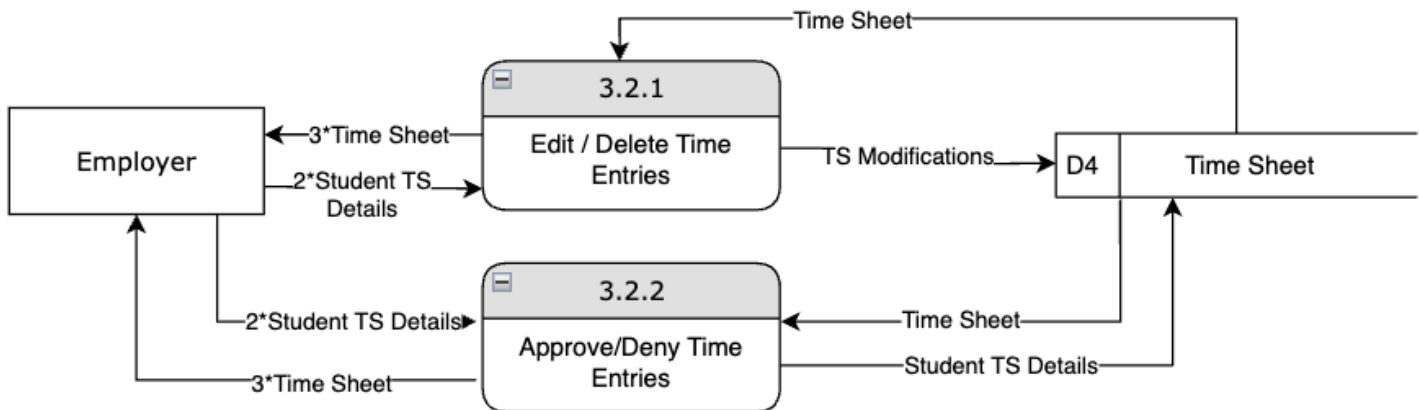
Data Store "Form Q" (D3): Contains the questions that are on the form.

Data Store "Form Ans" (D7): Completed form answers are stored.

- Data Flow "Form Answers": Completed form details that are stored after the employer fills out their part.

(1) Answers for the form to the process then saved to the Form Ans Database.

Level 1 Employer: Time Sheet Process



Entity "Employer": Employer interacts with the submitted student time sheets.

Process "Edit/Delete Time Entries (After Student Submits)" (3.2.1): This process is where the employer can edit/delete time entries (RUD).

- Data Flow "TS Modifications": Any changes that the employer makes to the time entries are stored in the Time Sheet data store.
- Data Flow "Time Sheet": Allows for the Employer to view the Time Sheet details.

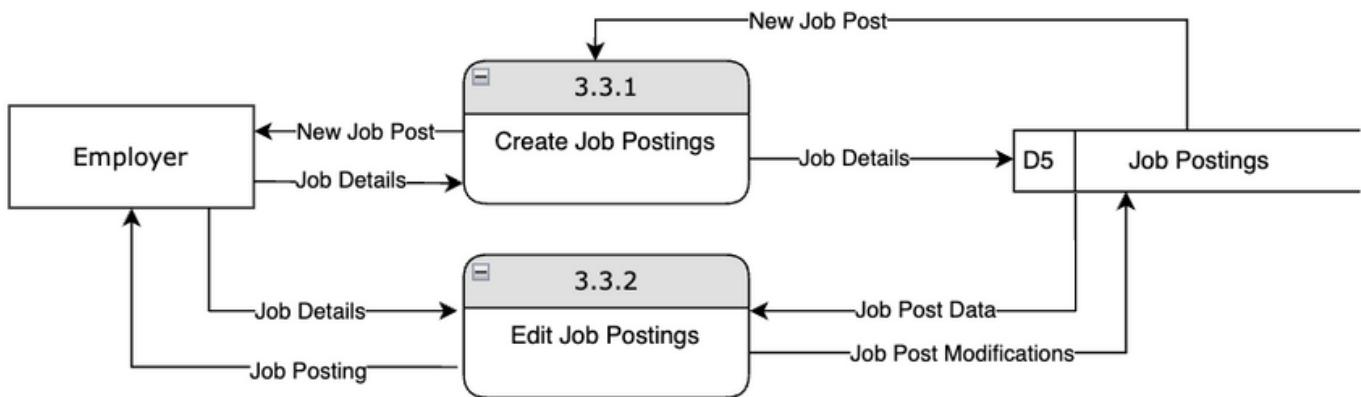
Data Store "Time Sheet" (D4): Stores all Time Sheets.

Process "Approve/Deny Time Entries" (3.2.2): This process is where the employer can make the decision to approve/deny submitted student time entries.

(2) TS Details: Clock out, Clock in, Description, Date.

(3) Returns timesheet to employer for displaying

Level 1 Employer: Job Posting Process



Entity "Employer": Employer interacts with the Job Postings.

Process "Create Job Postings" (3.3.1): This process is where the employers can create Job Postings.

- Data Flow "Job Details": Employers will have details regarding a job posting.
- Data Flow "New Job Post": A job post is displayed to the Employer.

Data Store "Job Postings" (D5): Stores all Job Postings.

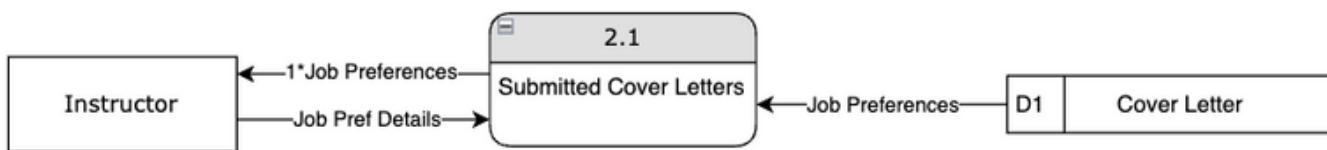
Process "Edit Job Postings" (3.3.2): This process is where the employer can edit their own job postings.

- Data Flow "Job Details": The Job Post ID the employer created.
- Data Flow "Job Post Modifications": The changes that the employer makes to the job post is stored into the Data Store.
- Data Flow "Job Posting": Displays the Job Posting back to the employer.

*Employers can only view their own job postings that they create.

LEVEL 1: INSTRUCTOR

Level 1 Instructor: (Submitted) Cover Letter Process



Entity "Instructor": Represents the Instructor interacting with the Cover Letters.

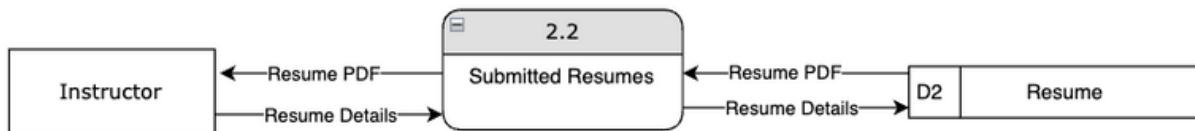
- Data Flow "Job Pref Details": These are the details about the job preferences, which are being sent from the Instructor to the "Submitted Cover Letters" process.

Submitted Cover Letters (2.1): Instructor can view the submitted cover letters from the

Data Store "Cover Letter" (D1): All submitted cover letters are stored here.

- Data Flow "Job Preferences": Represents the preferences being processed and displayed to the Instructor.

Level 1 Instructor: Resumes Process



Entity "Instructor": Instructor views resume pdf.

- Data Flow "Resume Details": Information about a resume that the Instructor submits to the system.

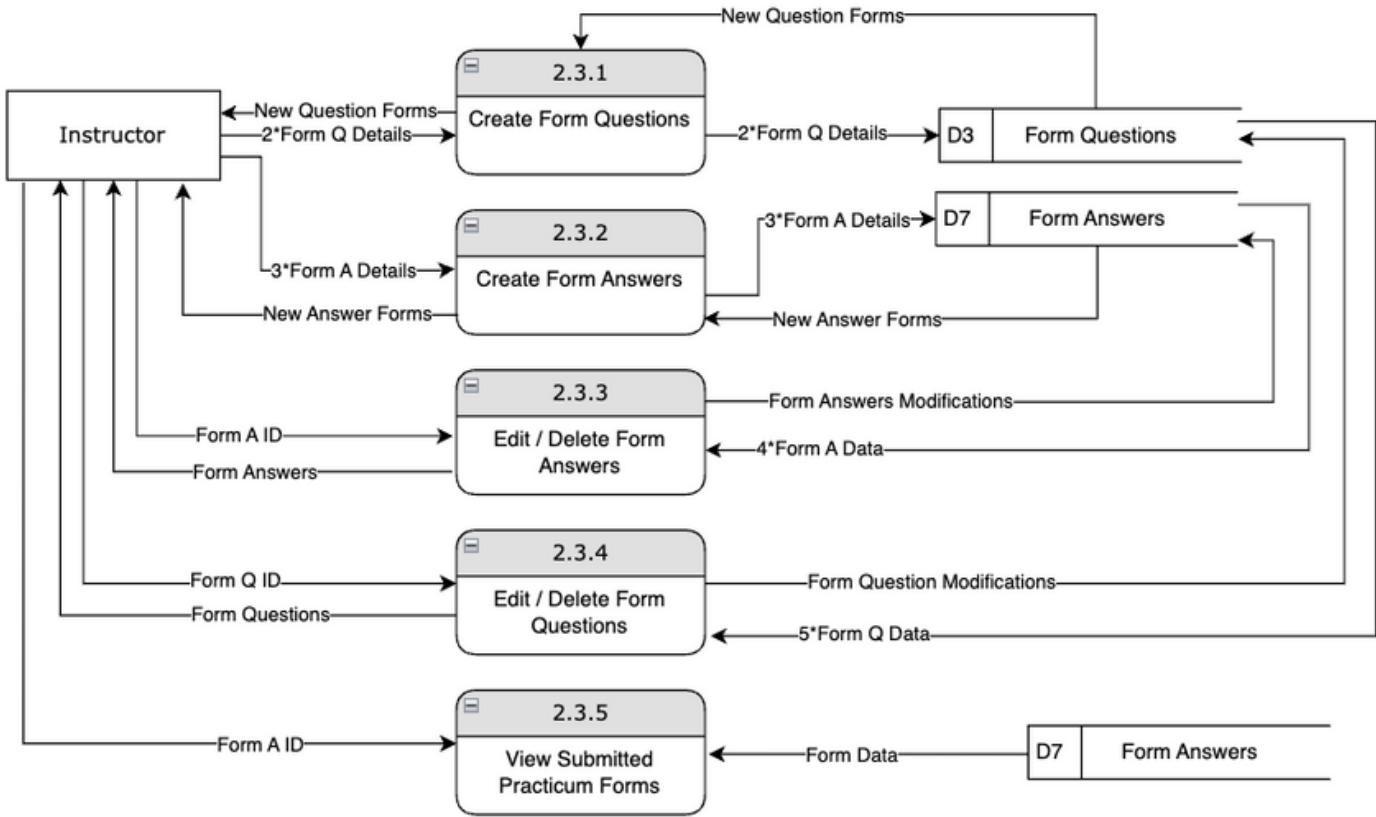
Process "View Submitted Resumes (2.2)": Viewing submitted resume pdfs.

- Data Flow "Resume PDF": Resume PDF is displayed output.

Data Store "D2 Resume": The storage where the completed resumes are in PDF format.

(1) Job Preferences: Tags/Preferences for the type of work

Level 1 Instructor: Practicum Form Process



Entity "Instructor": The Instructor interacts with the system to manage practicum forms. Including the questions and answers related to forms.

Process "Create Form Questions (2.3.1)": This process involves creating new form questions based on details provided by the Instructor.

Process "Create Form Answers (2.3.2)": This process involves creating answers for the forms.

Process "Edit / Delete Form Answers (2.3.3)": This process is the changes of RUD forms.

- Data Flow "Form Answers Modifications": Represents the modifications that the Instructor has made to the Form Answers.

Process "Edit / Delete Form Questions (2.3.4)": This process allows for modification or removal of form questions.

Process "View Submitted Practicum Forms (2.3.5)": Viewing completed forms.

Data Store "Form Questions" (D3): Stores form questions.

- Data Flow "New Question Forms": Newly created or updated form questions that are being stored.

Data Store "Form Answers" (D7): Stores form answers.

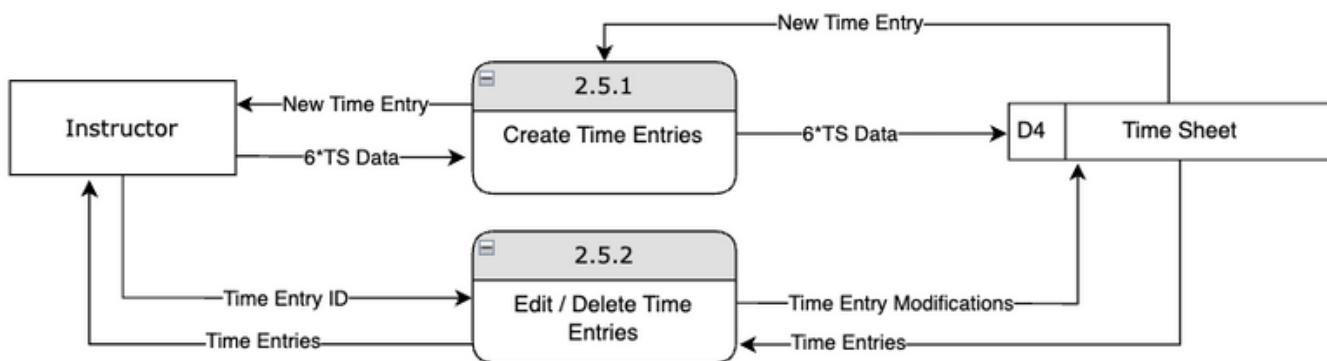
(2) Form Q Details: Form Questions from the Forms (Form A, B, C, D, etc.)

(3) Form A Details: Answers for the soon to be completed forms

(4) Form A Data: Form answers from the DB to Process

(5) Form Q Data: Form Questions from the DB to Process

Level 1 Instructor: Time Sheet Process



Entity "Instructor": Instructor interacts with time sheet entries.

- Data Flow "New Time Entry": Instructor viewing a time entry that they've created.
- Data Flow "Time Entries": Existing time entries that may need to be reviewed.

Process "Create Time Entries (2.5.1)": The system process where new time entries are created.

- Data Flow "TS Data": Represents the time sheet data that is processed to create new time entries.

Process "Edit/Delete Time Entries (2.5.2)": The system process where existing time entries are modified or deleted.

- Data Flow "Time Entry Modifications": Specific changes or deletions to the time entries.

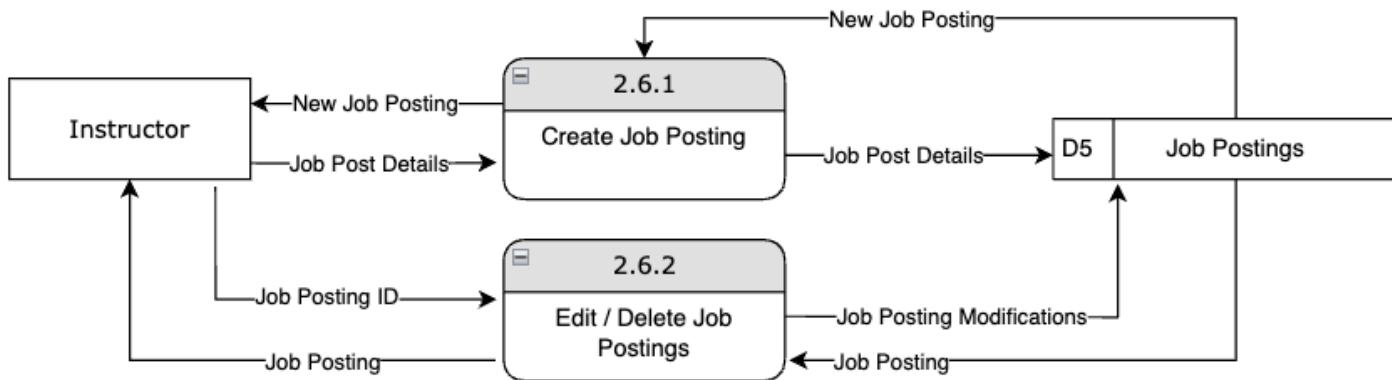
Data Store "Time Sheet" (D4): Storage where time entry data is recorded and stored.

- Data Flow "Time Entries": The finalized time entries that are retrieved for editing.

(6) TS Data: Clock in, Clock Out, Description, Date.

Employee Name:
Identification #:

Level 1 Instructor: Job Posting Process



Entity "Instructor": Instructor interacts with Job Posting activities.

- Data Flow "New Job Posting": Instructor can view their newly created job posting in the system.
- Data Flow "Job Posting": Represents existing job postings that may be reviewed, updated, or deleted.

Process "Create Job Posting (2.6.1)": This is where new job postings are created based on the details that the Instructor provides.

- Data Flow "Job Post Details": Detailed information that defines a new job posting.

Process "Edit/Delete Job Postings (2.6.2)": This process allows for the RUD of existing job postings.

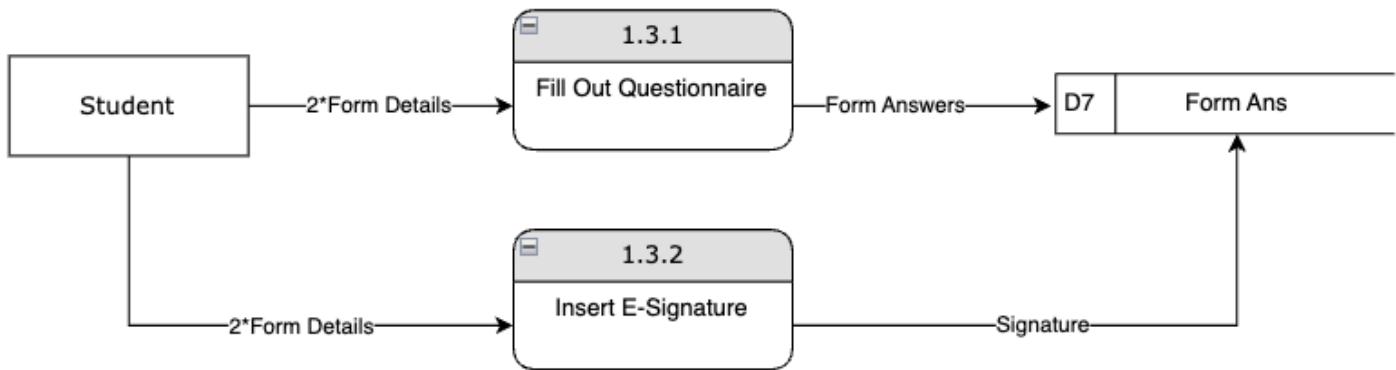
- Data Flow "Job Posting Modifications": Specific changes made to the job postings.

Data Store "Job Postings" (D5): Storage of job postings.

- Data Flow "Job Posting": The finalized job postings that are stored or retrieved for editing.

LEVEL 2: STUDENT

Level 2 Student: Filling Out Practicum Form



Entity "Student": The student provides additional information required for the practicum form.

- Data Flow "Form Details": The specific responses the student inputs into the form.

Process "Fill Out Questionnaire (1.3.1)": The process where the student inputs their answers to the questionnaire.

- Data Flow "Form Answers": The answers that the student has provided when filling out the practicum form.

Process "Insert E-Signature (1.3.2)": After completing the questionnaire, the student inserts an electronic signature to validate the form.

- Data Flow "Signature": The electronic signature of the student.

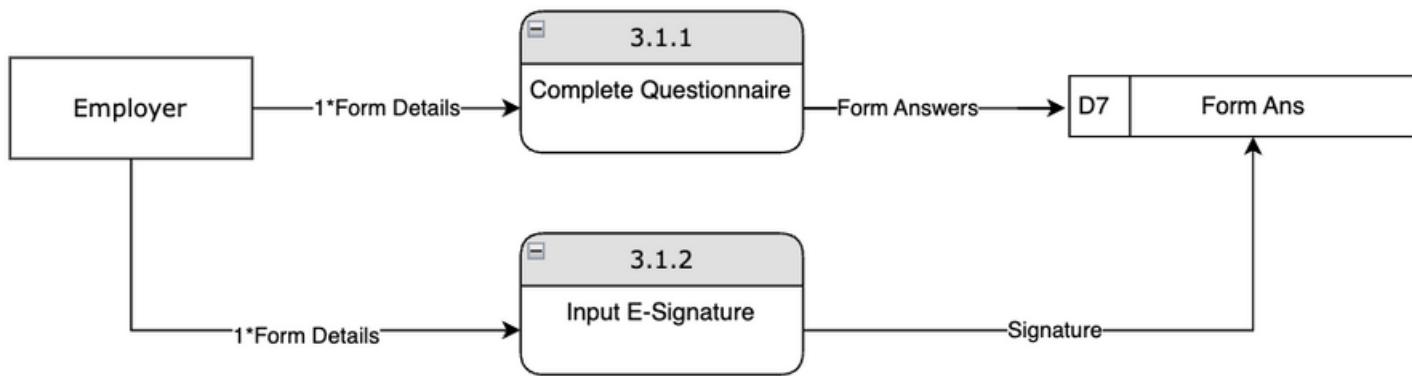
Data Store "D7 Form Ans": Where completed form answers are stored.

- Data Flow "Form Answers": The finalized answers and student's e-signature are stored here.

(2) Questions from Forms: A, B, C, D, FOIP, ID, etc.

LEVEL 2: EMPLOYER

Level 2 Employer: Filling Out Practicum Form Process



Entity "Employer": Employer provides detailed information required for the practicum form.

- Data Flow "Form Details": The specific responses the employer inputs into the form.

Process "Complete Questionnaire (3.1.1)": This process involves the employer filling out the questionnaire that the Student has submitted to them.

- Data Flow "Form Answers": The answers from the questionnaire completed by the employer.

Process "Input E-Signature (3.1.2)": After the questionnaire is filled out, the employer inputs an electronic signature.

- Data Flow "Signature": The electronic signature.

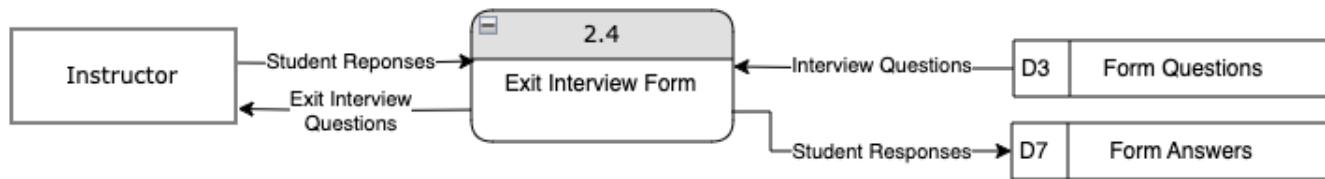
Data Store "Form Ans" (D7): Storage of completed form answers, along with the employer's e-signature.

- Data Flow "Form Answers": The finalized form answers that are retrieved from or stored.

(1) Answers for the form to the process then saved to DB

LEVEL 2: INSTRUCTOR

Level 2 Instructor: Exit Interview Form Process



Entity "Instructor": Instructor interacts with both the exit interview form, questions, and student responses.

- Data Flow "Student Responses": Represents the collected responses from students.
- Data Flow "Exit Interview Questions": Represents the questions the questions on the Exit Interview Form.

Process "Exit Interview Form (2.4)": Instructor manages the exit interview form process.

Data Store "D3 Form Questions": Storage of the set of questions used in the exit interview form.

- Data Flow "Interview Questions": Updated interview questions retrieved from the Data Store.

Data Store "D7 Form Answers": Storage of responses provided by the students from the exit interview form.

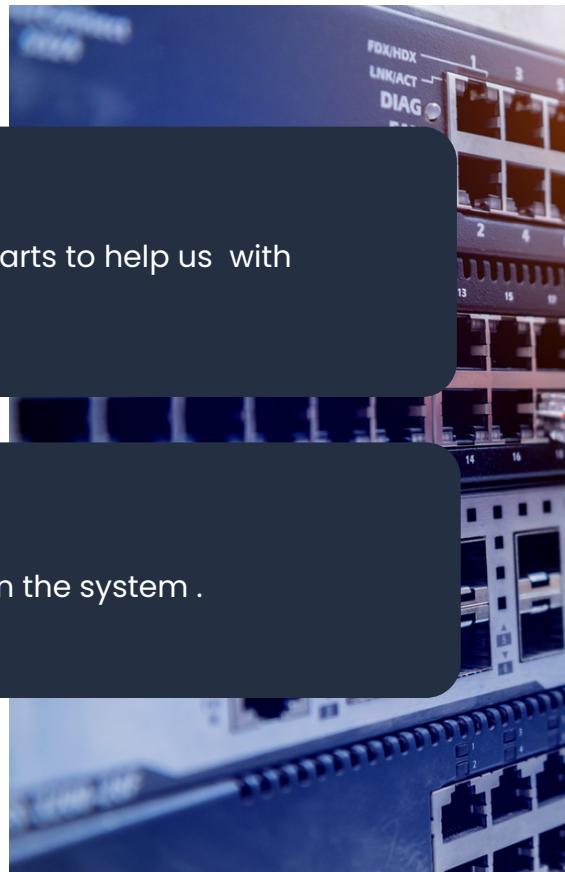
- Data Flow "Student Responses": Finalized student responses that are retrieved from or stored into the data store.

PROCESS DESIGN: PROGRAM STRUCTURE CHARTS

We use program structure charts to help us visually represent the modular structure of the program.

Design

During the design phase, we will utilize these structure charts to help us with the hierarchy relationships



Modularity

Having a module design is super useful for breaking down the system .

Manage Student Job Posting

Fetch Timesheet (1.2.2.1)

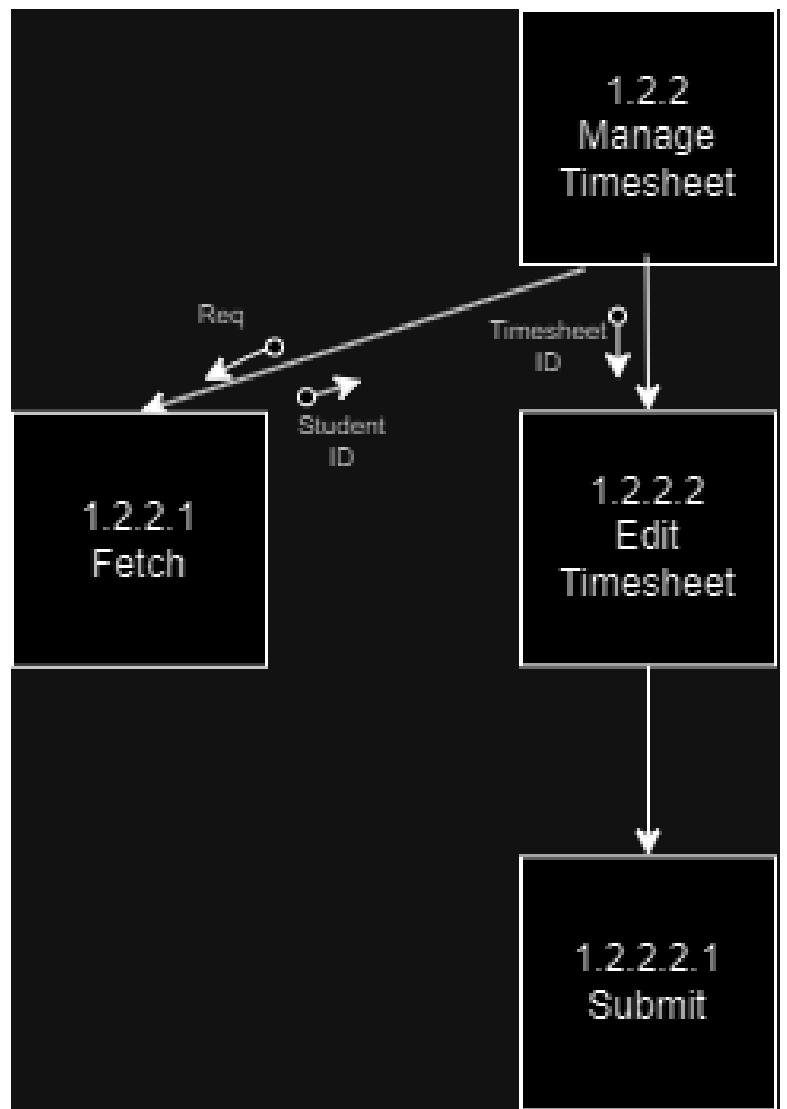
- Triggered by a request from the student (identified by Student ID).
- Retrieves the specific timesheet data for the student.

Edit Timesheet (1.2.2)

- Follows the fetching process.
- Allows the student to make changes to their timesheet entries.

Submit Timesheet (1.2.2.2.1)

- Final step in the process.
- The student sends their edited timesheet for processing or approval.



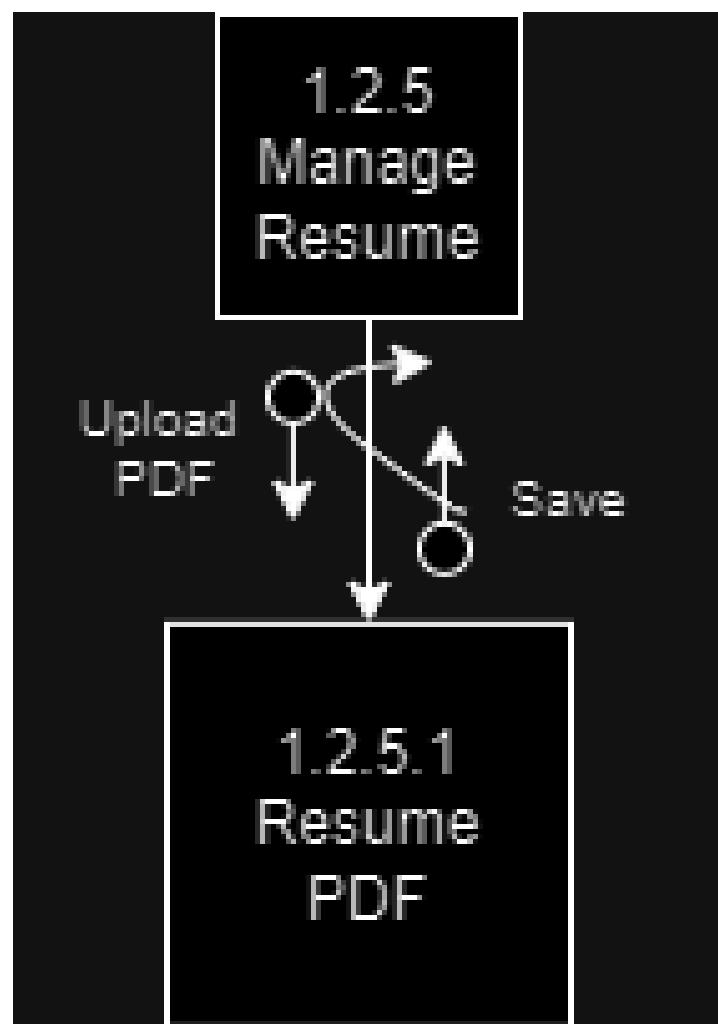
Student Upload Resume

Module "1.2.5 Manage Resume": This is the main module or function that encompasses all the functionality related to resume management within the system.

1. Submodule "1.2.5.1 Resume PDF": This is a submodule that specifically deals with the PDF format of the resume.

Operations "Upload PDF" and "Save": These are the two primary operations or actions that can be performed within the "Manage Resume" module.

- **Upload PDF:** This operation allows a user to upload a resume in PDF format to the system.
- **Save:** This operation saves the uploaded PDF to a designated database.



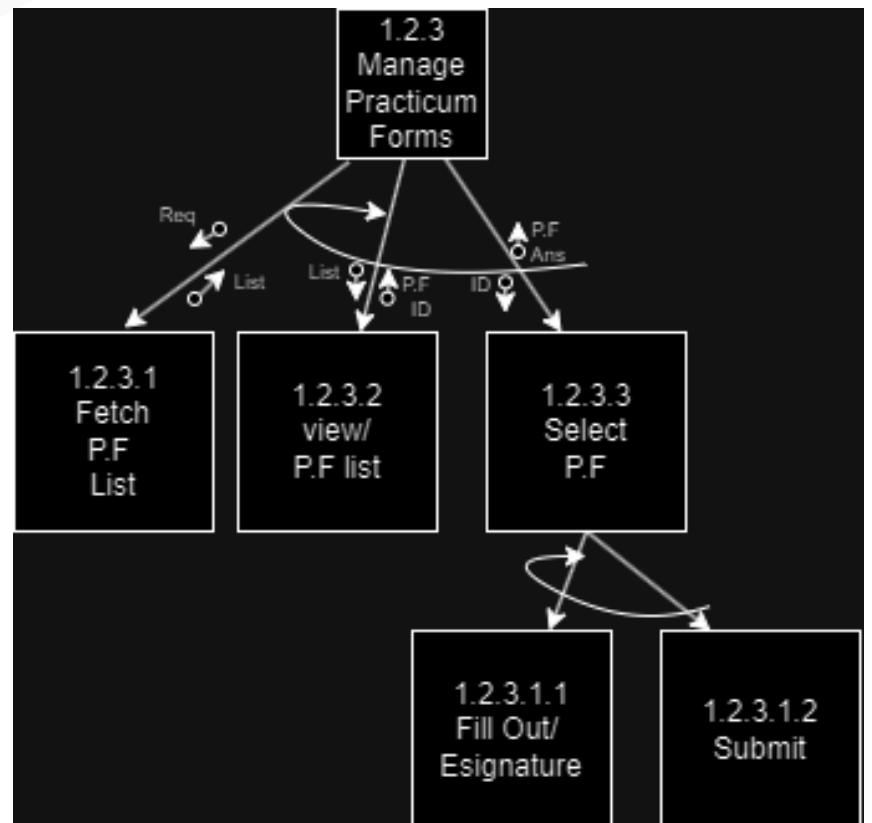
Student Manage Practicum Forms

Module "1.2.3" Manage Practicum Forms: This central module is responsible for overseeing all operations related to practicum forms.

- **Submodule "1.2.3.1 Fetch Practicum Form List":** This submodule is tasked with retrieving a list of practicum forms.
- **Submodule "1.2.3.2 View/ Practicum Form list":** This submodule allows the viewing of the practicum forms list.

Submodule "1.2.3.3 Select PF": This submodule is the process of selecting the practicum form from the list.

- **Submodule "1.2.3.1.2 Submit":** This function handles the submission of the completed practicum form.

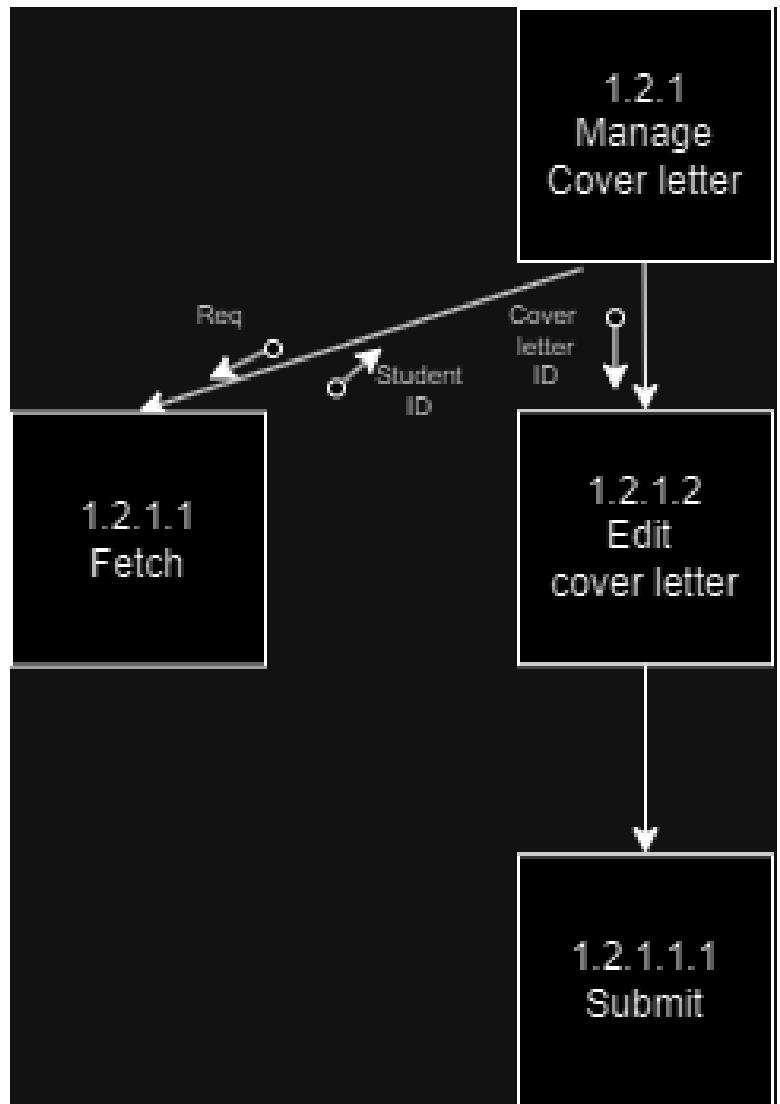


Student Cover Letter

Module "1.2.1 Fetch": This module is responsible for retrieving cover letters, from a database.

Module "1.2.1 Manage Cover Letter": The main module that looks at the fetching, editing, and submission of cover letters.

- Submodule "1.2.1.2 Edit Cover Letter": Editing a specific cover letter identified by a cover letter ID.
- Operation "1.2.1.1 Submit": Allows the user to submit the edited cover letter.

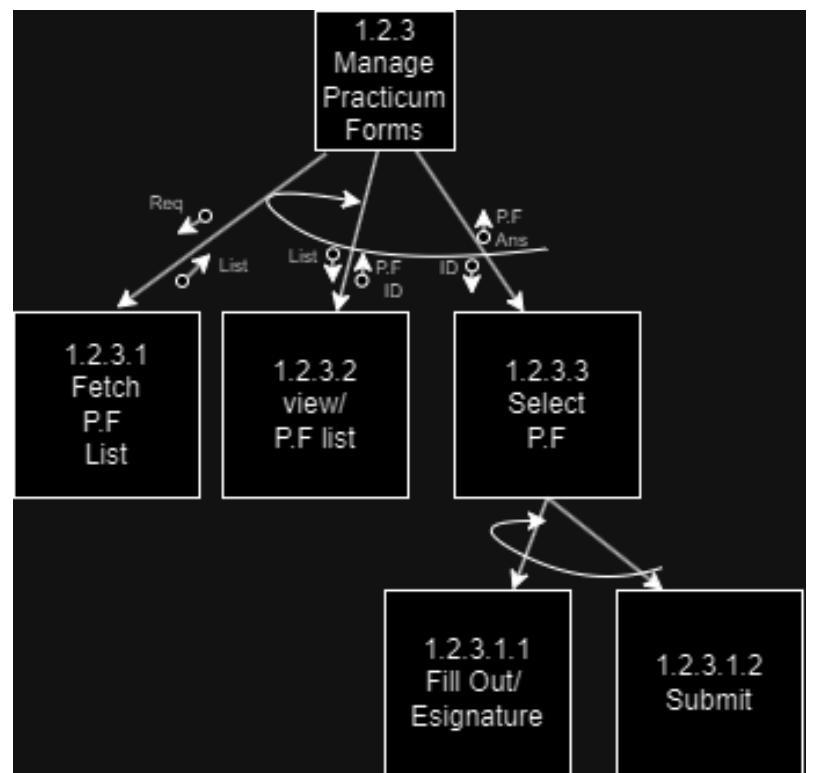


Employer Practicum Form

Module "1.3.1.1 Fetch": Retrieves a list of practicum forms.

Module "1.3.1 Manage Practicum Forms": Central module for practicum form management.

- **Submodule "1.3.1.2 Choose Forms":** Selection of a form from the list using a form ID
- **Submodule "1.3.1.3 View Form":** Displays the selected form.
- **Operation "1.3.1.1 Edit/E-Signature":** Editing the form and adding an electronic signature.
- **Operation "1.3.1.2 Submit":** Submits the edited form with the e-signature.



Employer Manage Job Postings

"**1.3.2.1 Fetch J.P List**": Retrieves a list of job postings.

"**1.3.2 Manage Job Postings**": Main module overseeing job postings.

"**1.3.2.2 View/Select J.P List**": Selecting a job posting ID from the list.

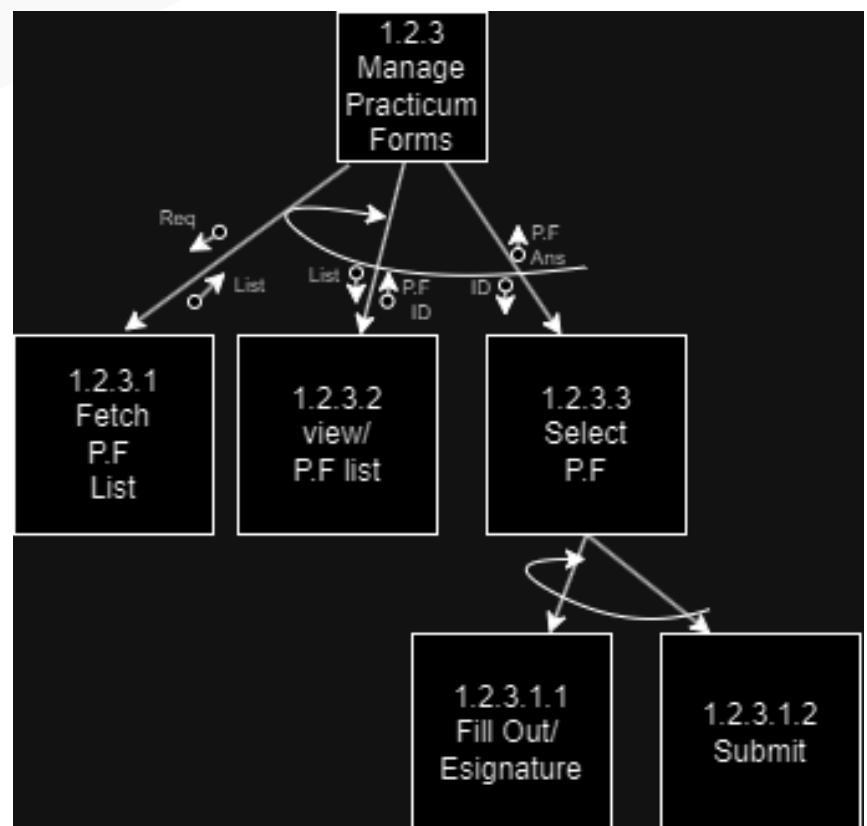
"**1.3.2.3 View J.P**": Displays the selected job posting's details.

"**1.3.2.1.1 Create**": Create a new job posting.

"**1.3.2.1.2 Edit**": Edit an existing job posting.

"**1.3.2.1.3 Save**": Save the created or edited job posting.

o



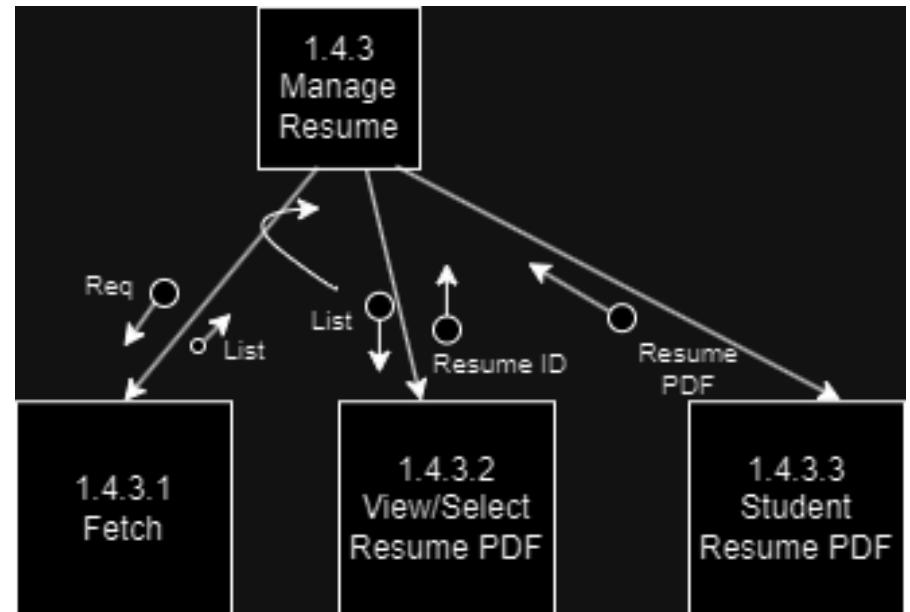
Manage Resume Admin

"**1.4.3.1 Fetch**": Retrieves a list of resumes.

"**1.4.3 Manage Resume**": The main module that coordinates the management of resumes.

"**1.4.3.2 View/Select Resume PDF**": Allows for viewing and selecting a resume using a resume ID.

"**1.4.3.3 Student Resume PDF**": Represents the actual resume PDF files associated with students.

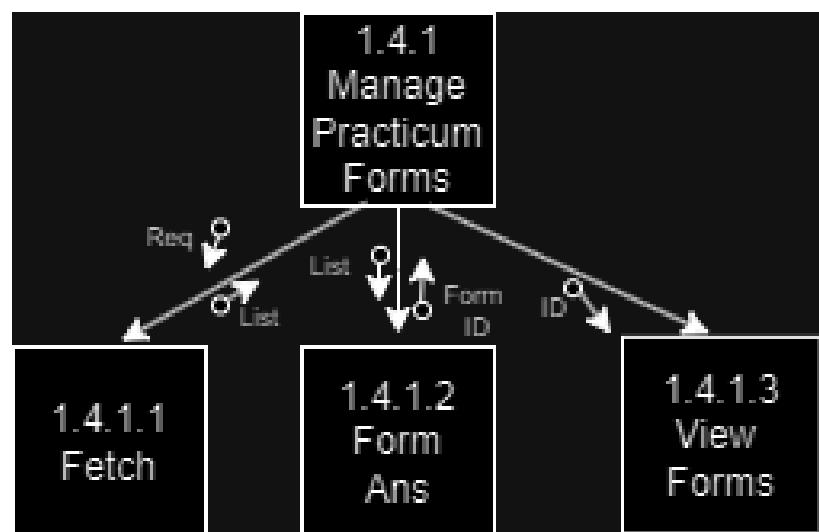


Manage Practicum Form Admin

"1.4.1.1 Fetch": This module is responsible for retrieving a list of practicum forms.

"1.4.1 Manage Practicum Forms": This is the main module that oversees the fetching, viewing, and answering of practicum forms.

- **"1.4.1.2 Form Ans"**: A submodule that likely deals with the answers or data within the practicum forms, possibly allowing for editing or reviewing these answers.
- **"1.4.1.3 View Forms"**: This module is for viewing the practicum forms. It may provide an interface to browse and select a form for further action based on a form ID.



MANAGE JOB POSTING ADMIN

"1.4.2.1 Fetch J.P List": This module handles the retrieval of a list of job postings.

"1.4.2 Manage Job Postings": The main module that oversees job postings.

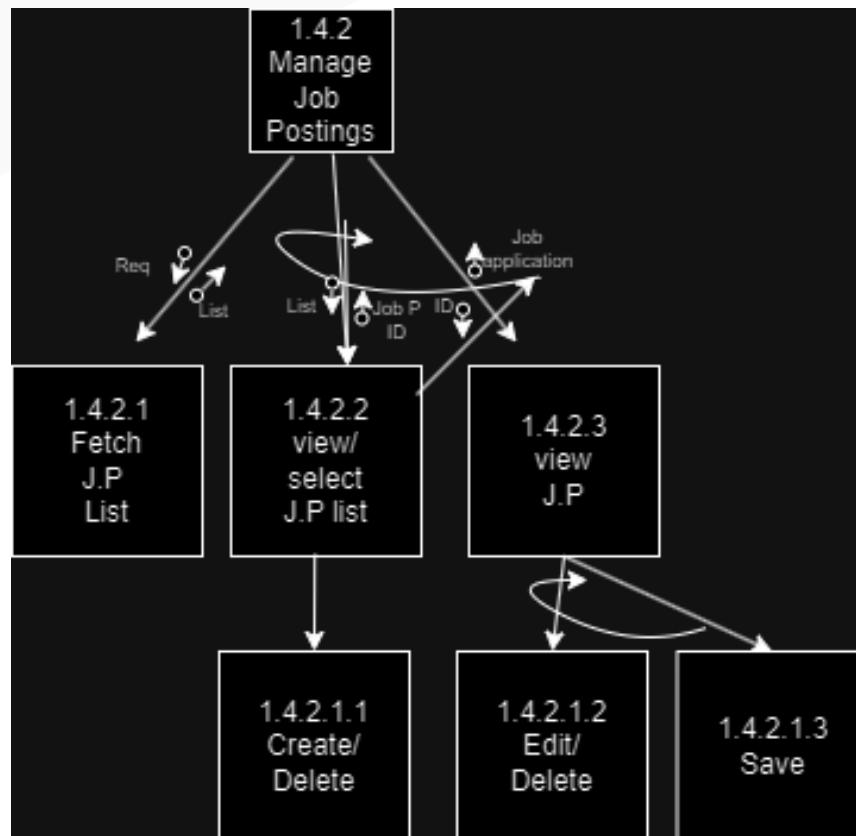
"1.4.2.2 View/Select J.P List": A submodule where a user can view and select from the list of job postings using a job posting ID.

"1.4.2.3 View J.P": This submodule allows for viewing the details of a selected job posting.

"1.4.2.1.1 Create/Delete": Creating new or deleting existing job postings.

"1.4.2.1.2 Edit/Delete": View the J.P submodule and edit or delete the details of a job posting.

"1.4.2.1.3 Save": Save the changes made to a job posting after editing.



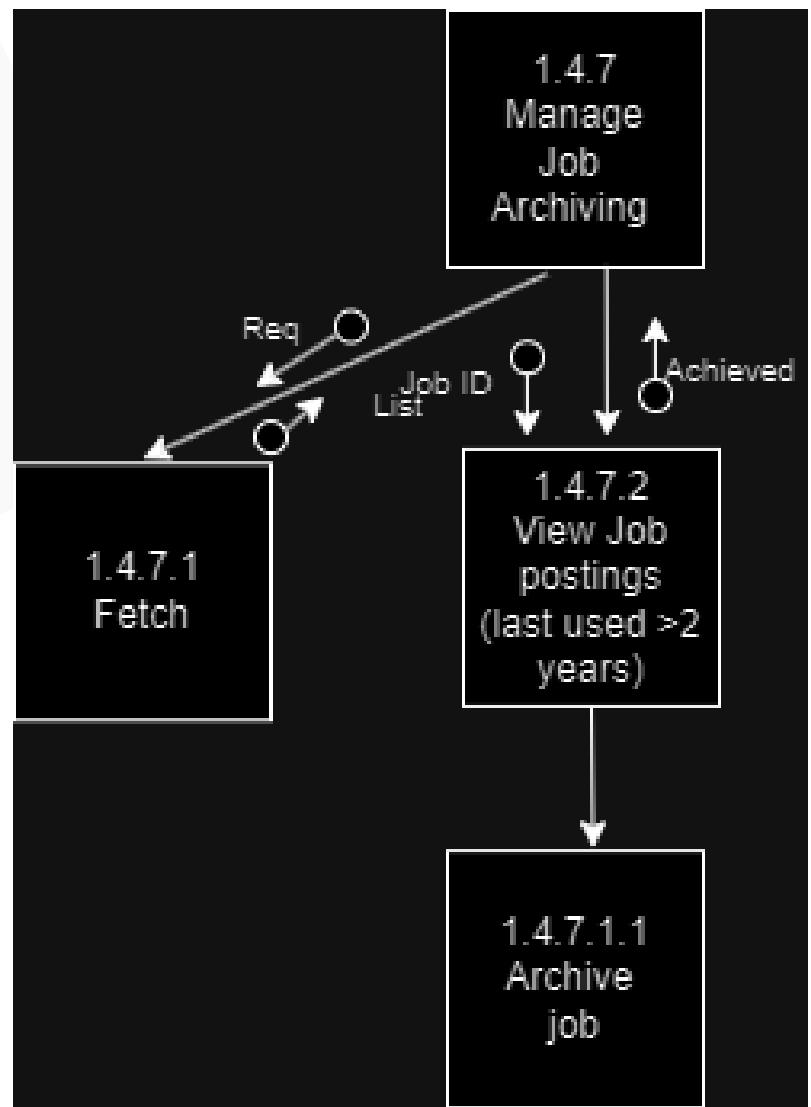
JOB ARCHIVING ADMIN

"1.4.7.1 Fetch": This module is responsible for fetching a list of job postings based on a request.

"1.4.7 Manage Job Archiving": The main module that oversees the archiving process of job postings.

"1.4.7.2 View Job postings (last used >2 years)": Viewing of job postings that have not been used for more than two years.

"1.4.7.1.1 Archive job": Submodule that handles the archiving of selected job postings.

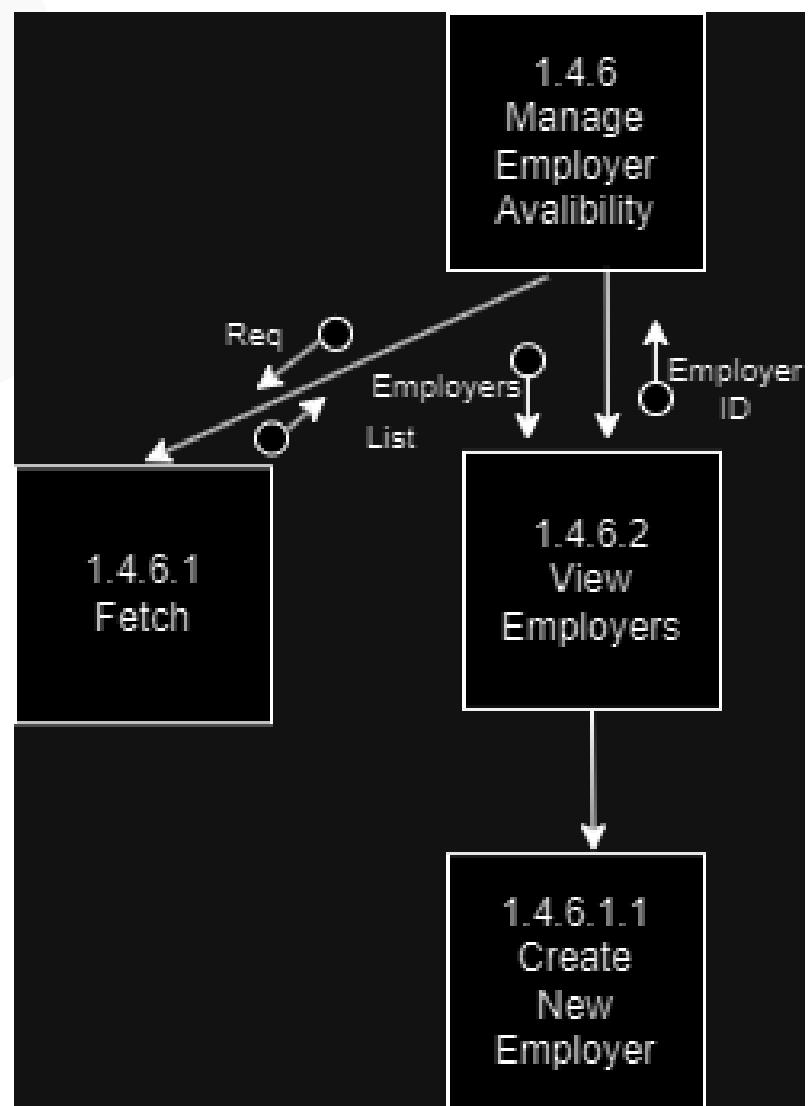


EMPLOYER VALIDITY (ADMIN)

"1.4.6 Manage Employer Availability": The main module overseeing employer availability management.

"1.4.6.2 View Employers": A submodule for viewing the list of employers using an employer ID.

"1.4.6.1.1 Create New Employer": Instructor can add new employers to the system.



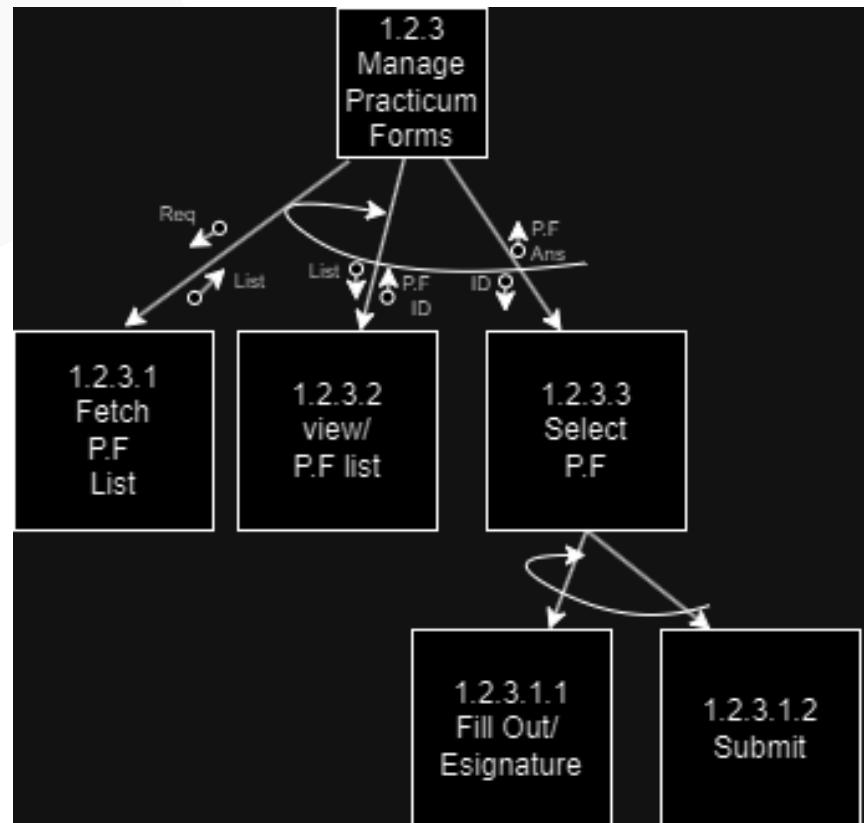
COVER LETTER ADMIN

"1.4.5.1 Fetch": This module fetches a list of cover letters.

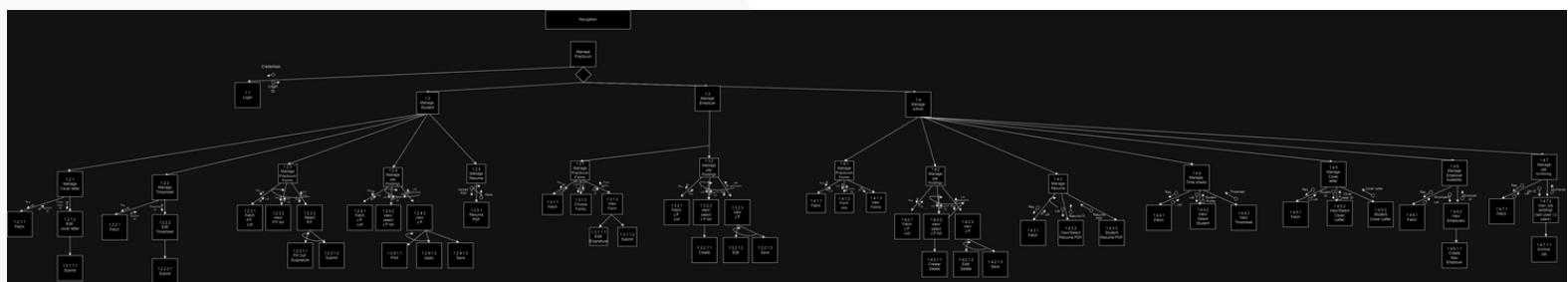
"1.4.5 Manage Cover letter": The main module responsible for managing cover letters.

"1.4.5.2 View/Select Cover Letter": Allows viewing and selecting a cover letter using a student ID and cover letter ID.

"1.4.5.3 Student Cover Letter": This module represents the student's cover letters that can be viewed or selected.



NAVIGATION MAP



Login Module

- User Login
- Admin Login

Admin Management Module

- Manage Users
 - Create User
 - Edit User
 - Delete User
- Manage Content
 - Add Content
 - Edit Content
 - Delete Content
- System Settings

User Dashboard Module

- View Dashboard
- User Profile
- System Notifications

Forms Management Module

- Fetch Forms
- Create Form
- Edit Form
- Submit Form
- Archive Form

Job Posting Module

- Fetch Job Postings
- Create Job Posting
- Edit Job Posting
- Delete Job Posting
- View Job Posting

Resume Management Module

- Fetch Resumes
- View Resume
- Edit Resume
- Submit Resume

Practicum Management Module

- Fetch Practicum Forms
- Create Practicum
- Edit Practicum
- View Practicum
- Submit Practicum

Employer Management Module

- Fetch Employers
- Create Employer
- View Employers
- Edit Employer Information

Archiving Module

- View Archived Items
- Archive Items

Reporting Module

- Generate Reports
- View Reports
- Export Reports

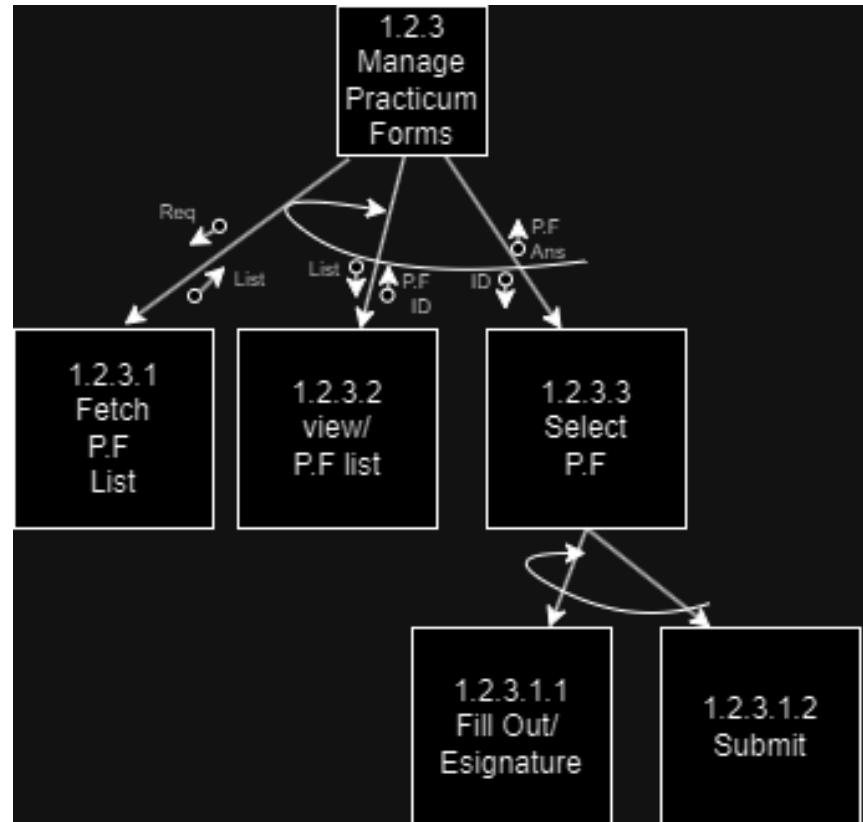
Student Upload Resume

Module "1.2.3" Manage Practicum Forms: This central module is responsible for overseeing all operations related to practicum forms.

- **Submodule "1.2.3.1 Fetch Practicum Form List":** This submodule is tasked with retrieving a list of practicum forms.
- **Submodule "1.2.3.2 View/ Practicum Form list":** This submodule allows the viewing of the practicum forms list.

Submodule "1.2.3.3 Select PF": This submodule is the process of selecting the practicum form from the list.

- **Submodule "1.2.3.1.2 Submit":** This function handles the submission of the completed practicum form.



PROCESS DESIGN: PROGRAM SPECIFICATION

Program Specification Sheets are extremely useful for the coding phase of our clients' system.

Guidance

They help provide our members guidance during the implementation phase because we will be able to review the required program specifications.

Documentation

These sheets provide us extra documentation that our team can reflect on. It provides us a lot of clarity and validation.



Program Specification for Authentication and Password Module

Module

Name	Irah Loreto
Purpose	For User Login Authentication and Use of Passwords (Hashing)

Due Date February 23, 2024

Programming Language C#

Event

User Input	System Event	External Triggers
------------	--------------	-------------------

- Users log in with a default password provided by an admin.
- Users can reset their password through a specific process if they choose.
- In case of forgotten passwords, users request a reset, which involves admin intervention.
- The system authenticates login attempts against preset credentials.
- Upon a successful first-time login, users are prompted to change their default password.
- The system facilitates password resets and admin-initiated password changes for users.
- Users forgetting their password trigger an admin-assisted password reset process.
- Users attempting to change their password initiate the password update mechanism.

Input User's Lethbridge College Email and default or current password for login; old and new passwords for password changes; user's email for forgotten password scenarios.

Output Authentication confirmation or error messages; password change confirmation or instructions; email notifications for password resets.

Pseudocode

```
Procedure SignInUser(email, password)
    Display Login Screen
    User enters Email and Password
    if Email and Password are not empty then
        if AttemptLogin(Email, Password) is true then
            Redirect to Dashboard based on user role (admin, student, employer)
        else
            Display error "Invalid email or password."
        end if
    else
        Display error "Email and password fields cannot be empty."
    end if
End Procedure
```

Program Specification for Navigation Feature Buttons

Module

Name Wanatda Phengphonekeo

Purpose Navigation buttons including the side bar and home pages to direct users.

Due Date February 28, 2024

Programming Language C#

Event

System Event

External Triggers

- Page Load Event: When a navigation button is clicked, the system loads the requested page or section.
- URL Update Event: System updates the browser's URL to reflect the current page or section after navigation.
- Browser's Forward and Back Buttons: Users may use the browser's navigation buttons to move through their history of visited pages within the site.

Input User's Click on Navigation Button: The system receives an input when a user clicks on any navigation button or link.

Output Display the Requested Page/Section: Upon clicking a navigation button, the corresponding page or section is displayed to the user.

URL Change: The URL in the browser's address bar is updated to match the navigation action

Pseudocode

```
User clicks on NavigationElement
if NavigationElement is valid then
    Determine the TargetPage based on NavigationElement's data attributes
    or href value
        Load TargetPage content
        Update browser URL to TargetPage's URL
        if Page requires additional scripts or styles then
            Load necessary resources
        end if
        Adjust page view to top of TargetPage or to a specific section if required
    else
        Display error "Navigation error occurred. Please try again or contact
support."
    end if
End Procedure

Function ValidateNavigationElement(NavigationElement)
    if NavigationElement has valid href or data attributes then
        return true
    else
        return false
    end if
End Function
```

Program Specification for Progressive Tracking Bar

Module

Name Robee Lou Diaz
Purpose The progressive tracking bar will show how many hours the student currently have.

Due Date February 28, 2024

Programming Language C#

Event

System Event

External Triggers

- Progress Update Event: The system updates the progress bar when new activity hours are added to the student's record.
- Every time that an employer approves the hours from the clock in and out it will be extracted from there and be inputted into the progress bar.

Input New Activity Hours: The total number of hours the student has completed, received from either user input or an external data source. The exact number of hours will be collected, for example "12 hr: 12 min".

Output

- Updated Progress Bar: The visual representation of the progress bar is updated to reflect the new total hours/ current hours.
- Displayed Hours Information: Textual display of the current progress, e.g., "125/200 Hours". Will only display whole numbers but will capture the exact hours.

Pseudocode

```
Procedure UpdateProgressiveTrackingBar
    Input: TotalHours (total number of hours the student has completed)
    Input: RequiredHours (total number of hours required for completion)
    Output: Updated progress bar on the user interface
```

```
Retrieve TotalHours and RequiredHours from the database
Calculate PercentageComplete as (TotalHours / RequiredHours) * 100
```

```
if PercentageComplete > 100 then
    Set PercentageComplete to 100
end if
```

```
Display PercentageComplete on the Progress Bar
Update Textual Display to "TotalHours/RequiredHours Hours"
```

```
if TotalHours >= RequiredHours then
    Display completion message "You have completed the required hours!"
else
    Display message "You have TotalHours out of RequiredHours hours
completed."
end if
End Procedure
```

Program Specification for Clock in Clock out

Module

Name Wanatda Phengphonekeo

Purpose Student inputs their hours when starting a shift for the practicum when they work.

Due Date March 1, 2024

Programming Language C#

Event

System Event

External Triggers

- Timesheet Submission Event: When the "Confirm Hours" button is clicked, that is when the system will collect the time sheet and record the data.
- Data Transfer/Storage: Synchronization with a server to retrieve or update stored timesheets.

Input

- Clock In Time: The start time of the shift selected by the student.
- Clock Out Time: The end time of the shift selected by the student.
- Work Description: A text description input by the student detailing the work done.

Output

- Timesheet Record: The record of the information from the time sheets the user creates from the imputed information
- Confirmation Message: Successful submission of the timesheet. Example pop up saying "Timesheet submitted successfully".

Pseudocode

User interacts with TimeSelectionControl to set ClockInTime and ClockOutTime

User inputs BreakDuration using BreakDurationControl

User enters WorkDescription into WorkDescriptionField

User clicks on ConfirmHoursButton

if ValidateTimeSelection(ClockInTime, ClockOutTime) and WorkDescription is not empty then

 Calculate TotalWorkedHours from ClockInTime, ClockOutTime, and

 BreakDuration

 Create TimesheetRecord with ClockInTime, ClockOutTime, BreakDuration,

 WorkDescription, TotalWorkedHours

 Save TimesheetRecord to database

 Display confirmation message "Timesheet submitted successfully."

else

 Display error "Please enter valid times and a work description."

end if

End Procedure

```
Function ValidateTimeSelection(ClockInTime, ClockOutTime)
    if ClockInTime is before ClockOutTime then
        return true
    else
        return false
    end if
End Function
```

Program Specification for Drop Down Menu Features for Information

Module

Name Robee Lou Diaz

Purpose Users interact with drop-down menus to access more detailed information with a click.

Due Date March 5, 2024

Programming Language C#

Event

System Event

External Triggers

- Not specified, but typically includes events like onClick for user interaction.
- User interaction with the website interface.

Input • User clicks on a drop-down menu item.

Output • The system displays additional information beneath the item, expanding the section accordion-style.

Pseudocode

```
Procedure ToggleDropDownMenu(menuItemId)
    Input: menuItemId (identifier for the clicked menu item)
    ToggleDropDownMenu
    Output: None (the output is a visual change in the UI)

    menuItem = GetMenuItemById(menuItemId)

    if menuItem.IsExpanded then
        CollapseMenuItem(menuItem)
    else
        ExpandMenuItem(menuItem)
    end if
End Procedure

Function GetMenuItemById(menuItemId)
    // Fetch the menu item from the DOM using the
    menuItemId
    return menuItem
End Function
```

```
Procedure ExpandMenuItem(menuItem)
    // Expand the menu item to show hidden content
    menuItem.Content.Display = "block" // CSS style to
    display the content
    menuItem.IsExpanded = true
End Procedure
```

```
Procedure CollapseMenuItem(menuItem)
    // Collapse the menu item to hide the content
    menuItem.Content.Display = "none" // CSS style to
    hide the content
    menuItem.IsExpanded = false
End Procedure
```

Program Specification for Manage Student Activities

Module Level 1 Processes for Student

Name Robee Lou Diaz

Purpose Submitting resumes and Applying for job postings.

Due Date February 5, 2024

Programming Language C#

Event

System Event

External Triggers

- Events triggered by the system in response to user actions, such as form displays, data validation, and database updates.
- User interactions that initiate system events.

Input User inputs like form submissions and button clicks.

Output System responses like displaying information, saving data to the database, and redirecting users.

Pseudocode

```
Procedure  
SubmitResumeAndCoverLetter(studentId,  
resume, coverLetter)  
    Input: studentId, resume (file), coverLetter  
    (file)  
    Output: None
```

```
SaveResumeAndCoverLetterToProfile(stud  
entId, resume, coverLetter)  
    DisplayMessage("Resume and cover  
letter submitted successfully")  
End Procedure
```

```
Procedure ApplyForJobPosting(studentId,  
jobId, applicationDetails)  
    Input: studentId, jobId, applicationDetails  
    Output: Send alert saying you have  
submitted
```

```
SaveJobApplicationToDatabase(studentId,  
jobId, applicationDetails)  
    NotifyEmployer(jobId, studentId)  
    DisplayMessage("Application submitted  
successfully")  
End Procedure
```

Program Specification for Manage Student Activities

Module Level 1 Processes for Student

Name Robee Lou Diaz

Purpose Signing up

Due Date February 5, 2024

Programming Language C#

Event

System Event

External Triggers

- Events triggered by the system in response to user actions, such as form displays, data validation, and database updates.
- User interactions that initiate system events.

Input User inputs like form submissions and button clicks.

Output System responses like displaying information, saving data to the database, and redirecting users.

Pseudocode

```
Procedure SignUpStudent(email, password,  
userDetails)  
    Input: email, password, userDetails (name, major,  
etc.)  
    Output: ConfirmationMessage  
  
    if Not ExistsInDatabase(email) then  
        SaveStudentDetailsToDatabase(email,  
password, userDetails)  
        ConfirmationMessage = "SignUp Successful"  
    else  
        ConfirmationMessage = "Email already exists"  
    end if  
    DisplayMessage(ConfirmationMessage)  
End Procedure
```

Program Specification for Manage Student Activities

Module Level 1 Processes for Student

Name Robee Lou Diaz

Purpose Signing In

Due Date February 5, 2024

Programming Language C#

Event

System Event

External Triggers

- Events triggered by the system in response to user actions, such as form displays, data validation, and database updates.
- User interactions that initiate system events.

Input User inputs like form submissions and button clicks.

Output System responses like displaying information, saving data to the database, and redirecting users.

Pseudocode

```
Procedure SignInStudent(email, password)
    Input: email, password
    Output: SignInResult

    if ValidateStudentCredentials(email, password)
    then
        SignInResult = "Sign in Successful"
        RedirectUserToDashboard()
    else
        SignInResult = "Sign in Failed"
        DisplayErrorMessage("Incorrect credentials /
Please try Again")
    end if
End Procedure
```

Program Specification for Manage Student Activities

Module Level 1 Processes for Student

Name Robee Lou Diaz

Purpose Submitting practicum forms

Due Date February 5, 2024

Programming Language C#

Event

System Event

External Triggers

- Events triggered by the system in response to user actions, such as form displays, data validation, and database updates.
- User interactions that initiate system events.

Input User inputs like form submissions and button clicks.

Output System responses like displaying information, saving data to the database, and redirecting users.

Pseudocode

```
Procedure SubmitPracticumForm(studentId,  
formDetails)
```

```
    Input: studentId, formDetails
```

```
    Output: Send alert saying you have submitted  
SavePracticumFormToDatabase(studentId,  
formDetails)
```

```
        DisplayMessage("Practicum form submitted  
successfully")  
End Procedure
```

Program Specification for Manage Student Activities

Module Level 1 Processes for Student

Name Robee Lou Diaz

Purpose Submit Time Sheets

Due Date February 5, 2024

Programming Language C#

Event

System Event

External Triggers

- Events triggered by the system in response to user actions, such as form displays, data validation, and database updates.
- User interactions that initiate system events.

Input User inputs like form submissions and button clicks.

Output System responses like displaying information, saving data to the database, and redirecting users.

Pseudocode

```
Procedure SubmitTimeSheet(studentId,  
timeSheetDetails)
```

 Input: studentId, timeSheetDetails (hours
 worked, descriptions, etc.)

 Output: Send alert saying you have
 submitted

```
    ValidateAndSaveTimeSheet(studentId,  
timeSheetDetails)
```

 DisplayMessage("Time sheet submitted
successfully")

End Procedure

Program Specification for Manage Employer Activities

Module Level 2 Process
Name Bradley Pike
Purpose Signing up and Posting Job Openings.

Due Date February 5, 2024

Programming Language C#

Event

System Event	External Triggers
--------------	-------------------

- The system facilitates these actions through form displays, database operations, and feedback mechanisms, as an alert saying you submitted something.
- Actions initiated by employers through the platform interface.

Input User inputs like form submissions and button clicks.

Output System responses like displaying information, saving data to the database, and redirecting users.

Pseudocode

```
Procedure SignUpEmployer(email,
companyName, password)
    Input: email, companyName, password
    Output: ConfirmationMessage

    if Not ExistsInDatabase(email) then
        SaveEmployerDetailsToDatabase(email,
        companyName, password)
        ConfirmationMessage = "SignUp
        Successful"
        else
            ConfirmationMessage = "Email already
            exists"
        end if
        DisplayMessage(ConfirmationMessage)
    End Procedure
```

```
Procedure PostJobOpening(employerId,
jobDetails)
    Input: employerId, jobDetails (title, description,
etc.)
    Output: None

    SaveJobOpeningToDatabase(employerId,
    jobDetails)
    DisplayMessage("Job posting successful")
End Procedure
```

Program Specification for Manage Employer Activities

Module	Level 2 Process
Name	Robee Lou Diaz
Purpose	Approve Time Sheets
Due Date	<u>February 5, 2024</u>
Programming Language	C#

Event

System Event	External Triggers
--------------	-------------------

- The system facilitates these actions through form displays, database operations, and feedback mechanisms, as an alert saying you submitted something.
- Actions initiated by employers through the platform interface.

Input User inputs like form submissions and button clicks.

Output System responses like displaying information, saving data to the database, and redirecting users.

Pseudocode

```
Procedure ApproveTimeSheet(timeSheetId,  
approvalStatus)
```

```
    Input: timeSheetId, approvalStatus  
(approved or rejected)
```

```
    Output: None
```

```
UpdateTimeSheetStatusInDatabase(times  
heetId, approvalStatus)
```

```
    if approvalStatus = "approved" then
```

```
        NotifyStudent("Your time sheet has  
been approved.")
```

```
    else
```

```
        NotifyStudent("Your time sheet has  
been rejected. Please contact your  
employer.")
```

```
    end if
```

```
End Procedure
```

Program Specification for Manage Employer Activities

Module Level 2 Process
Name Wanatda Phengphoneko
Purpose Complete Practicum Forms (Fill Out Process)

Due Date February 5, 2024

Programming Language C#

Event

System Event

External Triggers

- The system facilitates these actions through form displays, database operations, and feedback mechanisms, as an alert saying you submitted something.
- Actions initiated by employers through the platform interface.

Input User inputs like form submissions and button clicks.

Output System responses like displaying information, saving data to the database, and redirecting users.

Pseudocode

```
Procedure CompletePracticumForm(practicumFormId,  
completionDetails)
```

 Input: practicumFormId, completionDetails

 Output: None

```
        UpdatePracticumFormInDatabase(practicumFormId,  
completionDetails)
```

 NotifyInstructor("Practicum form completed for review.")

End Procedure

Program Specification for Manage Instructor Activities

Module Level 3 Processes

Name Nate Lapointe

Purpose Signing up and Signing In

Due Date February 9, 2024

Programming Language C#

Event

System Event	External Triggers
--------------	-------------------

- The system supports these actions by displaying relevant information and interacting with the database to fetch and display student progress.
- Instructor-initiated interactions with the platform to access and manage student information.

Input Instructor credentials for sign-in, requests to view student progress.

Output Authentication results, and detailed displays of student progress data retrieved from the database.

Pseudocode

Procedure SignInInstructor(email,
password)

 Input: email, password

 Output: AuthenticationResult

 if ValidateCredentials(email, password)

 then

 AuthenticationResult = "Success"

 DisplayDashboard(email)

 else

 AuthenticationResult = "Failure"

 DisplayErrorMessage("Invalid
 credentials. Please try again.")

 end if

 End Procedure

Function ValidateCredentials(email,
password)

 // Check database for matching email
 and password

 if ExistsInDatabase(email, password)

 then

 return true

 else

 return false

 end if

 End Function

Program Specification for Manage Instructor Activities

Module Level 3 Processes

Name Nate Lapointe

Purpose View Student Progress

Due Date February 9, 2024

Programming Language C#

Event

System Event

External Triggers

- The system supports these actions by displaying relevant information and interacting with the database to fetch and display student progress.
- Instructor-initiated interactions with the platform to access and manage student information.

Input Instructor credentials for sign-in, requests to view student progress.

Output Authentication results, and detailed displays of student progress data retrieved from the database.

Pseudocode

Procedure

ViewStudentProgress(instructorId)

 Input: instructorId

 Output: Display of student progress

 studentList =

 FetchStudentsUnderInstructor(instructorId)

 foreach student in studentList

 progressDetails =

 FetchProgressDetails(student.id)

 DisplayProgress(student,

 progressDetails)

 end foreach

 End Procedure

Function

FetchStudentsUnderInstructor(instructorId)

 // Query database for students under this
 instructor

 return studentList

End Function

Function FetchProgressDetails(studentId)

 // Query database for progress details of the
 student

 return progressDetails

End Function

PHYSICAL ARCHITECTURE

We use physical architecture to help us analyze the layout/infrastructure, the hardware, as well as the software that is used to support the system.

Hardware Components:

Servers, workstations, networking devices, storage systems, and other physical devices.



Network Infrastructure:

The use of routers, switches, and firewalls.

Peripheral Devices:

Printers, scanners, and other auxiliary devices

SOFTWARE REQUIREMENTS

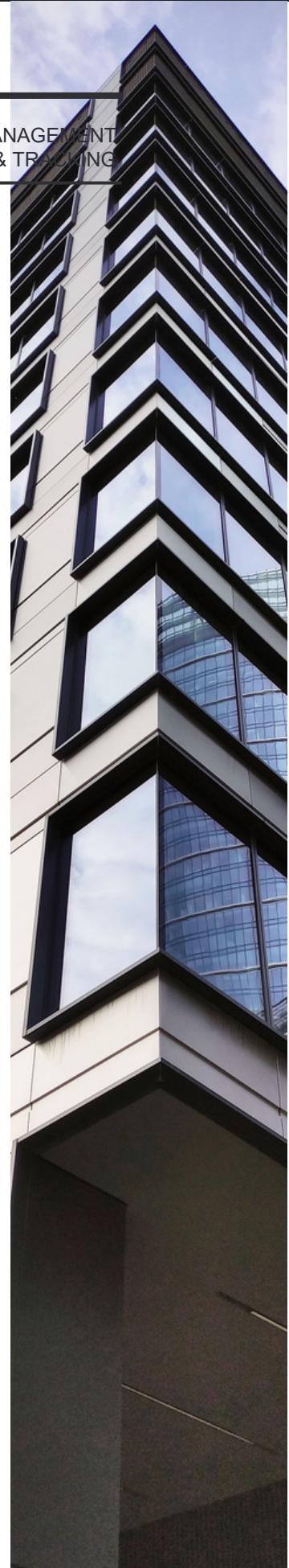
Data Storage: MSSQL, Hosted on Server

Data Access Logic (the processing required to access data/database queries): SQL, Hosted on Server

Application Logic: Hosted on client

Presentation Logic: Hosted on client

Operating System: Windows 10



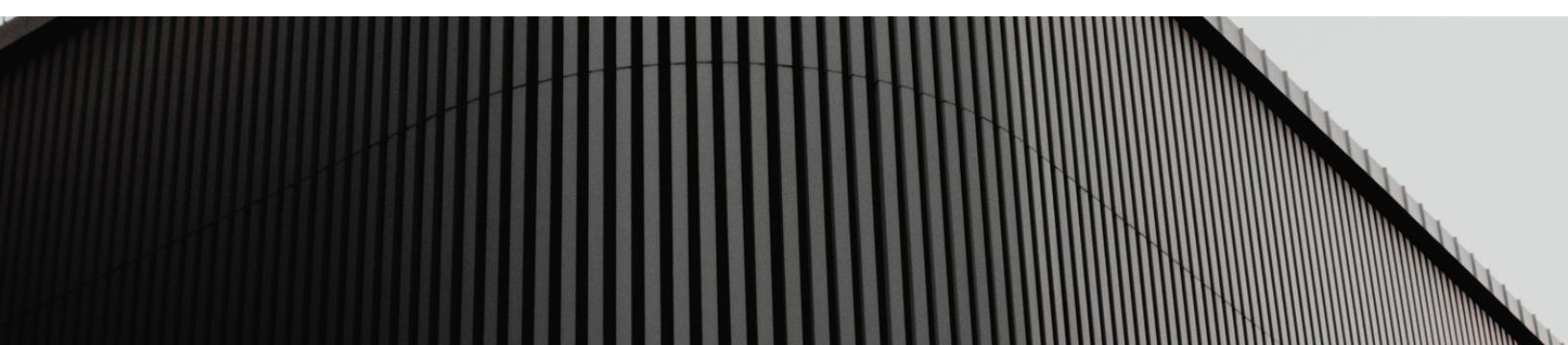
HARDWARE REQUIREMENTS

Client computers: Laptops, PCs, mobile devices, tablets

Servers: Windows Server 2019, College Servers

Network: WAN and LAN

2 CPU Cores, 4-8GB RAM, 256 GB storage capacity



MANUAL PROCESSES

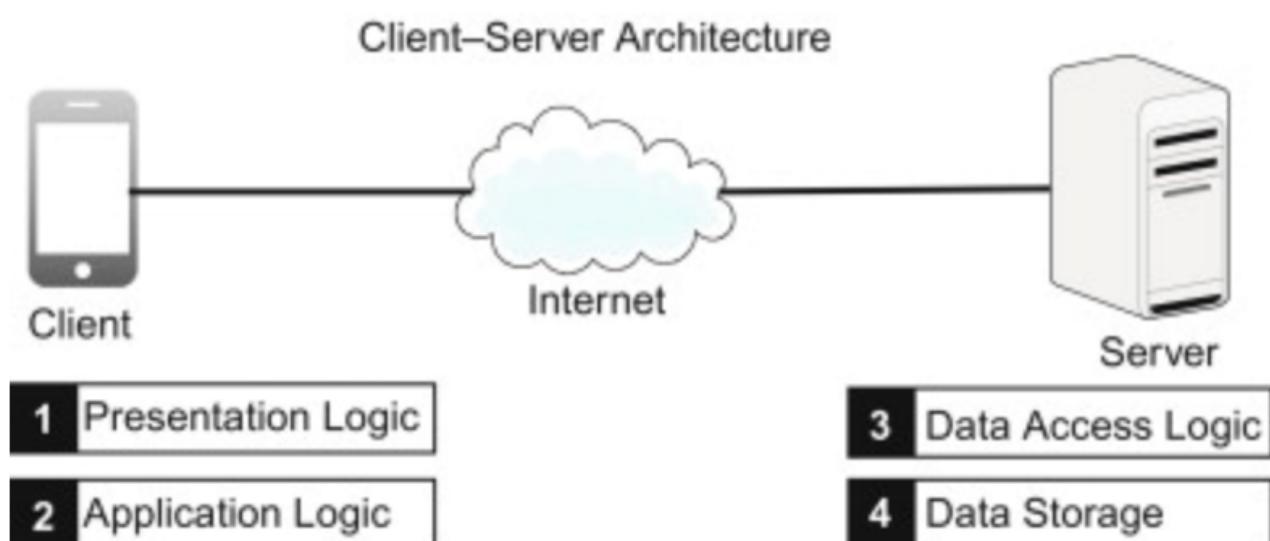
Here are the processes are don't rely on automatic tools for our system.

01 | Job Applications

02 | Creating Job Posts

Data Distribution: Everything comes from one server

Required Supporting Software? Out of scope, provided by Lethbridge college ITS



AUTOMATED PROCESSES

Here are the operations in our system that don't require the need for human action. It's typically controlled by computer systems.

- 01** Submissions of Forms
- 02** Reviewing Submitted Forms
- 03** Time Sheet Log
- 04** Time Sheet Tracking
- 05** Submission Resumes and Cover Letter
- 06** Creating Reports

OPERATIONAL REQUIREMENTS

Type of Requirement	Definition	System Requirement
Technical Environment Requirements	Special hardware, software, and network requirements imposed by business requirements	Will work over web environment with any browser.
System Integration Requirements	The extent to which the system will operate with other systems	The system will be able to read and write to the database. It can import and export PDF for forms, resumes, cover letters and reports.
Portability Requirements	The extent to which the system will need to operate in other environments	System will work with different operating systems and mobile devices via web.
Maintainability Requirements	Expected business changes to which the system should be able to adapt	The system should be able to support data for the following years

PERFORMANCE REQUIREMENTS

Type of Requirement	Definition	System Requirement
Speed Requirements	The time within which the system must perform its functions.	Database must be updated in real time. Response time must be 5 seconds or less.
Capacity Requirements	The total and peak number of users and the volume of data expected	There will be a maximum of 80 simultaneous users How many data is required. Table volume per year 2,800,000
Availability and Reliability Requirements	The extent to which the system will be available to the users and the permissible failure rate due to errors	System should be available 24/7, except on system maintenance. System will have 99% uptime performance.

SECURITY REQUIREMENTS

Type of Requirement	Definition	System Requirement
System Value Estimates	Estimated business value of the system and its data	No cost
Access Control Requirements	Limitation on who can access what data	Only Administrators have full CRUD access on the whole system. Students have limited CRUD access. Employers have limited CRUD access.
Encryption and Authentication Requirements	Defines what data will be encrypted where and whether authentication will be needed for user access	Users will need to authenticate using their college email and password. Data will be encrypted from the server.
Virus Control Requirements	Controls the spread of viruses	Out of scope, provided the College infrastructure

CULTURAL/POLITICAL REQUIREMENTS

Type of Requirement	Definition	System Requirement
Multilingual Requirements	The language in which the system will need to operate	System will operate in English
Customization Requirements	Specification of what aspects of the system can be changed by local users	None
Making Unstated Norms explicit	Explicitly stating assumptions that differ from country to country	
Legal Requirements	The laws and regulations that impose requirements on the system	

USER INTERFACE

The screenshot displays a user interface for a student practicum application system, featuring a sidebar on the left and a main content area on the right.

Student Profile: A circular profile picture of a person with orange hair and a dark blue shirt. Below it, the word "Student" is displayed in bold black font, followed by "Your Progress: 120 Hours".

Navigation Sidebar: Includes links for Dashboard (highlighted in blue), Time Sheets, Job Postings, Practicum Forms, Cover Letter, and Resume.

Main Content Area:

- Recent Activity:** A list of recent form submissions:
 - Form Type: FOIP Student Release (View File)
 - Form Type: Form ID - Student Information (View File)
 - Form Type: Form A - Host Information (View File)
 - Form Type: Time Sheet Entry (View File)With navigation buttons for "Previous page" and "Next page" below.
- My Progress:** Three progress bars:
 - A blue bar showing 70% completed forms.
 - A red bar showing 30% uncompleted forms, with a "See Details" link.
 - A green bar showing 6 new job postings, with a "See Details" link.
- Practicum Hours:** Shows 120/200 Hours Completed, represented by a green progress bar.

USER INTERFACE

The image displays a composite user interface for a job search and time tracking application. On the left, a sidebar for a 'Student' user is shown, featuring a profile picture of a person with orange hair, the title 'Student', and a progress bar indicating 'Your Progress: 120 Hours'. Below this are navigation links: Dashboard, Time Sheets (which is the active tab), Job Postings, Practicum Forms, Cover Letter, and Resume. On the right, the main 'Time Sheet' entry page is displayed. It includes a search bar at the top, followed by the title 'Time Sheet'. Below the title are two tabs: 'Time Sheet Entry' (selected) and 'Time Sheet Entries'. A 'Date Range' section shows '2024-02-16'. The central part of the page contains four sets of input fields for 'Clock In' and 'Clock Out' times, each consisting of four dropdown arrows and a color-coded AM/PM indicator (green for AM, grey for PM). Below these is a large text area labeled 'Describe Work' for entering a work description. At the bottom right is a 'Submit' button.

USER INTERFACE

The screenshot shows a user interface for a student tracking system. On the left, there's a sidebar with a profile picture of a student, the title "Student", and a progress bar indicating "Your Progress: 120 Hours". Below this are several menu items: Dashboard, Time Sheets (which is currently selected), Job Postings, Practicum Forms, Cover Letter, and Resume. At the bottom of the sidebar are Profile and Sign Out links. The main content area is titled "Time Sheet" and contains two tabs: "Time Sheet Entry" (selected) and "Time Sheet Entries". A "Date Range" input field is present, with a date range selector showing February 2024. The calendar highlights the 16th of February with a red circle. To the right of the calendar are two sets of up and down arrows for selecting time intervals, with "AM" and "PM" options. At the bottom right of the main content area is a "Submit" button and a navigation bar with links for "Previous", "1", "2", "3", "4", "Next", and "Last".

USER INTERFACE

The screenshot shows a web-based application interface. At the top right is a search bar with a magnifying glass icon and the placeholder text "Search". Below the search bar is a section titled "Time Sheet". Under "Time Sheet" are two tabs: "Time Sheet Entry" and "Time Sheet Entries", with "Time Sheet Entries" being the active tab. A table below the tabs displays eight entries. The table has three columns: "Date", "Job Description", and "Hours". All entries show the date as "2024-02-16", the job description as "I did some coding and hardware stuff.", and hours as "5". At the bottom of the table is a navigation bar with links: "Previous", "1", "2", "3", "4", "Next", and ">". On the left side of the page is a sidebar with the following sections and links:

- Student**
- Your Progress: 120 Hours
- Dashboard**
- Time Sheets** (highlighted in blue)
- Job Postings
- Practicum Forms
- Cover Letter
- Resume
- Profile**
- Sign Out**



Student

Your Progress: 120 Hours

Dashboard

Time Sheets

Job Postings

Practicum Forms

Cover Letter

Resume

Profile

Sign Out

Job Postings

Job Posts

IT Assistant

March 5, 2024

UNREAD



Lethbridge School Division

Lethbridge, Alberta

View

UI Help

March 5, 2024

UNREAD



Grizzly Media

Lethbridge, Alberta

View

Networking Assistant

March 5, 2024

READ



Lethbridge Police Service

Lethbridge, Alberta

View

IT Help Desk

March 5, 2024

UNREAD

Judith

Lethbridge, Alberta

View

Previous Next 1 2 3 4



Student

Your Progress: 100 Hours

- Dashboard
- Time Sheets
- Job Postings
- Practicum Forms
- Cover Letter
- Resume

- Profile
- Sign Out

Job Postings

Job Posts

IT Assistant

March 5, 2024

UNPAID



Lethbridge School Division

② Lethbridge, Alberta

[View](#)

UI Help

March 5, 2024

UNPAID



Grizzly Media

② Lethbridge, Alberta

[View](#)

Networking Assistant

March 5, 2024

Paid



Lethbridge Police Service

② Lethbridge, Alberta

[View](#)

IT Help Desk

March 5, 2024

UNPAID

Judith

② Lethbridge, Alberta

[View](#)

< Previous 1 2 3 4 Next >



Student

Your Progress: 100 Hours

- Dashboard
- Time Sheets
- Job Postings
- Practicum Forms
- Cover Letter
- Resume

- Profile
- Sign Out

IT Assistant



Lethbridge School Division
Lethbridge, Alberta



Job Description:

1. Follow our inspection SOP to do conference room inspection.
2. Job need to be done within service hours, normally between 7:00am and 2:00pm in the morning.
3. Receive basic problems during the inspection. Report critical issues that could not be resolved.
4. Submit report after finish inspection.

Job Requirements:

1. Have strong learning ability.
2. Able to understand common IT hardware equipment and software systems.
3. Good understanding and communication skills, fluent in English.
4. Have stable working schedule, require working 5 days a week, at least 2 hours per day.
5. Ability to drive, and own valid driver license.

Work Location: 433 15 St S, Lethbridge, AB T1J 2Z4.

Job Type: Part-time, In Person

APPLY

Email: Leo@lethbridgeschooldivision.ca

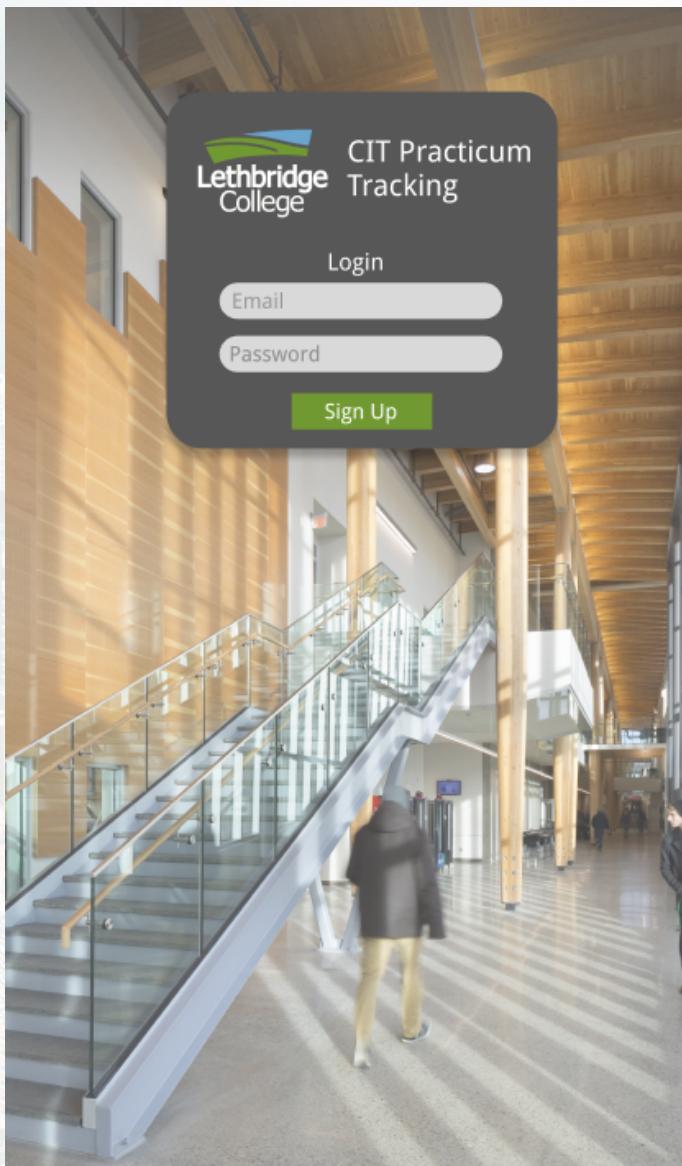
with

- Your Resume
- Why you feel like you're the best candidate

APPLY

PRINT

Login & Student Dashboard

A screenshot of a student dashboard. At the top right is a "Log out" button. On the left is a vertical sidebar with icons for Home, My Profile, My Tasks, My Forms, and My Settings. The main area has a header "Dashboard".

- My Progress:** A progress bar showing 120/200 Hours completed, with 100 Hours remaining. A red "Missing" status is shown next to a task labeled "Employer Form Signed" which is due on Jan 30th.
- Upcoming:** Shows a "My Progress" button.
- Time Sheet:** Shows a "Live Tracking" button.
- Student Forms:** Shows a "Sign Documents" button.

Lethbridge College

Time Sheet

Time Sheet

Clock In : AM
Clock Out : AM
Breaks :
Cumulative breaks throughout the day

Describe Work*

Confirm Hours

Recent Activity

120/200 Hours

100 Hours

8 Hours - Project Planning

8 Hours - Web Design

8 Hours - Web Design

Lethbridge College

Digital Forms

Uncompleted ▾

[Employer/Student Agreement](#)

[100 Hours Assessment](#)

Completed ▾

Digital Forms

Lethbridge College

Digital Forms

Forms Computer Information Technology Practicum: Host ... - Saved ?

Questions Responses Preview Style Collect responses Present ...

Lethbridge College

Computer Information Technology Practicum: Host information

The Program Assistant needs the following host information as soon as you have found a practicum:

1. Last Name *

Enter your answer

2. First Name *

E-Signature

X

Confirm

Job Posting

Lethbridge College

Search listing ... Search Job

Current Job Postings

Fry Cook
McDonald's Location Apply Now

Fry cook job cook some burgers and grill up some tasty yummars.

Job Title
Walmart Location Apply Now

Job description. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce ac nisl in ligula egestas eu id est. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus.

Interview Question

Digital Forms

Lethbridge College

Forms Computer Information Technology Practicum: Host ... - Saved ? BP

Questions Responses Preview Style Collect responses Present ...

Computer Information Technology Practicum: Host information

The Program Assistant needs the following host information as soon as you have found a practicum:

1. Last Name *

Enter your answer

2. First Name *

E-Signature

X

Confirm

My Progress

Lethbridge College

Bradley Pike
Student number s0528231
Student Information

Edit Profile Upload Resume

My Progress
120/200 Hours
100 Hours

Forms Completed
6/10

Go to Forms

Recent Activity

8 Hours – Project Planning

8 Hours – Web Design

8 Hours – Web Design

Weekly Activity

Unapproved 01/01/23-01/08/23 20 Hrs/Week Bradley See Details

My Progress

Bradley Pike
Student number s0528231
Student Information

[Edit Profile](#) [Upload Resume](#)

Bradley Pike

My Progress

Bradley Pike
Student number s0528231
Student Information

[Edit Profile](#) [Submission Details](#) [Download Resume.pdf](#)

My Progress 120/200 Hours
100 Hours

Recent Activity

- 8 Hours - Project Planning
- 8 Hours - Web Design
- 8 Hours - Web Design

Weekly Activity

Unapproved 01/01/23-01/08/23 20 Hrs/Week Bradley [See Details](#)

Time Sheet

Detailed View

Unapproved ▾



01/01/23
Wednesday, January 3rd, 2023

Detail: Web Design
Clock-In/Out: 9:00AM – 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours

[Remove](#) [Edit](#)



01/02/23
Tuesday, January 2nd, 2023

Detail: Web Design
Clock-In/Out: 9:00AM – 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours

[Remove](#) [Edit](#)



01/01/23
Monday, January 1st, 2023

Detail: Web Design
Clock-In/Out: 9:00AM – 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours

[Remove](#) [Edit](#)



Employer

Employer Dashboard

Upcoming

Missing Employer Form Signed Due Jan 30th

My Progress

Time Sheet

Live Tracking

Job Postings

Create or View

Time Sheet

Unapproved

Employee	Date Range	Hours	Status	Action
Bradley	01/01/23-01/08/23	20 Hrs/Week	Unapproved	See Details
Irah	01/01/23-01/08/23	20 Hrs/Week	Unapproved	See Details
Nate	01/01/23-01/08/23	20 Hrs/Week	Unapproved	See Details
Wanatda	01/01/23-01/08/23	20 Hrs/Week	Approved	See Details

View All

Time Sheet

Bradley Pike

Unapproved 

 01/01/23 Wensday, January 3rd, 2023
Detail: Web Design
Clock-In/Out: 9:00AM – 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours [Remove](#) [Edit](#)

 01/02/23 Tuesday, January 2nd, 2023
Detail: Web Design
Clock-In/Out: 9:00AM – 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours [Remove](#) [Edit](#)

 01/01/23 Monday, January 1st, 2023
Detail: Web Design
Clock-In/Out: 9:00AM – 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours [Remove](#) [Edit](#)



Job Posting

 [Insert Profile](#)

Type Job Title

Type in job description

Student List 

Alex Parker
Phone Number – 403 403 4031
Institute Lethbridge College 

Default Name



Employees

Employee Profile

Bradley

Student Hour Information

120/200 Hours

100 Hours

The interface shows a sidebar with icons for Home, People, Tasks, and Reports. A large central window displays an employee profile for "Bradley". The profile includes a section for "Student Hour Information" with a progress bar showing 100 Hours completed out of 200.

Digital Forms

Digital Forms

Forms Computer Information Technology Practicum: Host ... - Saved

Questions Responses Preview Style Collect Present ...

Lethbridge College

Computer Information Technology Practicum: Host information

The Program Assistant needs the following host information as soon as you have found a practicum:

1. Last Name *

Enter your answer

2. First Name *

E-Signature

X

Confirm

The interface shows a sidebar with icons for Home, People, Tasks, and Reports. A large central window displays a digital form titled "Computer Information Technology Practicum: Host information". The form asks for the last name and first name of the host. Below the form is an "E-Signature" field containing the letter "X". At the bottom is a blue "Confirm" button.



Customer Service Representative

[Edit](#) [Remove](#)

The Customer Service Supervisor will oversee and assist customer service employees in the performance of their job duties such as responding to customer inquiries and resolving issues or complaints.

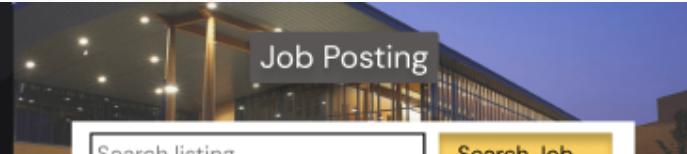
Student List ▾

Alex Parker

Phone Number - 403 403 4031
Institute Lethbridge College

Address - Turtle Valley Crt 482

Default Name



Current Job Postings

[Add](#) [Remove](#)

Fry Cook



Fry cook job cook some burgers and grill up some tasty yummers.

[Location](#)[Applications 23](#) [Remove](#) [Edit](#)

Job Title

Walmart

Job description. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce ac nisl in ligula egestas eu id est. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus.

[Location](#)[Applications 3](#) [Remove](#) [Edit](#)

Lethbridge College

Employees

Current Employees

Name	Hours
Bradley	80/200
Irah	80/200
Nate	80/200

Digital Forms

Uncompleted ▾

[Employer/Student Agreement](#)

[100 Hours Assesment](#)

Completed ▾

Admin

Lethbridge College

Dashboard

60.25 Hours Student Average

63% Completed first 100 Hours

30% Signed all forms

Student Hours Worked

Price

equal
Interval = 2
Interval = 4
Interval = 6

Time Sheet

[View Student Tracking](#)

Employer & Student

Students

Search Student Q

Bradley Pike [See Details](#)

Nate Lapointe [See Details](#)

[View All](#)

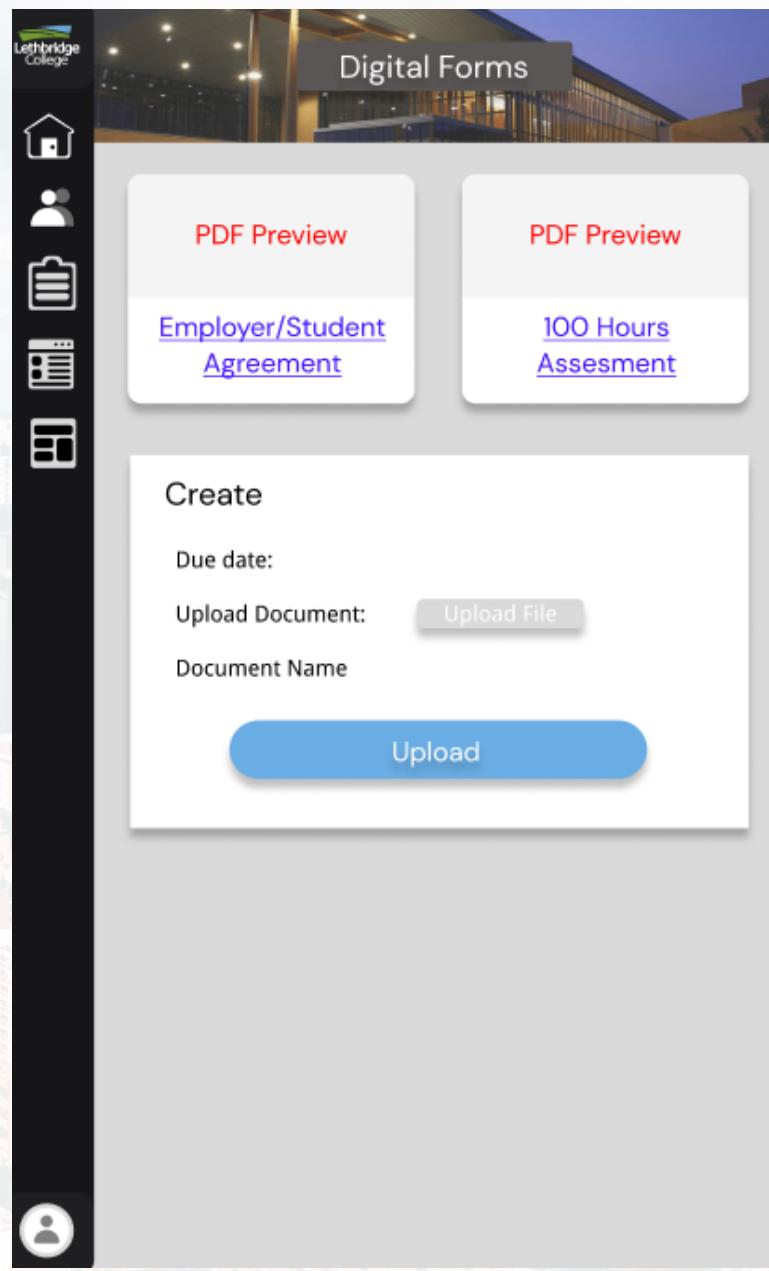
Employers

Search Student Q

City of Leth
4118 21 Ave S, Leth, AB
3 Students [See Details](#)

Leth School Div
4118 21 Ave S, Leth, AB
3 Students [See Details](#)

[View All](#)



Lethbridge College Digital Forms

PDF Preview

Employer/Student Agreement

PDF Preview

100 Hours Assessment

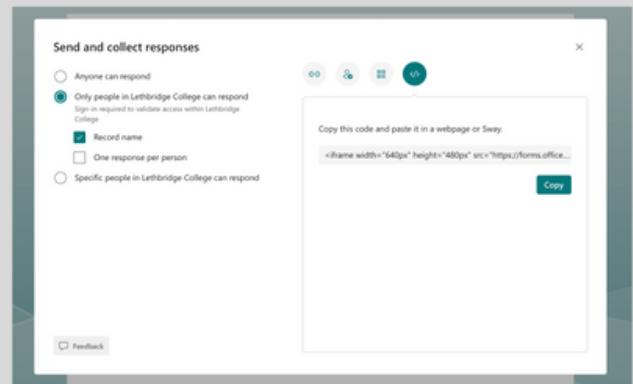
Create

Due date:

Upload Document:

Document Name

Admin will upload embedded link to website





Type Job Title

Type in job description

Student List ▾

Alex Parker

Phone Number - 403 403 4031
Institute Lethbridge College

Address - Turtle Valley Crt 482

Default Name

Job Posting

Lethbridge College



Employers

Company Employer

Micheal Anderson

Notes ...

Employers Job Listings

Job Title

Location

Walmart

Job description. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce ac nisl in ligula egestas eu id est. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus.

Applications Remove Edit

Create New

The screenshot displays a mobile application interface for Lethbridge College. At the top, there is a header bar with the college's logo and a "Digital Signature" button. On the left side, a vertical navigation menu is visible with icons for Home, People, Lists, and Forms.

Digital Forms

Digital Signature

Computer Information Technology Practicum: Host information

The Program Assistant needs the following host information as soon as you have found a practicum:

1. Last Name *

Change Name:

Change Due Date:

Confirm Changes

Student Completed 30/60 Completed
Due Date: January 3rd, 2023

Notify Uncompleted

Job Posting

Customer Service Representative

Edit Remove

The Customer Service Supervisor will oversee and assist customer service employees in the performance of their job duties such as responding to customer inquiries and resolving issues or complaints.

Student List ▾

Alex Parker
Phone Number - 403 403 4031
Institute Lethbridge College Address - Turtle Valley Crt 482

Default Name



Time Sheet

Bradley Pike
[Unapproved](#)

01/01/23 Wensday, January 3rd, 2023
Detail: Web Design
Clock-In/Out: 9:00AM - 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours [Remove](#) [Edit](#)

01/02/23 Tuesday, January 2nd, 2023
Detail: Web Design
Clock-In/Out: 9:00AM - 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours [Remove](#) [Edit](#)

01/01/23 Monday, January 1st, 2023
[Approved](#)
Detail: Web Design
Clock-In/Out: 9:00AM - 6:00PM
Breaks: 1:00 Hour(s)
Total hours: 8 Hours [Remove](#) [Edit](#)



SOLUTION SEEKERS

Contact Us

 [START A NEW CASE](#)
Just send us your concerns and questions by starting a new case. We will respond to you with any helpful advice we can give.

 [PHONE](#)
(Monday to Friday)
1-800-572-0160 [START HERE](#)

 [EMAIL US](#)
solutionseekers@lethbridgecollege.onmicrosoft.com

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Lethbridge College * SOLUTION SEEKERS 3000 College Dr S., Lethbridge, Alberta, Canada, T1K 1L6



Frequently Asked Questions

What is this website about?

+

How do I navigate this website?

+

Is there a mobile app available?

+

How can I provide feedback on accessibility issues?

+

Frequently Asked Questions

What is this website about?

-

The website is a specialized online platform designed to streamline practicum time tracking for both students and employers. We understand that monitoring and recording practicum hours can be a daunting task, and our mission is to make this process effortless and efficient.

How do I navigate this website?

+

How do I navigate this website?

+

Is there a mobile app available?

+

How can I provide feedback on accessibility issues?

+

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[Contact Us](#)

[FAQ](#)

[Home](#)

[Back to Top](#)



3000 College Dr S., Lethbridge, Alberta, Canada, T1K 1L6

THANK YOU

February 17, 2024

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

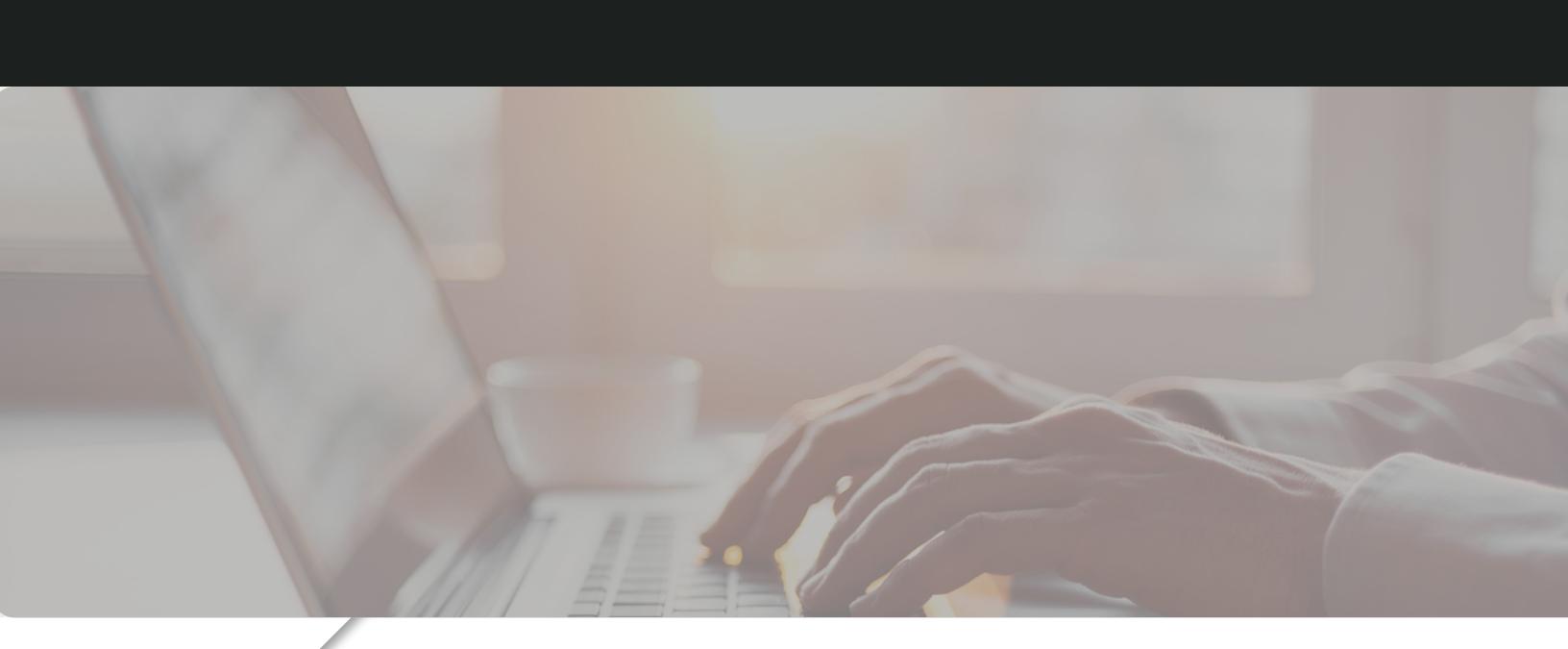
SOLUTION SEEKERS

LESSONS LEARNED

SOLUTION SEEKERS 

PREPARED BY

Wanatda Phengphonekeo, Robee Lou Diaz,
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.

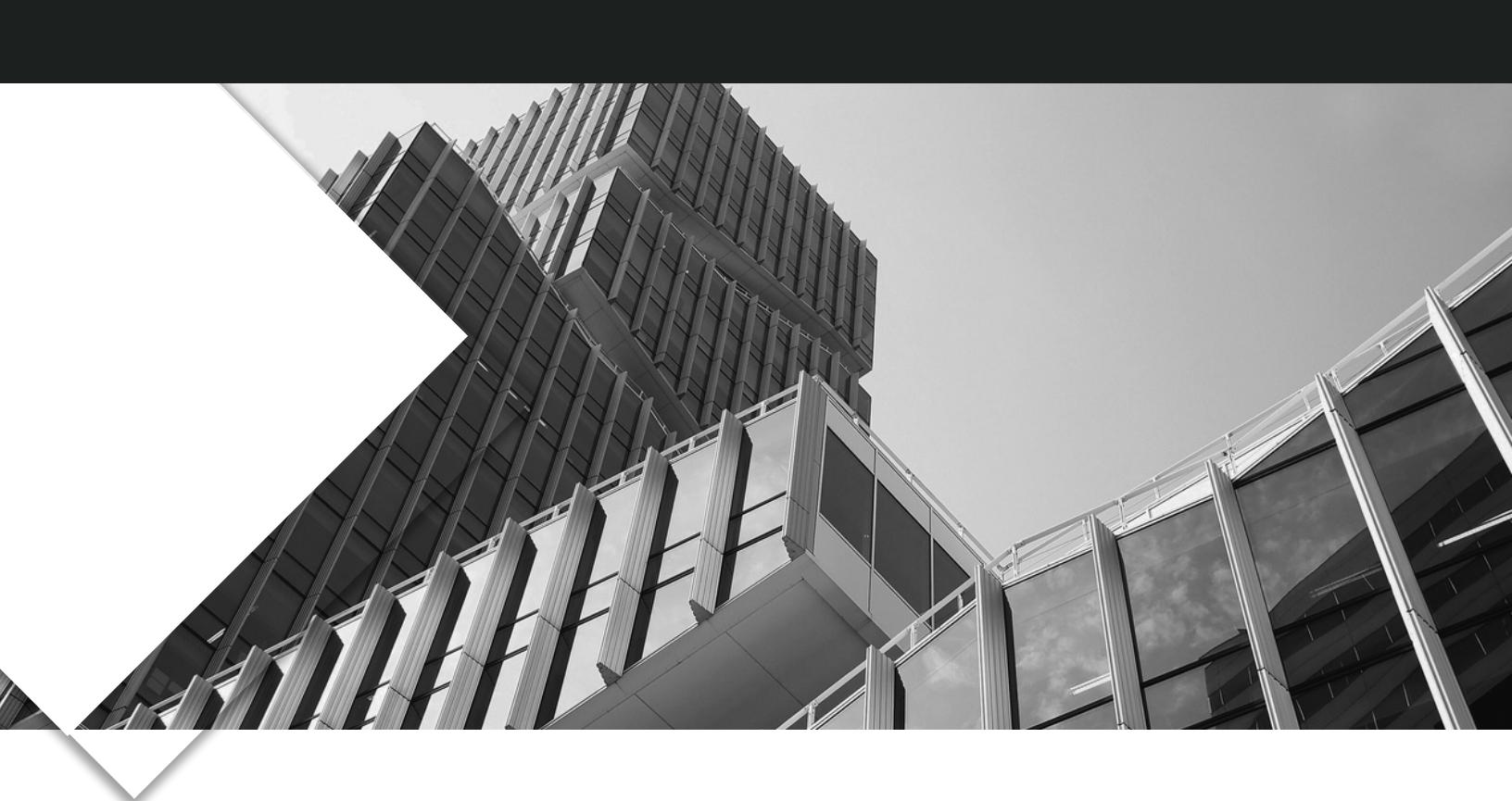


WELCOME

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

Documentation Lead
wanatda.phengphonekeo@lethbridgecollege.ca

2

Robee Lou Diaz

Programming Specialist
robee_lou.diaz@lethbridgecollege.ca

3

Bradley Pike

Front End Developer
Contact Representation Lead
bradley.pike@lethbridgecollege.ca

4

Nate Lapointe

Team Lead
nate.lapointe@lethbridgecollege.ca

5

Irah Loreto

Hardware Specialist
irah.loreto@lethbridgecollege.ca

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

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:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
------------------	-------------	-----------	--------	-------------	--------	------------------------------

* Template for reference



AVOID REPEATED EXPERIENCES

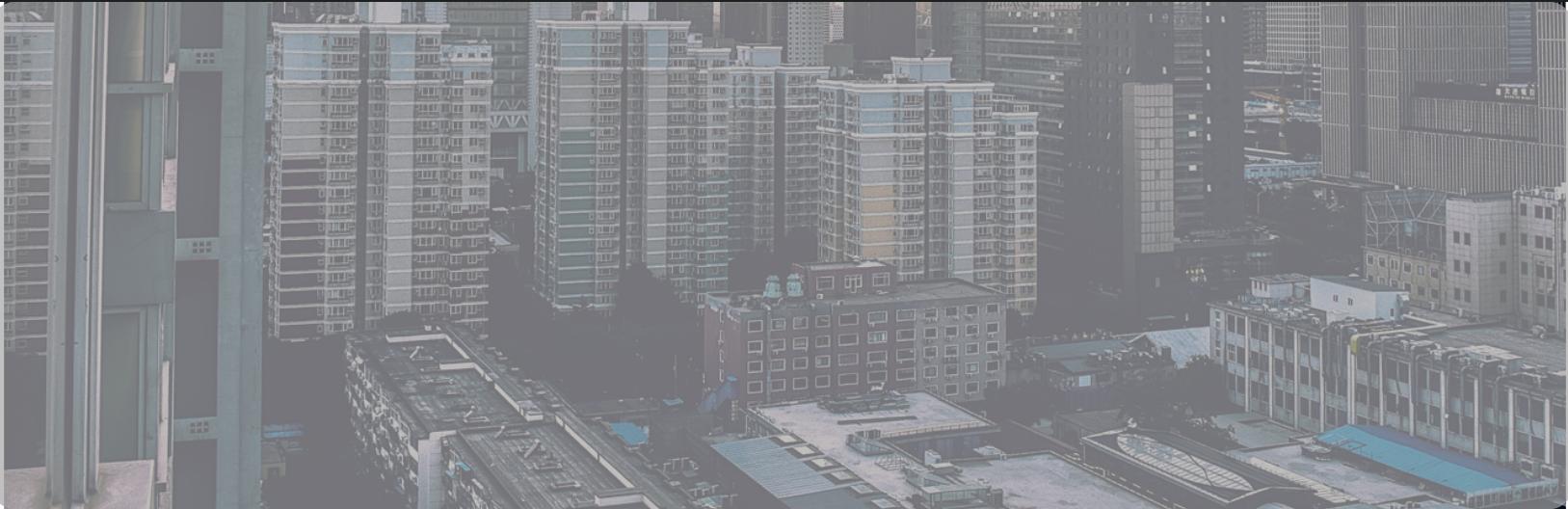
When a team member describes their experience, here are a few topics to consider to help avoid repetition. Each lesson should be a unique experience of itself.

- 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	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
02/16/24	Wanatda	7	My lesson I learned this Milestone is I don't like creating physical DFD's. It's not my strongest suite. I really don't like the tiny details you have to think of when making a physical DFD. However, I found that structure charts were a lot more easier to understand.	Academic/Personal	Made a LOT of revisions. I spent time with Stephen and Tim to go over my DFD scraps. It definitely paid off because I have a really good understanding of the system and how big the project scope truly is.	
02/16/24	Robee	7	Creating a physical architecture is new for me. Knowing every part of the system is essential for any I.T. fields so this is really valuable. Using the proper software, hardware, architecture and required storage size seems easy but it is not. These are really important for the development.	Academic	Spent more time understanding the terms. Researching via google and details in the book.	
02/16/24	Nate	7	I learned a lot about the structure charts and how what is really supposed to go into them. I feel a lot more confident about them after the presenting them and also listening to the other groups about theirs.	Academic	presenting and listening to the other groups present helped me to understand the structure charts more, working on them for hours with my group helped a lot as well. Restarting and doing them over and over again gave me a more clear understanding.	
02/16/24	Irah	7	In creation of making the pseudo code I learned that there is a lot more to it in breaking stuff into parts. Is a certain action will be in one or should I split it into two. Creating pseudo code really help me understand the process of buttons and features way more.	Academic	I did changes every often when someone would make changes to the charts because my pseudo code is word form charts. I learned how to break a feature down into outputs and inputs. I also learned more from my team as I had to over there charts and compare learning about there parts such as structure charts and dfds.	
02/17/24	Brad	7	I learnt that I need to be more attentive to team messaging and working with the team to create achievable deadlines.	Academic	I found that my commitments hurt the teams progress in completing milestone 7 in a timely manner.	I need to set realistic deadlines and if I require "time off" I need to hold up my portion of the team workload

LESSONS LEARNED

Date	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
01/29/2024	Wanatda	6	I learned that I didn't dedicate enough time into understanding the material associated with this Milestone.	Academic	Felt like my lack of understanding was impactful during our presentation on Friday.	Going to put more time and preparation for our next in-class presentation.
0/29/2024	Bradley	6	I learnt that we need to have meetings more regularly with our team so we're on the same page.	Academic	It reflected in our presentation grade and our overall knowledge of the project.	

LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
07/12/2023	Wanatda	5	I know we lightly dived into feasibility in Milestone 1, but Milestone 5 felt pretty comprehensive. There was lots of information that needed to be considered when coming up with the details. I feel like I have a good enough understanding of feasibility than what I did beforehand. But with our project being a college one, it was difficult to navigate what our organizational & economic feasibility consists of.	Academic	Deeper understanding of the system in terms of getting our hosting situated and learning about our software and hardware, security, and long term sustainability with the project.	
8/12/2023	Nate	5	In milestone 5 I learned a little more about build vs buy comparisons. Feasibility is also something I learnt a little more of, really breaking down our own project doing it for ourselves helped me understand a lot more.	Academic	Having an idea of feasibility and build vs buy gives me a better understanding on our own project.	
8/12/2023	Irah	5	In milestone 5 I have learned and improved my power point presentation skills a lot. I always used Canva, learned how to do power point animations and really learned how to use small features and mechanics. In regards of work load I've really learned to spread work delegations more suited for my load of productivity.	Academic	I learned a more of how our system will work and what features, programs we will use on our project in order to work. Learned about what scope we will be working in as its mostly going to be ran internally and used internally after we manage to finish the project. Basically understanding the build of our project and things that will be implemented in order for it to work and be used for futures endeavours.	
8/12/2023	Robee	5	I learned a lot with comparing the differences of acquiring the system. Researching about off-the-shelf and outsourcing options, how to calculate which one is the best based on values and Weighted Alternative Matrix. Finally, creating recommendation based on these findings to propose the best solution.	Academic	It is definitely a must-know in developing system request. Reminded me that there are other options to build the system, based on time, resources and budget.	
08/12/2023	Bradley	5	In milestone 5 I was working on the budgeting part of the deliverable. Talking with ITS made me realize we missed some details like server costs and web certificate costs. Even things like licensing and consulting fees were costs I had to compare, which I have never done. Our project is limited to using Microsoft licensed software so that was something I had to work around.	Academic	I learned how challenging it can be when you have limitations to only use certain software and hardware. It felt like a real job situation having to deal with specific rules and limits. This project really impacted me and showed me how to manage these kinds of real-world challenges.	

LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestone	Lesson	Lesson Type	Impact	Recommendation / Comments
14/11/2023	Wanatda	4	Wednesday after class I talked to Tim about our ERD. Initially I had created one, and just wanted his input on it. But after talking with Tim, we worked together to improve the ERD for our system. We ended up restructuring the ERD completely, and in the end I had a better understanding of our improved ERD than I had going in. This was so helpful because throughout this Milestone I really struggled with this.	Academic	I feel like our improved ERD is more fluid. The diagram is 10x easier to explain to others, and you can follow it very smoothly. If I had not gone to Tim for advice on our ERD, I think it would have impacted our understanding of our client's ERD.	
20/11/2023	Nate	4	I learnt a lot more about the business' rules, looking at the ERD and figuring out the business' rules defiantly took time and hearing what Tim had to say about them after the presentation helped a lot	Academic	Made a lot more sense with the whole project figuring all that out, with time explaining everything as well gave me a better understanding of everything	
20/11/2023	Bradley	4	Since the last milestone I'm staying a lot more accountable for my own work and making sure I'm prepared for the presentations.	Accountability	I've made a major improvement on clarity and general understanding of the project	
20/11/2023	Irah	4	I learned more on how to become design things better on PowerPoints and become more creative. Learned about ERD more in depth's through my group members and others as well. I became more consistent in my work and have improved my skill as well to benefit the group projects.	Academic	Our new chart is way easier to explain now. Thanks to Tim's advice, it's much clearer, and you can understand it way better. Plus, this taught me that getting feedback from others is important. I'm also trying to get better at making PowerPoint slides so I can explain things even more clearly in the future. Improving my skills for sure and will have better results creating and designing for the group.	
20/11/2023	Robee	4	The most notable lesson that I had on this milestone is creating a Data Dictionary. I tried creating a database before but I learned that having a well-organized and planned Data Dictionary makes the task a lot easier. I also discovered on how to improve wordings for Business rules that will match the Entities involved.	Academic	This will serve as our cornerstone for creating the application and database since we have an idea of information that we need and the metadata and limitations for each attribute.	

LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milest one	Lesson	Lesson Type	Impact	Recommendation / Comments
27/10/2023	Wanatda	3	I learned how to make use cases! This was pretty simple to learn in class when we did examples, but when it came to actually integrating them into our project it took me awhile to figure out. Mostly because you have to go through every single step and determine "is it a feature? or is it a valid use case? what is considered pre/post condition?"	Academic	Understanding how to make Use Cases is really important for our team because I had to take into consideration stuff that I might not have accounted for. Not only for documentation sake, but also for when we start coding.	Spending the time to understand what the client wants before making a use case. Also ask for help.
29/10/2023	Robee	3	Review format of documents properly. Be more mindful on the details of deliverables. Communicate better with the team.	Personal	Missed out some specific formatting and properties of data flow diagram. Initiate team discussion for deliverables made for current milestone.	
30/10/2023	Bradley	3	Become more engaged with the project and get clarification when needed. I found myself less engaged due to a busy schedule however when I had free time I found myself focused on the wrong things. I found that creating the deliverables I didn't have a great understanding of the project and should've asked for clarification before the presentation.	Engagement	I found myself not being able to have as much perceived knowledge on the project as I stumbled on words and generally didn't have a great understanding of my portion of the presentation	Ask for help when needed
30/10/2023	Nate	3	During milestone 3 i learnt how taxing this whole process really is. There is a lot of work still ahead and i found having to remind myself to get my work done and to be on track with everything. Also learnt that asking questions to get out the right information and to do the work correct the first time.	Personal	The impact of having to remind myself to get my work done is big because that's time that i could have spent making the project better or brainstorming new ideas, things like that.	Understand the importance of everyday that we work on the project.
30/10/2023	Irah	3	I was in charge of working on the informal presentation. About a half our into it, my computer crashed and I forgot to save my progress. This really sucked because I had most of the slides done with animations and themes sorted out.	Technical	Lost a good portion of our groups presentation. Thankfully I was working on it a couple days before it was due, so I was able to recover most of it. All in all it just delayed me for a couple hours from completing it.	Always save your progress, or at least turn on the auto-save function.

LESSONS LEARNED

Date DD/MM/YYYY	Entered By:	Milestones	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.	