Page Numbers are from the TOC document as a placeholder and will be updated as we go along

Executive Summary with Narrative and Conclusions

The primary challenge driving our initiative is to address the inefficiencies faced by the small educational institution. Although the institution offers one of the most rigorous programs available for typical high school students, allowing them to earn both a high

school diploma and an associate degree, it struggles due to a lack of additional staff support. This shortcoming places an excessive burden on the innovative learning specialist, who has unintentionally taken on the responsibility of managing the media center alongside her primary duties. The task of reviewing applications and sending reference emails, combined with her regular responsibilities, could heighten her stress regarding a concerning issue that is easily attainable resolvable.

As I adjusted to this new role, I discovered that although alternatives exist, many lack the expertise to create an application that safeguards sensitive information in accordance with Chatham County Schools. Data is currently being stored in an Excel spreadsheet, making it insecure and inefficient. Google Forms can only be customized to a certain degree, which limits designers, and it's not the optimal choice for linking to a database

We recommend developing a user interface that enables applicants to upload their information for early college applications and submit it to a database from which early college administrators can access and review applicant details. Specific objectives include ensuring the user interface is compatible with the current software and website already in use for Chatham County Schools, with support from our chief technology officer and the principal of the school.

In summary, it is essential to ensure secure data transfer and storage. The form should be straightforward and understandable, the database must have a logical structure, and responses should be stored in an appropriate format. One limitation is that we will not create a login system for the interface, nor will we develop a portal for administrators to extract data. Once the project is completed, it will be the responsibility of the district to maintain it. The anticipated advantages of implementing this system include enhanced data security within a proper database. With an active database, connections should occur more seamlessly. New forms will integrate with the database, and the new application will provide the district with greater control, making updates easier amid a changing business landscape.

Company Background and Current Environment

Chatham County Schools is the governing body for the school system in Chatham County, North Carolina. Their website acts as a central hub for information about their K-12 schools, enrollment details, academic calendar, and educational programs. The Chatham County Schools website serves twenty schools and over 8,900 students within the county. Chatham County Schools promote lifelong learning by supporting high school students who wish to earn college credits. They are also firm believers in the 1-to-1 student laptop program, which is an integral part of resources used to enable equitable access to technology and digital resources.

Chatham Early College helps high-achieving students entering high school to earn an associate's degree alongside their high school diploma. The early college has an application process where students apply for the limited available seats. Currently, the application is organized through a Google Form for simplicity and ease of use for the administrators of Chatham Early College. However, as Chatham County Schools is considering a change and update in their software services, they are exploring the possibility of updating or automating several of their services and processes, including the application form for potential students at the early college.

Currently an interested student/or parent will go onto the Chatham County Schools website and search for the Early College. There they will find the Chatham Early College application link which takes them to Google form. The applicant will need to have an email address to begin filling out the form, any personal or school email will work. The applicant does not sign in to any kind of account to fill out the form. The applicant then goes through each step filling out all their information and once the information is submitted the data is sent from the Google form to a Google sheet. Every submitted form's data is collected in one spreadsheet for administrators to access and review applicant information. When applicant data is successfully transferred to the spreadsheet, a script is triggered to send an email with a reference form for a staff member or acquaintance to open a separate Google form for the reference. This form will be filled out, and once submitted, it will go into a separate folder within the application data set on Google Drive.

Christian's Notes

Problems with the current system

Data is being stored in excel spread sheet (insecure and inefficient

Google Forms is limited in how customable it is

Google Forms is also not great at linking to a database

Overall Objective: create a user interface for applicants to upload their information to apply to early college and submit it to a database from which early college administrators can pull information to review applicants.

Specific Objectives:

User interface needs to be compatible with current software and website already in in use for Chatham County Schools

Application must ask all questions given to us by the sponsor

- Email
- First Name
- Middle Name (or initial)
- Last Name
- Sex
- Ethnicity
- School Currently Attending
- Other Middle School
- High School Assignment (by attendance zone)
- Name of Parent/Legal Guardian
- Relationship of the person(s) with whom the student resides (i.e. Mother, Stepfather)
- Father's highest education level

- Mother's highest education level
- Address
- Parent(s)' Email Address
- Home Phone #
- Mobile Phone #
- Does the student currently receive Exceptional Children's Services?
- Does the student receive ESL (English as a second language) services in middle school?
- Is your child currently being served by a 504 Plan?

- Does the student receive AIG (Academically & Intellectually Gifted) services in middle school?
- Tell us about your academic successes and challenges: What are you proud of? Where do you have room for growth?
- Tell us about your extracurricular activities: What do you like to do with your free time?
- Tell us about your personal goals: What do you want your life to look like?
- Tell us about your college and career goals: What do you hope to study? What kind of career would you enjoy?
- Please explain why you are interested in attending Chatham Early College.
- Personal Honor Statement: I do attest and affirm that I completed these personal statements and essay myself without help from anyone, including parents, teachers, or other students.   (Signature: Please place your name in the box provided to attest the above statement)
- Subject Reference 1 Language Arts, Social Studies
- Name Reference 1
- Email Reference 1 Teacher Email Address (reference 1). Please make sure enter the email correctly - if you are uncertain, please check with the teacher.
- Middle School (reference 1)
- Other Middle School (reference 1)
- Subject Reference 2 Math Science
- Name Reference 2
- Email Reference 2 Teacher Email Address (reference 2). Please make sure enter the email correctly - if you are uncertain, please check with the teacher.
- Middle School (reference 2)
- Other Middle School (reference 2)
- Name Reference 3
- Email Reference 3 Email Address (reference 3). Please make sure enter the email correctly, if you are uncertain, please check with the individual.
- Number of Years Knowing Them?
- Occupation
- Place of Employment
- Student Signature (your typed name here serves as your signature)
- Parent Signature (your typed name here serves as your signature)
- Today's Date

Yellow highlights are where the trigger is formatted for the column they fall under.

Data must be securely transferred and secured

Form needs to be clear and easy to understand

Database should use a rational structure

Database needs to store all answers in the appropriate format

Constraints:

We are not creating a login system for the interface

We are not creating the portal for the Administrators to pull the data from

Once the project is complete is up to the company maintain
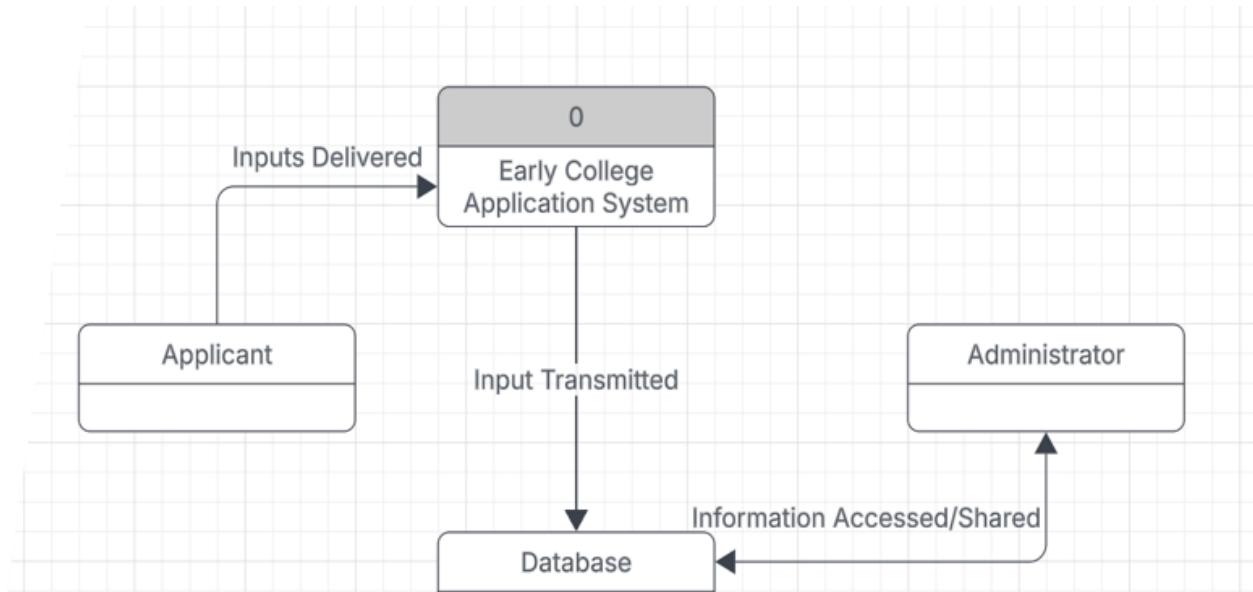
Expected benefits

Data is stored in a more secure fashion in an actual database

Data being in a database means it is connected in more uniform matter

New Application form will be linked to the database

New Application will give district more control over it and will be easier to update with the database and changing business climate

Context Diagram

Use Case Diagram