

# **Professional Practice Management System Requirements Specification**

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# **1. Executive Summary**

## **1.1 Project Overview**

Professional Practice Management System (PPMS) is created with a focus on students and their first steps to building their careers. PPMS is thought to be a middle tool that builds bridges between Universities and Businesses. The main actors of this system will be students which would have the opportunity to create their profiles, market themselves, and deep dive into hundreds of possibilities from different businesses and fields, by having the chance to find an internship and create their first contact with professionals. Moreover, as Professional Practice stands as a compulsory course in many universities & degrees in Albania and the procedure is done manually, we build PPMS as a unique solution in the Albanian market that not only will save time by automating the procedure and by increasing the reliability of paperwork, but also environmental friendly as it will automate the process by reducing tons of paper used by students to report their daily diary. Even after graduation PPMS will serve as a Job-Hub, where Businesses can advertise their vacancies for young graduated professionals.

## **1.2 Purpose and Scope of this Specification**

Our purpose as Software Engineers is to strive for improvement by automating professional practice course systems in Albania and offering young Albanian students the best and fastest opportunity to link with local businesses. Why choose PPMS:

1. An automated way to manage a Professional Practice course.
2. Increases reliability of paperwork.
3. Time-efficient.
4. Eco-friendly by reducing tons of paper used by students to document their work.
5. Helps students market themselves.
6. Helps business advertises their job vacancies.
7. Helps young graduates to stay in touch with businesses

# **2. Product/Service Description**

Professional Practice Management System (PPMS) is a management system that puts on center young students. It is thought to be the bridge between academic knowledge and a business career. What PPMS is aiming for is an opportunity for each student to create his professional digital profile and expose himself to different local businesses in the market. What makes PPMS different from other competitors is its platform's strategy used to approach students. Its crowdsourcing strategy to enter, develop and expand into the market offers universities a management system for their Professional Practice course. This system will “force” students to register, apply, and connect to businesses and fill & sign their professional practice documents in real-time. It will not be only a one-course journey, but even after graduating in their course, students can still use the platform to apply to other vacancies offered by businesses.

## **2.1 Product Context**

PPMS is self-contained and independent. There is some similar system like PPMS currently operating in Albania, but they are mostly focused on job seeking & application, leaving behind internship opportunities. Also, there is one platform that focused on students & internship vacancies but they are not well known among students in Albania. What PPMS offers to the market is an opportunity for each student to create his professional digital profile (similar to a LinkedIn Profile for Albania) and expose himself to different local businesses registered on our platform. What is our main crowdsourcing strategy to enter, develop and expand into the market is offering universities a management system for their Professional Practice course. This system will “force” students to register, apply, and connect to

businesses and fill & sign their professional practice documents in real-time. After graduating from their course they can still use the platform to apply to other vacancies offered by businesses.

## **2.2 User Characteristics**

Our web application is intended to be used for the following user profiles:

- **Business (local Albanian & International businesses from any field):**  
Mostly focused on local Albanian businesses, but even international businesses from any field are invited to join. We tend to invite any business which is willing to offer job & internship places and connect to young talented students from Albania. They will have the opportunity to register, log in, and get verified by our staff and build their own profile while creating vacancies announcements and managing them. They can deep dive into the talented young Albanian student market and help them build their first steps into their career while also assisting them in completing their Professional Practice course.
- **University (focused on any public or private university in Albania):**  
We are focused on public and private Universities in Albania. Universities will have the right to register, log in, and get verified by our staff. Since the Professional Practice course is now a compulsory course and we through our research have seen that professors responsible for that course have a lot of problems in terms of organization and reliability of course finalization documents, we have made it possible through our product to offer university a platform where they can create a class and assign a professor as responsible. Also since many of the universities have Career Offices we have made it possible for the universities to assign a career office representative.

Through University are assigned 2 users:

- **Professional Practice (PP) Professor:**  
Professor assigned by university responsible for the Professional Practice course. He will have the right to register and login into the system. Also, he will be the main person responsible to manage the class. PP professor will be the one who adds & removes students from the class. Also will have the right to download and upload professional practice contracts and documentation by accessing the student's profile.
- **Career Office representative:**  
Career Office representative will be assigned by the university and will have the right to register and log in. He can have a full view of all the job & internship announcements and will have the possibility to download them in pdf so he can use those pdf to send to the students through email.
- **General User (main focus on students):**  
We have come up with the idea of "general users" as we want our platform to be extended and not one-time use. Our main focus is on students as they are in the frontier with professional practice courses, but when they graduate in that course we want them to stay and use our platform to move on with their careers. Also, other professionals who are willing to find new possibilities are invited to join. They will all have the possibility to register and log in. Also, they can see all the job announcements and apply. Only students assigned by the PP professor will have the right to be in a PP class and link one of their contracts to that course. Also, they will have the opportunity to complete their documentation digitally in real-time.
- **Admin (staff from our system):**

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Will be someone from our platform who will have the right to log in and manage all the businesses, universities & users.

### **2.3 Assumptions**

- Our product will be in form of a web application, meaning that the system definitely will require a stable internet connection, otherwise it will be impossible to be used by any user. It is assumed that users can connect through desktop/laptop/mobile via the internet.
- It is assumed that the university will assign real emails to professors and career office representatives.
- It is assumed that each user has some minimum knowledge in using desktop/laptop/mobile to browse our web application and navigate through it.
- We will build our web application in English, so it is assumed that each user has some minimum level of English knowledge.
- It is assumed that “general users” (users logged in without verification) will display their real information to build their profile.

### **2.4 Constraints**

- System is independent: It means that our management system is meant to be entirely functioning alone, without any other parallel management systems.
- Database Migration: our database will be created using MySQL, so we could offer quick migration of the information stored in our old database to a new scalable system in the future.
- Accessibility Constraint: Since our product will be in a form of a web application, each user needs to have access to the internet to browse our product.
- Design Constraints: >>>To Be decided in the future<<<

### **2.5 Dependencies**

- Idea flow of our product must be finished before starting with user scenarios and use cases.
- Prototypes & sketches must be finished before starting with the UI.
- System’s Entity Relationship Diagram & Relational Schema of our database must have been completed before we continue Object Relation Modeling in the backend.

## **3. Requirements**

### **3.1 Functional Requirements**

| Req#  | Requirement  | Comments   | Priority | Date Rvwd  | SME reviewed/Approved |
|-------|--|--|----------|------------|-----------------------|
| BR_01 | The system should allow only logged in users to have access to its interface | Required fields are only email and password                |          | 22/04/2022 | Erta                  |
| BR_02 | The system gives the option for users to sign up                             | Required fields are Role, Name , Surname, password , Email |          | 22/04/2022 | Erta                  |

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|       |   |   |  |            |      |
|-------|---|---|--|------------|------|
| BR_03 | The system should show the correct form for the user sign up, when they choose their role     | After choosing the role, the required fields will be added or removed   |  | 22/04/2022 | Erta |
| BR_04 | If the user is a business the system should check account verification                        | The email entered will be compared with those on the data base  |  | 22/04/2022 | Erta |
| BR_05 | The system lets the logged in user to view and edit their own account                         | Every logged in user can edit their own account, but only the fields allowed                                  |  | 22/04/2022 | Erta |
| BR_06 | The system allows universities and business to create their internships                       | Universities and businesses have full CRED right to the internships that are present into their own database  |  | 22/04/2022 | Erta |
| BR_07 | The system notifies the student through their own homepage when a new internship is available | The student receives a notification on their homepage, if there is a new internship place available           |  | 22/04/2022 | Erta |
| BR_08 | The system allows universities and business to delete or accept interns proposal              | Universities and businesses can delete and accept interns through their main page                             |  | 22/04/2022 | Erta |
| BR_09 | The system notifies universities and businesses regarding every new applicant                 | A new notification is sent to universities or businesses, whenever a student applies for the given internship |  | 22/04/2022 | Erta |

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|       |   |  |  |            |      |
|-------|---|--|--|------------|------|
| BR_10 | System allows their users to see each others profiles but not edit them                 | User can see other users, universities and businesses profile but not edit or delete them  |  | 22/04/2022 | Erta |
| BR_11 | The system automatically creates a classroom for each teacher added by the universities | Whenever a university open an internship opportunity, that takes more than one student, they can open a classroom so they can manage the documents and the student work through it                       |  | 22/04/2022 | Erta |
| BR_12 | The system allows the admin to see the registered users and their roles                 | The database creates a list of all the registered users and their roles. This list is then shown to the admins of the web  |  | 22/04/2022 | Erta |
| BR_13 | The system assigns a portfolio to every student when they choose their studying field   | After a student creates their own profile, and they choose which degree they are studying for, an automated portfolio format will be presented to the. The portfolio than can bee updated by the student |  | 22/04/2022 | Erta |
| BR_14 | The system sends a notification to the student about their acceptance on the internship | The student will receive a notification regarding their internship acceptance  |  | 22/04/2022 | Erta |

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|       |  |  |  |            |      |
|-------|--|--|--|------------|------|
| BR_15 | The system creates a database with all the students that have been accepted for the internship and shows it to the assigned professor for each classroom | A database will be made with all the information regarding, every student that has been accepted in the internship (given) and this list will be displayed to the teacher that controls the specific classroom regarding this internship |  | 22/04/2022 | Erta |
| BR_16 | The system notifies the professor or business when a students requires their internship documents  | There will be a notification to the opportunity given, regarding the documents that are being required by their intern   |  | 22/04/2022 | Erta |
| BR_17 | The system notifies the student when the documents have been filled by the business or university  | When the documents have been completed there will be a notification in the student inbox, that shows him the finished documents  |  | 22/04/2022 | Erta |
| BR_18 | The system allows both sides to download the documents that were send by the other side  | Any document that has been uploaded by the specific universities or business can be downloaded by the student, and vice versa  |  | 22/04/2022 | Erta |



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|       |  |   |  |            |      |
|-------|--|---|--|------------|------|
| BR_19 | The system allows the student to apply for as many internships as they want, even after the student has been accepted in one of the applied internships they can still apply for other | A student can apply for as many internships needed, even after they have been accepted  |  | 22/04/2022 | Erta |
| BR_20 | The system allows the business or universities to admit more than one student for internship   | I'm not sure  |  | 22/04/2022 | Erta |
| BR_21 | The system archives classes after a professor leaves   | If a professor leaves the website and their email becomes deactivated, the classroom will not be usable anymore and all the information will not appear to the student or the universities that had the professor |  | 22/04/2022 | Erta |
| BR_22 | The system should check if an email had been used once to sign in  | If a user tries to reuse the same email, for signing in multiple times, than there will be an error which does not allow that action  |  | 22/04/2022 | Erta |

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|       |   |  |  |            |      |
|-------|---|--|--|------------|------|
| BR_23 | The system should check if a professor that wants to sign in has been approved by one of the universities | The email that is entered by the professor will be checked if it has been declared by one of the universities  |  | 22/04/2022 | Erta |
| BR_24 | The system allows the career office to only view internships and download them                            | The career office has limited access in the website, it can only check and download internship information, but not students internship documentation              |  | 22/04/2022 | Erta |
| BR_25 | The system should notify when a file sent is downloaded   | When one of the given actors downloads a file, there will be a notification that the file has been received and downloaded   |  | 22/04/2022 | Erta |
| BR_26 | The system should recognize a student through its school email domain                                     | When a student sign ins with a school email, that email will be connected with the university database   |  | 22/04/2022 | Erta |
| BR_27 | The system allows the student to edit their internship documents  | The student has full CRED accessibility on their internship documents  |  | 22/04/2022 | Erta |
| BR_28 | The system notifies the admin for any irregularity that happens in the web                                | If there happens to be a brute force attack or a users email has been blocked from sign in (because of multiple login attempts) , the system will notify the admin |  | 22/04/2022 | Erta |

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|       |  |  |  |            |      |
|-------|--|--|--|------------|------|
| BR_29 | The system warns the user if any incorrect information has been entered through out the registration | If there is a missing field or any incorrect information the user will be notified, so they can correct this issue, if they do not correct it the procedure can not continue |  | 22/04/2022 | Erta |
| BR_30 | The system warns the user if there is an internet issue  | If there is trouble connecting with the internet service provider, there will be a notification on the users screen  |  | 22/04/2022 | Erta |
| BR_31 | The system should give the user the opportunity to change their password if they forget it           | When a user can not remember their password, they can require a new temporary password, so they can log in and change it   |  | 22/04/2022 | Erta |
| BR_32 | The system should log out a user if the session expires  | After the user has been logged in, into the website for more than a certain time, they will be required to re-enter their password to verify that they are still online      |  | 22/04/2022 | Erta |
| BR_33 | The system should check for any irregular log in from any type of user                               | I do not know  |  | 22/04/2022 | Erta |
| BR_34 | The system allows business to add their own employees to manage the interns                          | Businesses can add their users, by uploading their emails on the database. These users can check up with the students and the internships application                        |  | 22/04/2022 | Erta |

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|       |  |  |  |            |      |
|-------|--|--|--|------------|------|
| BR_35 | The system will allow the user to change their password, from inside their profile     | If there is ever a need to change the password, this can be done through the users "Edit Profile". After re-entering their old password or the temporary password (if they have forgotten it), they can change the password into a new one |  | 22/04/2022 | Erta |
| BR_36 | The system will temporarily freeze a users account, if there are many incorrect logins | When a user tried to access their account, but they enter the wrong credentials that account will be frozen, and only the admin/university/business can unfreeze it  |  | 22/04/2022 | Erta |

### 3.2 Non-Functional Requirements

#### 3.2.1 Product Requirements

##### 3.2.1.1 User Interface Requirements

General UI requirements:

- Our main product will be mainly focused to use on desktop & laptop devices but will be responsive even for mobile phones & tablets.
- The main focus of our UI will be navigation. We are designing it to be easily navigable, with big buttons and little text, placed in a structured and friendly way for the user.
- When it is possible, the system should limit hard text input and increase the usage of other input alternatives like selection, checkboxes, and even tend to automate features when possible ex. dates.
- Only one type of font will be used throughout all the products and is decided to be Roboto. The size of the font should be at a readable scale.
- The registration and login section would be the landing page.
- The registration section will offer the user possibility to select his profile and then continue with the appropriate registration form.
- The login section will be equal for all. It will require only email and password.
- The design of the profile of the "general user" should be very professional. It should seem like a personal website for each user.
- Photos used throughout the web application should be of higher quality and well sized.
- The color theme used should have plain nature colors.
- Should select a proper error message pop-up for every case when error input is given.

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### User dashboard UI requirements:

- Each actor of our system will have a different dashboard with its appropriate menu depending on his profile. The style through all the dashboards will be the same with some small changes in colors and menu.
- Business Dashboard:
  - Registration: register through a separate form.
  - Profile menu: here businesses can enter, see and edit their profile details.
  - Create Job/Internship announcements: here businesses can create new job/internship announcements. They will have the possibility to add information, and photos and upload documents to create and design their announcements. Also, this menu will provide him with all previous announcements created with the possibility to edit or remove them.
  - View applications menu: it's a menu that will provide all businesses access to all the applications for their announcements. Here they can access and visit applicants' profiles and even accept their applications by connecting with them.
  - Check all contracts menu: this menu shows to the business every applicant who's been accepted by them. From here the business can get a view of the applicant's profile and also the announcement he is connected to.
  - Check PP interns: here is the section where businesses can manage Professional Practice student intern documentation. Here will be displayed all the applicants which are connected and have marked in the contract the option for the Professional Practice course. Businesses have the possibility to sign, download and upload documentation directly from the platform.
- University Dashboard:
  - Registration: register through a separate form.
  - Profile menu: here university can enter, see and edit his profile details.
  - Create a PP course class: here is the menu where universities can enter and create Professional Practice classes to manage their course based on their curriculum. For each class created they will get a field where they must put the email of the professor who is responsible for that course/class.
  - View all classes menu: here university can enter and access the list of all classes created and archived through the years. Here universities can have the opportunity to edit the assigned professor's email and also view the profile of all students added to the class with the possibility to download all the documentation uploaded to the platform.
  - Assign Career Office menu: here universities can enter and assign career office representatives' emails.
- Professional Practice Professor Dashboard:
  - Registration: register through a separate form.
  - Profile menu: here PP professor can enter, see and edit his profile details.
  - Class menu: here PP professors can access all the current and previous classes assigned by any University through its email. For each class, he will have the opportunity to add students. Also, he can manage their practice by viewing their contract and also uploading and downloading documentation.
- Career Office Representative Dashboard:
  - Registration: register through a separate form.

### ***Professional Practice Management System Requirements Specification***

- o View all Job & Internship announcements made by businesses: They will have the opportunity to download each of the announcements in .pdf file format so they can use it for their need (ex. sending students via email).
- General User Dashboard:
  - o Registration: register through a separate form.
  - o Profile menu: here user can enter, see and edit his profile details.
  - o View all Job & Internship announcements made by businesses: here students can view all the announcements made by any business from any field. They will have the opportunity to apply to the position they want by clicking the Apply button.
  - o View all contracts & applications: here users can see all the contracts made and also all the applications and their status.
  - o Professional Practice Course Class: here only users which are assigned to the class by a PP Professor can access this menu otherwise it will be empty. For those that are assigned, they can mark one of their contracts for the PP course and also check, fill download and upload the PP documentation in real-time.
- Admin Dashboard:
  - o View all registered Universities menu: here admin can see the list of all university's profiles and have the possibility to verify, edit & remove them.
  - o View all registered Businesses menu: here admin can see the list of all businesses' profiles and have the possibility to verify, edit & remove them.
  - o View all registered Users menu: here admin can see the list of all user's profiles and have the possibility to edit & remove them.

#### **3.2.1.2 Usability**

Our web application should be easy to navigate, learn, work & adapt for each user. Every user must be comfortable and effortless to access it. Video tutorials can be placed in each of the registration parts explaining what our PPMS is doing, how to navigate through the system, and how that user can benefit. Pop-up messages are going to alert the user when she/he tries to enter the wrong input ex. login, filling documentation, and editing profile. We will handle errors in a beautiful manner in order to satisfy UX and also minimize errors by displaying/suggesting a solution to the pop-up message.

We are trying to make our navigation to the system following the methodology "Click & Go". We are structuring our dashboards to be user-friendly and also simple. We want the user to complete his jobs with only a few clicks, limiting the usage of text input and scrolling. Using this methodology we will decrease the possibility of errors while navigating and using our system.

When an operation is considered "dangerous" ex. deleting records, we will prompt a message and ask for a double confirmation from the user.

#### **3.2.1.3 Efficiency**

##### **3.2.1.3.1 Performance Requirements**

PPMS is a web application product for all end-users, meaning it will be used directly from the browser. Mentioning that the main requirement will be the internet connection. A minimum of 4 Mbit/sec is required to have a minimal experience with our system. We recommend a +15 Mbit/sec speed in order so the user experience can be smooth and reliable.

Our system is expected to be affected when a critical number of users (traffic) are using and especially uploading documents at the same time.

## ***Professional Practice Management System Requirements Specification***

Overall 97% of transactions will be processed in -1 second. And for the uploading & downloading part we are expecting to have 80% of transactions in -3 seconds since it needs a bigger time from the server due to massive information transacted.

### **3.2.1.3.2 Space Requirements**

Our system will be placed on a server and have at least 6 months of operation a 5 TB of memory. This memory should be enough to keep all the system and also since we are dealing with document uploading for the student's documentation we are expecting to have a massive amount of documentation in our system:

1 course = 6 months period

1 student = avg. 18 Mb documentation

1 class = avg. 60 students

1 university = avg. 30 PP courses

We are assuming that in our first 6 months period we are registering 7 universities. Based on the data above here are the calculations for those universities:

$18\text{MB} * 60 \text{ students} * 30 \text{ PP courses} * 7 \text{ universities} = 221.5 \text{ GB of data}$

Also a big memory will require also the job application announcements and also user profiles as they can have photos & documents placed on their profile. Approximately in 6 months period will be 10 GB of data.

Small additional memory is needed for non-student users and also for class creation.

Based on our calculations a memory of avg. 230-250 GB of data storage is needed in a 6 months period.

We will aim to reduce this amount by placing size uploading restrictions and also using compressing algorithms.

We are expecting to have in a 6 months period heavy traffic, approximately 7 000 - 10 000 users, in the first month (students are searching for internships) and in the last month (students finishing their documentation). Each day we are expecting to have approximately 5 000 – 7 000 users which write their daily documentation for the practice. We are expecting to have big daily traffic in hours: 12:00 – 13:00 for students in a part-time internship & 17:00-18:00 for full-time internship students. With an increase in the number of registered universities, the number of visitors is expected to increase tenfold.

A lower bound for the throughput of our web application is around 100 transactions/second. This should be enough to satisfy and ensure a smooth experience from the user's point of view.

### **3.2.1.4 Dependability**

#### **Availability**

- PPMS will be available any time 24/7 for each user.
- PPMS will be available to be accessed from any geographical area inside and outside Albania.
- PMMS is going to function 99.9% of the time during high working hours and will have a maximum of 1-hour downtime once per week at midnight due to maintenance.

#### **Reliability**

#### **Monitoring**

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Our staff will implement routine tests for each type of user in order to test the system. Also, we will connect our web application with Google Analytics and will keep track & monitor our traffic. Google Analytics will provide us with details about login times, most pages visited, time spent per page, geographical span traffic, etc.

### **Maintenance**

Our system will be maintained by the developers which will integrate new features. Also, each feature before deploying to production will pass through several phases that will be analyzed and tested by our staff. We will provide a means of communication to our application in order so users can contact us directly and give us their feedback. We need and will use that feedback to incorporate new features on their demand. In case of any error, we will make sure that an appropriate error message will be displayed suggesting also different solutions to that error.

### **Integrity**

#### **3.2.1.5 Security**

##### **3.2.1.5.1 System Protection**

- In order to increase our security PPMS will be accessed through HTTPS, which offers an encrypted communication protocol using Transport Layer Security (TLS).
- We will encrypt every password registered in our database through the `password_hash()` function in PHP since it uses a strong one-way hashing algorithm.
- Since our web application will be coded in backend with PHP our main security principle and practice will be “Filter Input & Escape Output” in order to eliminate every possible way that threatens our system security.

##### **3.2.1.5.2 Authorization & Authentication**

- In order to be authenticated and logged in to the system, every user must provide their email and password. Once a user login a session is created for that user. The session created in PHP will store the data on the server and not on the user's device. The user will be identified through its session ID (SID). This SID will identify him while linking it throughout all the navigation to our system. The session is destroyed as soon as the user logs out.
- A manual verification & authorization will be placed by our staff for two types of users: business & university, in order to increase the reliability of our systems.
- We will use a profile level checker in order so each user when enters his credentials it's going to land on the appropriate dashboard.

##### **3.2.1.5.3 Data Management & Security**

- All the user personal data including documentation uploaded in our system must be collected with their consent. They will have to check and comply with our Privacy & Policy statement when they register in our system.
- We do not take responsibility and leave it in hands of the user for any information they provide in our system (text, image & documentation) that complies with various regulations and copyrights.
- Users have to contact us directly if they want to delete their account and remove all their data from the system in order to be conformed to GDPR rules.



## **3.2.2 Organizational Requirements**

### **3.2.2.1 Environmental Requirements**

- PPMS will help universities manage their Professional Practice course by helping those creating virtual classes and manage course documentation in real-time digitally by being time-efficient and also reducing paperwork.
- PPMS will help businesses promote themselves in the Albania market and build a bridge between them and young talents striving to pursue a career.
- Since our system is web-based it needs to be managed by a device (PC, laptop) by any of the users so it needs a power supply and internet connection infrastructure which needs to be ensured by the user itself.

### **3.2.2.2 Operational Requirements**

PPMS is a web-based application that will provide better management and reliability of professional practice courses. It has to provide universities the possibility to open virtual classes and assign professors so they can manage classes and students' documentation. The system will provide each user possibility to download and upload documents. Admin on the other end will have the possibility to verify accounts of businesses and universities when they register and also all possible CRUD operations for all other accounts.

### **3.2.2.3 Development Requirements**

Front End technologies regarding Client-Side web development:

HTML  
CSS  
Bootstrap  
JavaScript

Back End technologies regarding Server-Side web development:

PHP  
MySQL (database)

## **3.2.3 External Requirements**

### **3.2.3.1 Regulatory Requirements**

Privacy Policy: Since it is a web application PPMS, in compliance with GDPR and national legislation in Albania, will have a separate page displaying the Privacy Policy statement. This page will contain all possible information about how we store and treat users' data, giving them the opportunity to track their data in our system. Also will display here the necessary steps that users can follow in order to delete their data entirely from our system.

Copyright Statement: PPMS does not take responsibility for the information (text, images, documentation) that the user inserts/upload to the system. We take full responsibility to answer & take action to any reports made by individuals & authorities

### **3.2.3.2 Ethical Requirements**

PPMS collects and processes the personal data of its users in fulfillment of its legal and contractual rights and obligations and in full compliance with national and international laws. PPMS can directly collect personal data by filling out online application forms for PPMS which are registered in the systems of her or her authorized service providers. Completion of these data is voluntary.

PPMS ensures the personal data subjects that their data are collected and processed only for the purposes of realization of the contractual and informative relationship. By using the system and/or giving the approval for registration/contact, the data subjects give their consent for further processing and guarantee that the completed personal data is accurate, true, and up to date. Furthermore, the

## ***Professional Practice Management System Requirements Specification***

personal data subject is responsible for updating the recorded data to ensure that the information is continuously and fully updated.

Data subjects have the right to refuse consent at any time for the collection and use of their voluntarily notified data and to request the deletion of this data by exercising the right to terminate the contract concluded between the parties.

### **3.2.3.3 Legislative Requirements**

PPMS collects and processes the personal data of its users in fulfillment of its legal and contractual rights and obligations and in full compliance with Law No. 9887, dated 10.3.2008, "On personal data protection" (amended). Within the use of the official website **www.ppms.al\*?**, PPMS can directly collect personal data by filling out online application forms for PPMS which are registered in the systems of her or her authorized service providers. Completion of these data is voluntary.

PPMS ensures the personal data subjects that their data are collected and processed only for the purposes of realization of the contractual and informative relationship. By using the system and/or giving the approval for registration/contact, the data subjects give their consent for further processing and guarantee that the completed personal data is accurate, true, and up to date. Furthermore, the personal data subject is responsible for updating the recorded data to ensure that the information is continuously and fully updated. Personal data subjects have the right to request access to their data and to request that this data be corrected or updated in accordance with the requirements of Articles 13 and 18 of Law 9887 dated 10.3. 2008 "On the protection of personal data". The request can be addressed to the address **team@ppms.al\*?**.

Data subjects have the right to refuse consent at any time for the collection and use of their voluntarily notified data and to request the deletion of this data by exercising the right to terminate the contract concluded between the parties.

Our data management and treatment are in accordance with the GDPR Regulation (EU) 2016/679 (General Data Protection Regulation) in the current version of the OJ L 119, 04.05.2016; cor. OJ L 127, 23.5.2018.

#### **3.2.3.3.1 Accounting Requirements**

#### **3.2.3.3.2 Security Requirements**

Although no computer network is invulnerable to attack, PPMS uses reasonable physical, electronic, and procedural security measures designed to protect your PII from unauthorized disclosure.

These security requirements are in accordance with the security requirements mention above in section 3.2.1.5 Security.

## **3.3 Domain Requirements**

Our system is in accordance with any specific requirements needed by our systems actors in accordance (university, business) with their job. Universities are getting verified by direct contact from our staff through the information they provide in the registration form. Our system ensures a full approach to the Professional Practice course and implements an original & university-approved documentation template for the course requirements completion. Businesses are registering and getting verified by using as a requirement their NIPT. Businesses are free to create their profile and market themselves without any restrictions.

## 4. Software Design

### 4.1 User Scenarios/Use Cases

#### 4.1.1 User Scenarios

##### 4.1.2

Scenario title: Successful user log-in

- a. The user opens the PPMS's homepage in order to log in to the system.
- b. At the top-right of the homepage he clicks the login button. He is immediately redirected to the login page.
- c. At the login page he is prompted to enter his ID and password. He enters the credentials accurately and then clicks on the submit button.
- d. The login is successful and the user gains access to the system via a dashboard designed based on his user rights.

Scenario Title : Successful user log-out

- a. User has finished all the work that he wanted to do in the PPMS web application. Now he wants to log out from his account
- b. He clicks the icon with his name at the top-right of his dashboard and select the option "Log Out".
- c. The user is redirected to PPMS's homepage and he is successfully logged out of the system.

#### Admin Scenarios

Scenario Title: Admin wants to edit information of an entity (user/business/professor/university)

- a. .The admin makes sure he is logged in. Under the admin dashboard he chooses each entity's menu.
- b. He is shown a list of current entities. He goes to the search bar, types the ID or name of the entity and presses enter.
- c. A user or a list of entities is shown to him, along with short information on the side. He chooses the correct user.
- d. The entity's profile consists of a form filled with personal information. The admin chooses either entries in the form, edits their contents and clicks "Update Profile". Each entity has different form. The new field values are persisted in the database of the system.

Scenario Title: Admin wants to delete or deactivate an entity (user/business/professor/university)

- a. Admin makes sure he is logged in. Under the admin dashboard he chooses the menu of the entity.
- b. He is shown a list of current entities. He goes to the search bar, types the entity ID or name and presses enter.

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- c. A list of entities is shown to him, along with short information on the side. He chooses the correct user.
- d. In the entity's profile he chooses either the option "Delete" or "Deactivate ", depending on the preference.
- e. The user is deleted from the system.

Scenario Title: Admin wants to create a new entity (user/business/professor/university)

- a. Admin makes sure he is logged in. Under the admin dashboard he chooses the menu of the entity.
- b. He is shown a list of current entities. On the side of the page there is a menu "Create New (entity name)". He chooses this menu.
- c. A form prompting for personal information of the new entity, each entity requires different information.
- d. The admin fills this form and then hits "Save(entity name)". The new entity is saved in the database of the system.
- e. The entity is notified via email that a new profile has been created for him in our system. Also the login credentials are shown to him.

Scenario Title: Admin verifies the registered universities.

- a. Admin makes sure he is logged in. Under the admin dashboard he chooses the menu of University.
- b. He is shown a list of current registered universities. The unverified universities have a red mark close to them.
- c. He clicks to the wanted university, checks registration/documentation and clicks on "Verify" to verify the university.

Scenario Title: Admin verifies the registered businesses.

- a. Admin makes sure he is logged in. Under the admin dashboard he chooses the menu of Businesses.
- b. He is shown a list of current registered businesses. The unverified businesses have a red mark close to them.
- c. He clicks to the wanted business, checks registration/documentation and clicks on "Verify" to verify the business.

### **Business Scenarios**

Scenario Title: Business creates job/internship

- a. Admin makes sure he is logged in and account is verified. In the dashboard he chooses "Create new position" and is redirected into a new page.

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- b. A form prompting for the position's information, such as a title, position type, job description etc.
- c. The business fills this form and then hits "Save position". The new position is saved in the database of the system.
- d. The position is now public to anyone.

Scenario Title: Business manages the created jobs.

- a. Admin makes sure he is logged in and account is verified. In the dashboard he chooses "Created jobs" and is redirected into a new page.
- b. A list of created jobs is shown to him. He clicks on his wanted job and has two options, to update or delete it.
- c. To edit the job, he clicks on edit and a form with all the job information is shown to him. He edits their contents and clicks "Update Job". The new field values are persisted in the database of the system.
- d. To delete the job he clicks on "Delete Job". A window prompt pops up asking if he is sure. He clicks yes to delete the job is deleted from the database.
- e. The position is not visible in the website anymore.

Scenario Title: Internship acceptance.

- a. Admin makes sure he is logged in and account is verified. In the dashboard he chooses "Applicants" and is redirected into a new page.
- b. A list of applicants is shown to him. He clicks on the wanted application.
- c. He can click on "View Profile" to check the applicants profile, "Message" to message the applicant to make a deal or "Accept" to accept the application
- d. The applicant will get notified of the acceptance.

Scenario Title: View profile of applicant.

- a. Admin makes sure he is logged in and account is verified. In the dashboard he chooses "Applicants" and is redirected into a new page.
- b. A list of applicants is shown to him. He clicks on the wanted application.
- c. He can click on "View Profile" to check the applicants profile

Scenario Title: Check Professional Practice interns.

- a. Admin makes sure he is logged in and account is verified. In the dashboard he chooses "Interns" and is redirected into a new page.
- b. A list of interns is shown to him. He clicks on the wanted intern.
- c. He clicks on "Contract" to view the contract with the intern or "Documents" to check all the documentation of the intern.

Scenario Title: Manage professional practice interns contract and documents

### ***Professional Practice Management System Requirements Specification***

- a. Admin makes sure he is logged in and account is verified. In the dashboard he chooses “Interns” and is redirected into a new page.
- b. A list of interns is shown to him. He clicks on the wanted intern.
- c. He clicks on “Edit Intern” to edit the contract and documents of the intern.
- d. To edit the contract he click on “Edit contract” where a form prompting for new contract information. The new contract is updated in the database.
- e. To edit the documentation he clicks on “Edit documentation” where a form prompting for new document information. The new document is updated in the database.

### **Career Office Scenarios**

Scenario Title: View all job/internship announcements

- a. He makes sure he is logged in. In the dashboard he chooses “Announcements” and is redirected into a new page.
- b. A list of internships/jobs is. He clicks on the wanted internship/job.
- c. Can check all internship/job details and description.

Scenario Title: Download job/Internship in .pdf file format

- a. He makes sure he is logged in. In the dashboard he chooses “Announcements” and is redirected into a new page.
- b. A list of internships/jobs is. He clicks on the wanted internship/job.
- c. He can click on “Download” to download the job/internship in pdf format.

### **General User Scenarios**

Scenario Title : The student wants to view its own profile

- a. The student wishes to check its profile page in order to see some of its personal information, but first he must log into the system.
- b. After logging in, the Student dashboard is revealed to him. He clicks the button “My profile” at the left.
- c. All his personal information is shown to him. The student can edit his personal information by clicking the button “Edit Profile”, at the top-right corner.
- d. After changing one specific information he has to click “Save” in order for them to be updated in the database

Scenario Title : Student can apply for Job/Internship

### ***Professional Practice Management System Requirements Specification***

- a. A third year student has to take the course of PP in order to get all the required credits to graduate. For this course he need to search for a job or internship
- b. First, he makes sure he is logged-in in the system. On his dashboard he clicks on “Search for a Job/Internship” module.
- c. A list of available positions appears ordered by modified date. Student can choose to apply on the one he finds the most relevant.
- d. After getting all the information for the job/internship, he clicks on to the “Apply” button.
- e. His application is now sent to the business, in order for them to confirm

Scenario Title : Student can view all contracts & applications

- a. A student wants to check his PP application, in order to get some information. First, he has to have one application for a job/internship
- b. After logging in to the system, he clicks on the “Applications & Contracts” module, in his dashboard
- c. The list of his applications & contracts appears in a chronological fashion. Student may view only the jobs that he has applied for and has received no answer yet, is pending, is rejected or has been accepted.

Scenario Title : Mark a contract for the PP course

- a. The student has applied for a professional practice job/internship.
- b. Therefore he must mark a contract for the PP course.
- c. He gets the confirmation from the Business that he applied to. After signing the contracts, he adds it at the PP course.

Scenario Title : Check the PP course Documentations

- a. The student is added by a professor to a class. He has found a job and now wants to view the professional practice documents that he has to fill.
- b. After logging in to the system, he clicks on the “Documentation” module, in his dashboard.
- c. The latest documents are directly shown to the student dashboard. To view older documents, he can expand the list by clicking on “Show more” button and choose one of the following options: Today, This week, This month, This year, Specific Period
- d. The student has the option to fill the documents and download them as a pdf file.

Scenario Title : Student can fill the documents

- a. The student finishes a day of work or wants to check on what he has done before for mistakes.

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- b. After logging in to the system, he navigates on the “Documentation” module, in his dashboard. The latest documents are directly shown to the student dashboard.
- c. At the top right of the dashboard, he clicks on the “Fill new document” button. A new document file is opened where he can add the daily report with descriptions of what he has done during the day
- d. He also may open his documents, edit them as many times as he likes and fix mistakes that have been pointed out by the professor.

### **PP Professor Scenarios**

Scenario Title : The professor wants to view its own profile

- a. The professor wishes to check its profile page in order to see some of its personal information, but first he must log into the system.
- b. After logging in, the Professors dashboard is revealed to him. He clicks the button “My profile” at the left.
- c. All his personal information is shown to him. The professor can edit his personal information by clicking the button “Edit Profile”, at the top-right corner.
- d. After changing one specific information he has to click “Save” in order for them to be updated in the database

Scenario Title : Professor can check the classes assigned by University

- a. The Professor wants to have an overview of all the classes that are assigned to him by the university and do a working plan for each class
- b. Firstly, makes sure he is logged into the system. In the Classes section he will click on “View All My Classes”.
- c. All classes that have been assigned to the professor will be shown in the dashboard.

Scenario Title : Add student to the PP class

- a. A new student has chosen to take the professional practice course. The professor should add this new student to the PP class
- b. The professor makes sure he is logged in. Under the Professor dashboard he chooses the menu “Classes”. He is redirected to a new page.
- c. On the side of the page there is a menu “Add New Student”. He chooses this menu.
- d. A form prompting for personal information of the new user including full name, email, age and role is shown.
- e. The professor fills this form and then hits “Add student”. The new student is saved in the database of the system.



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- f. The student is notified via email that a new profile has been created for him in our system. Also the login credentials are shown to him.

Scenario Title : View student's profile joined in classes

- a. The professor wishes to check the profile page of the students that have joined the class, in order to see some of their information needed to fill some papers, but first he must log into the system.
- b. After logging in, the Professors dashboard is revealed to him. He navigates on to the "Classes" menu at the left, and then clicks on " Students " section
- c. The students are shown in the dashboard ordered in alphabetical order.
- d. Professor clicks on the student that he want to revise. Students' profile is shown to him along with the specific information, contract and reports.

Scenario Title : Professor can View & Download student's PP contract

- a. The professor views students in his class and he wants to check on the job position that he has made and download it to have a copy in his device.
- b. He navigates into the "Class" menu in his dashboard and chooses "Contract" on to one specific student form the list.
- c. He can check for its validation and may download it as a pdf format file.

## **University Scenarios**

Scenario Title: University Registration

- a. The university opens the PPMS's homepage in order to register into the system.
- b. At the top-right of the homepage he clicks the register button. He is immediately redirected to the register page.
- c. The university has to fill out the requested fields with information such as name, username, password, address, contact information.
- d. After filling out the registration form, by pressing the " Register " button the university will wait for the admin to verify its account.
- e. After receiving the account verification from the admin, the university account will be created and he can log in.

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Scenario Title : University wants to view its own profile

- a. The university wishes to check its profile page in order to see some of its personal information, but first the university must log into the system.
- b. After logging in, the university dashboard is revealed to him. He clicks the button “My profile” at the left.
- c. All his personal information is shown to him. The university can edit his personal information by clicking the button “Edit Profile”, at the top-right corner.
- d. After changing one specific information he has to click “Save” in order for them to be updated in the database

Scenario Title : Create a Professional Practice Course class

- a. A group of third year students want to take a professional practice course, therefore the university has to open a new class for this course.
- b. University has to log in into the system first.
- c. On his dashboard he clicks on the “Create a PP class” module. A form with the following input fields is shown : name, class code and number of credits.
- d. The university must also assign the email of the PP professor to the class. Thus, the professor will have this class added to the list of the one’s he will be responsible for.
- e. After filling all the required fields, the Professional Practice Class will be created.
- f. Now, the professor can see the class added to the list.

Scenario Title : Assign a Career-Office email

- a. University wants to add the email of a Career Office employee. The university makes sure he is logged-in in the system.
- b. On his dashboard he clicks on the “Career Office” module.
- c. University assigns one of the Career Office employees email to allow them to be recognized as such by the system and allow them to use that level of authority.
- d. The email is now registered in the database.

Scenario Title : University can Edit/Remove career office representer

- a. University may decide to change the employee who will represent the Career Office or they may even choose to completely remove that position if it is not important to them anymore.
- b. The university makes sure he is logged-in in the system. On his dashboard he clicks on the “Career Office” module.
- c. University must have assigned at least one email for this position.

### ***Professional Practice Management System Requirements Specification***

- d. He can choose the option to edit or remove office representatives. After clicking one of the respective ones, the email of the person responsible is changed or completely removed.

Scenario Title : Show all the classes

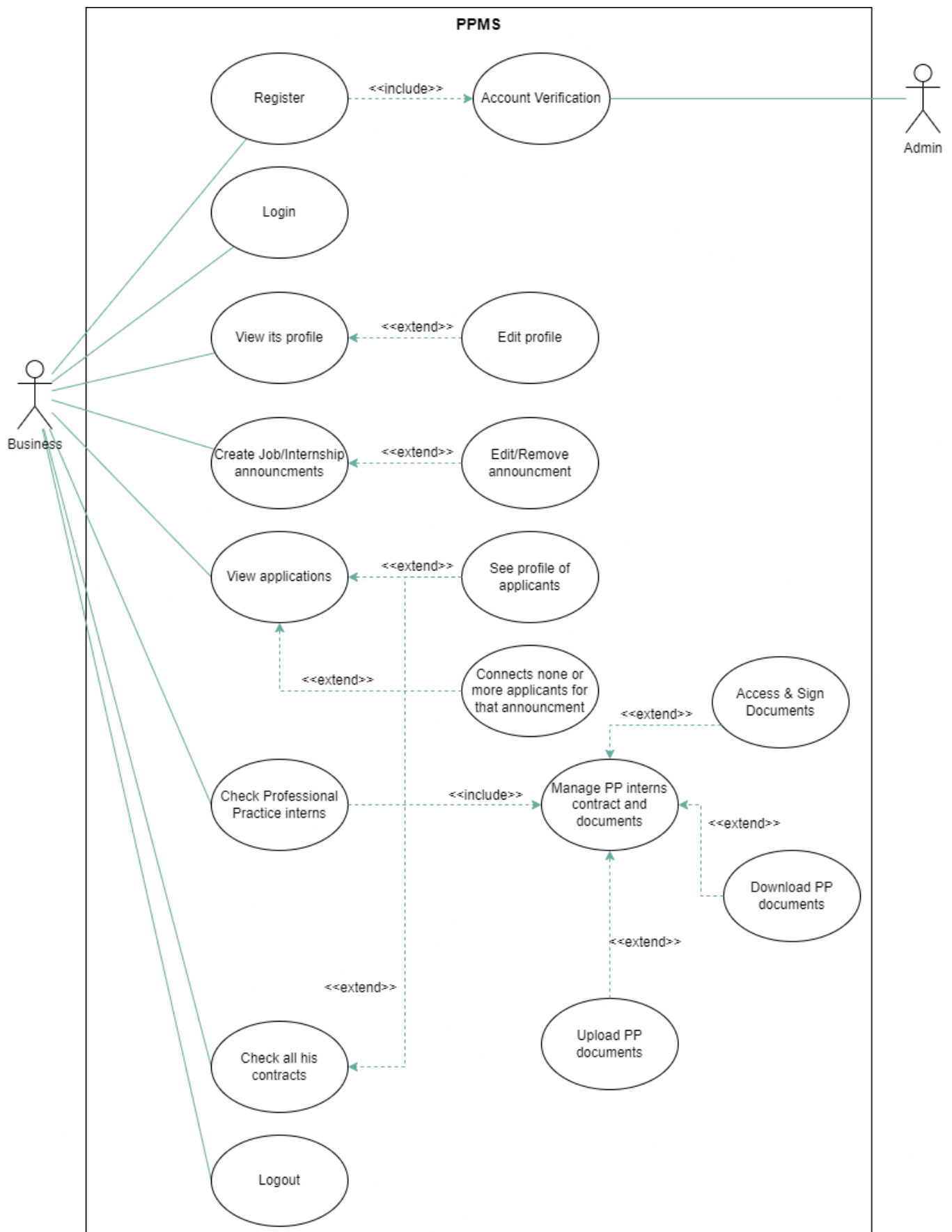
- a. University wants to view a list of all the classes that he has created.
- b. First, makes sure he is logged-in in the system. On his dashboard he clicks on the “Classes” module.
- c. All the classes' records are shown to him in a chronological fashion.

Scenario Title : University can view the profile of students that have joined the class

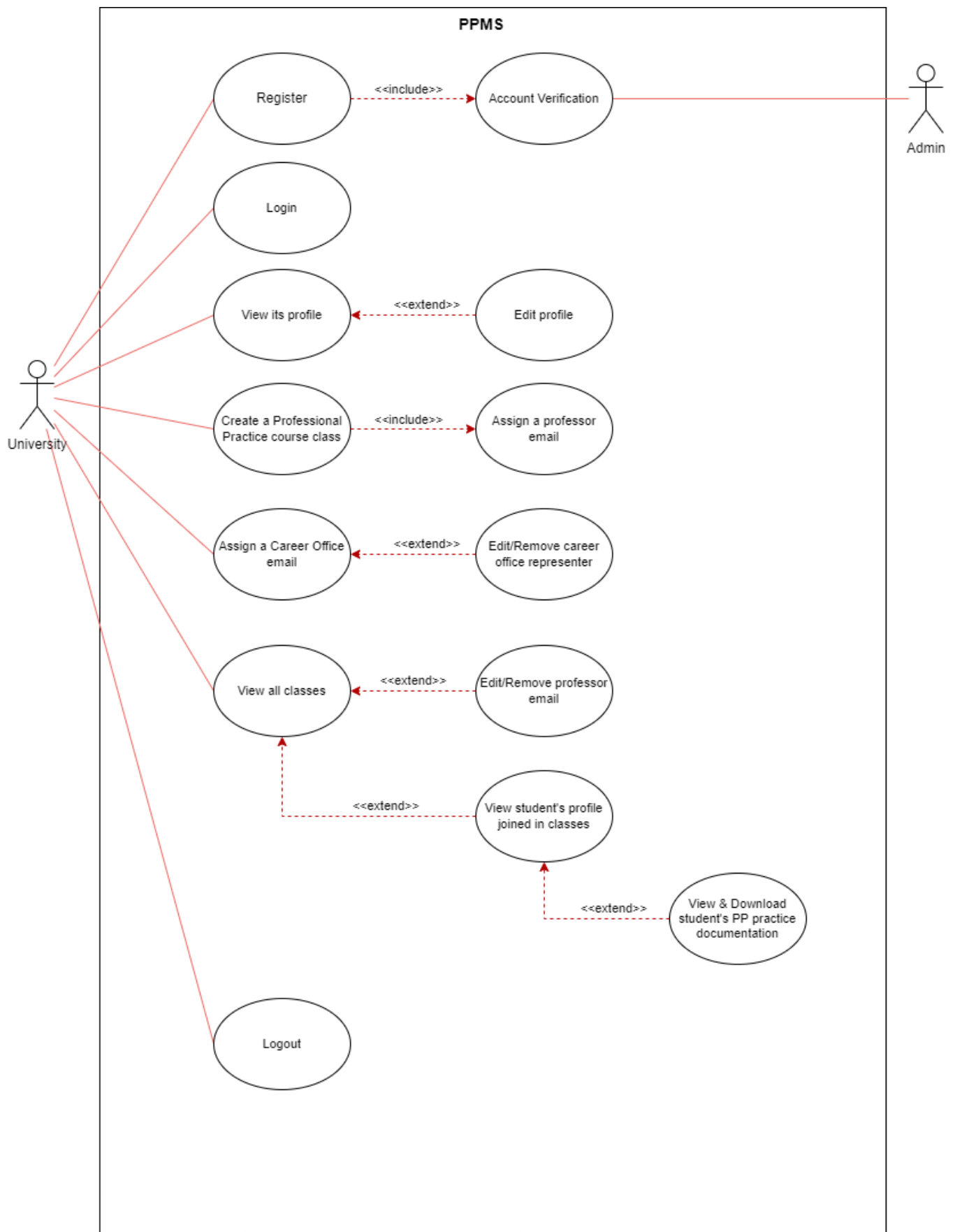
- a. University wants to check the number of students that have joined in the class so far. Therefore, the university on his dashboard clicks on the “Classes” module.
- b. He clicks on the class that he wants to examine. A list of students ordered in an alphabetical order is appeared
- c. The university can view each of the student profiles by clicking the arrow at the end of the line.
- d. When the student profile is shown, the university can view the PP documents that are filled by the students and when it is time to sign them, they can download them and put their signature in.

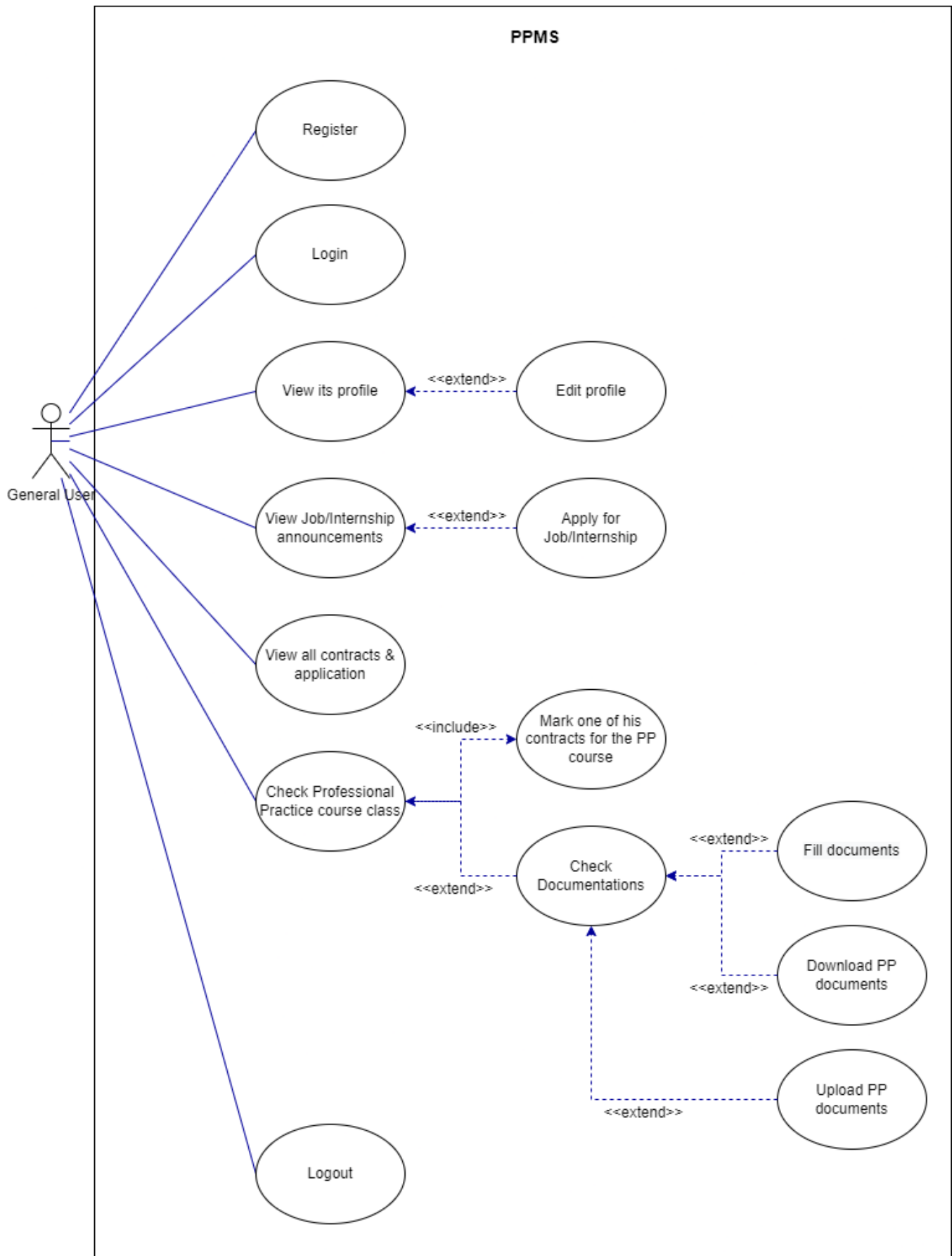
#### **4.1.3 Use Cases Diagram**

## Professional Practice Management System Requirements Specification

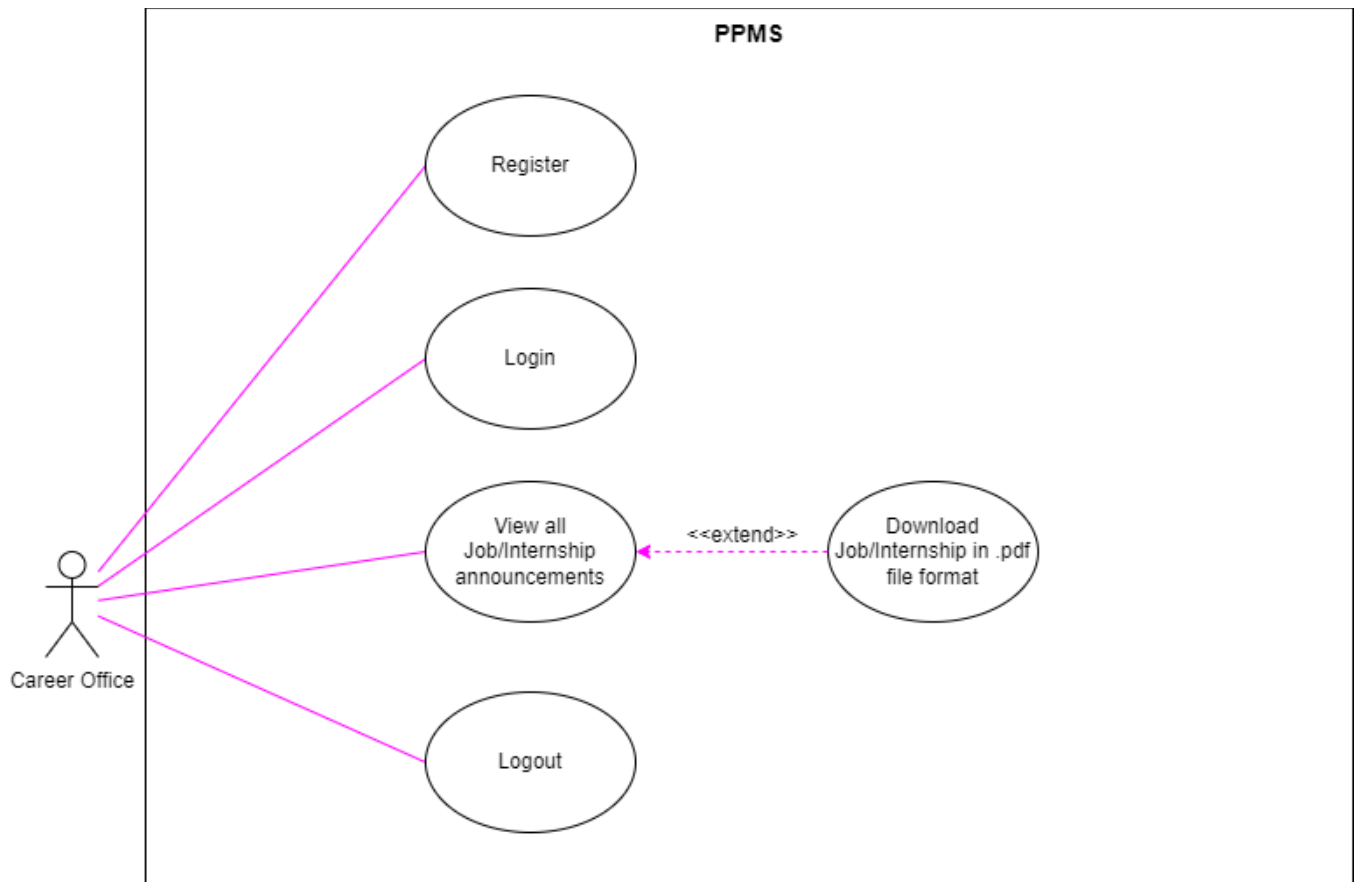


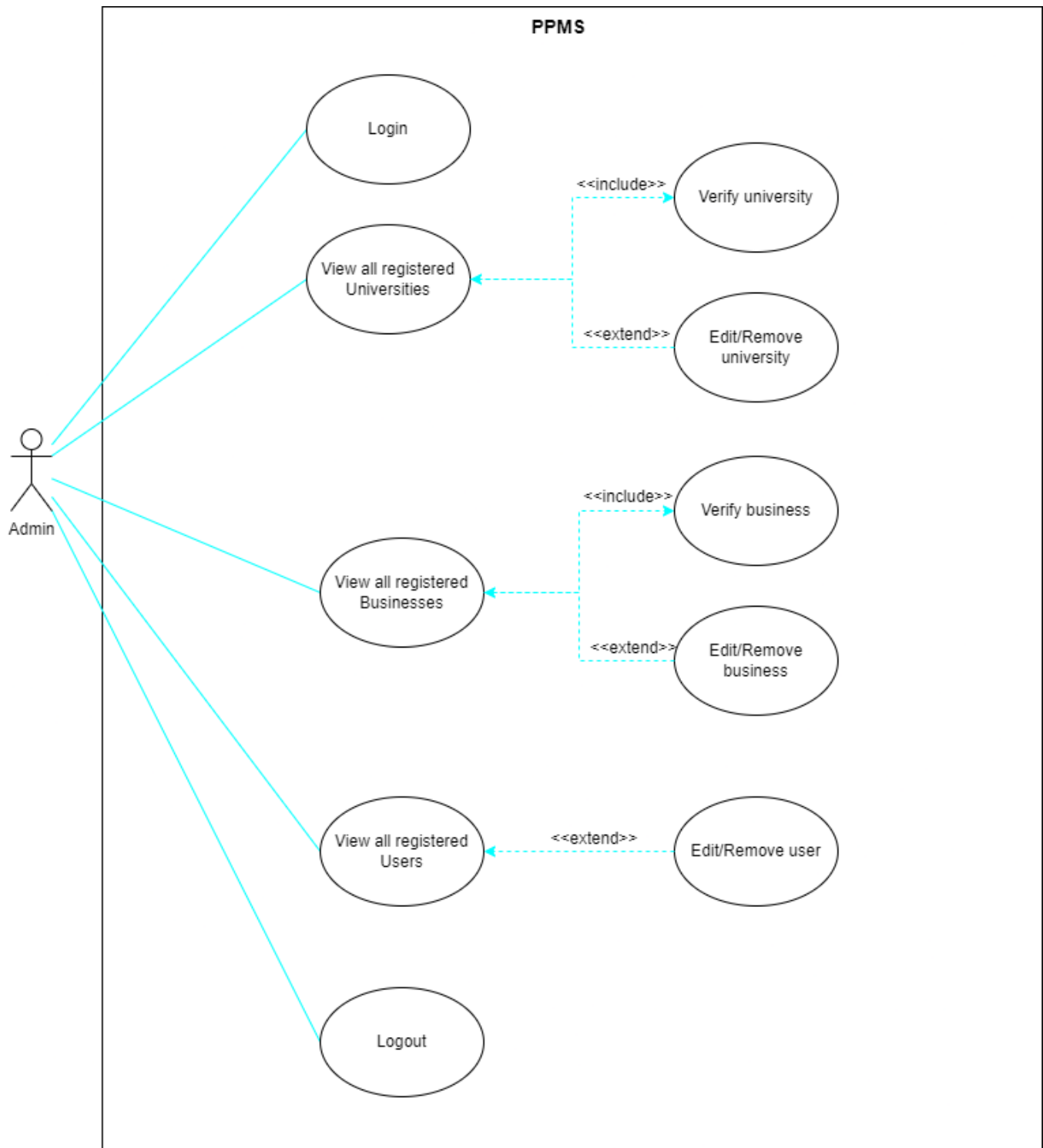
## Professional Practice Management System Requirements Specification





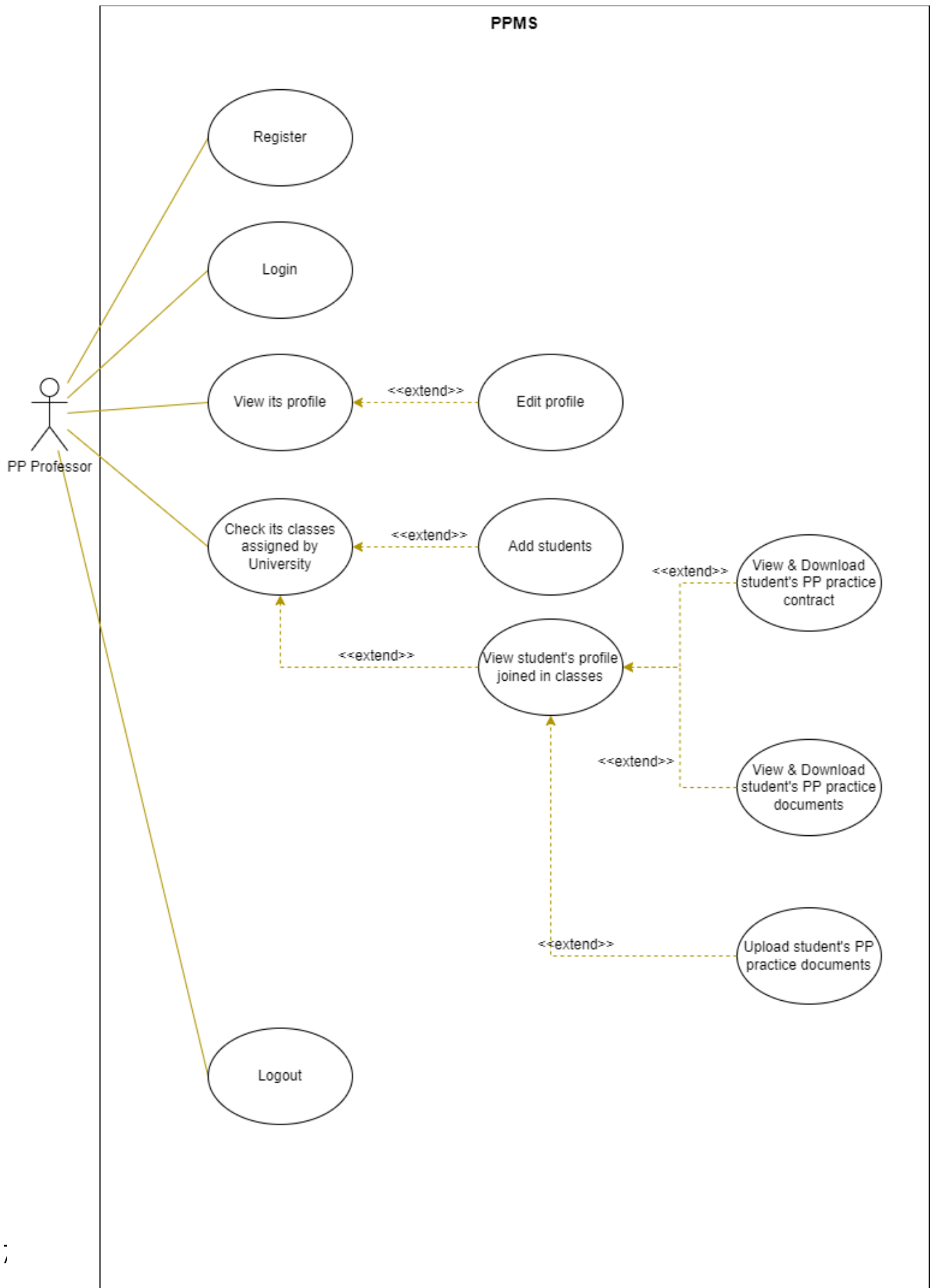
## Professional Practice Management System Requirements Specification



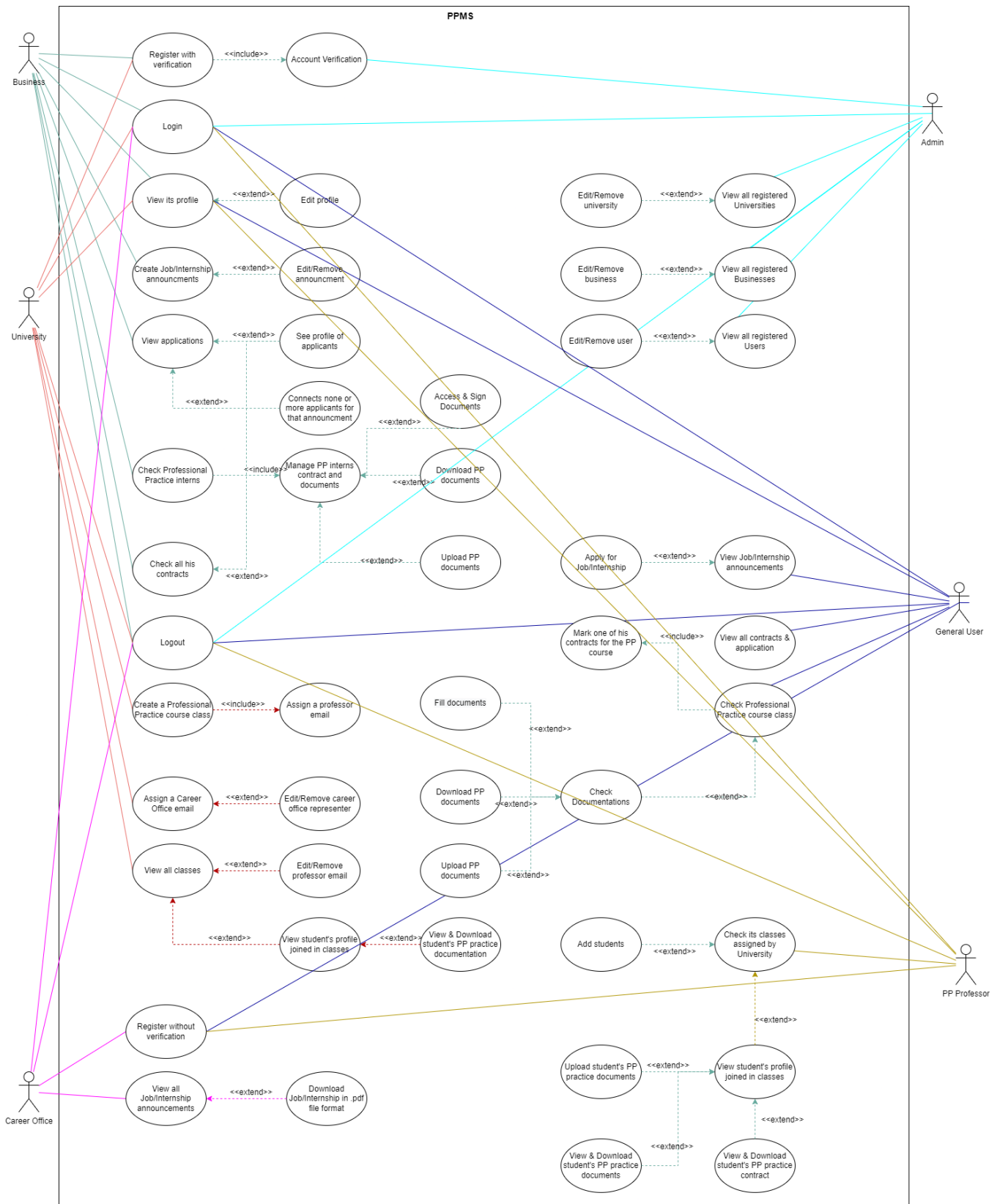




## Professional Practice Management System Requirements Specification



## Professional Practice Management System Requirements Specification



## ***Professional Practice Management System Requirements Specification***

### **4.1.4 Use Cases Extended**

|                |   |
|----------------|---|
| UC_1           | Register with verification  |
| Summary        | Users must register through the from.   |
| Actor          | Business, University  |
| Description    | After the user completes the form and clicks register if he has chosen to register as one of the above actors he must wait for a verification from the admin before he may login. |
| Pre-Condition  | User that completes the form must be a business or a university.  |
| Post-Condition | The business and university now must wait for verification and once they receive it they may login.   |

|                |   |
|----------------|---|
| UC_2           | Register without verification   |
| Summary        | Users must register through the from.   |
| Actor          | Professor, Student/User, Career Office  |
| Description    | After the user completes the form and clicks register, he is immediately saved in the system and may login without waiting for confirmation from the admin. |
| Pre-Condition  | User must fill the register form  |
| Post-Condition | User is registered in the system.   |

|                |  |
|----------------|--|
| UC_3           | Account verification   |
| Summary        | Some of the user need to be checked by admin.  |
| Actor          | Admin  |
| Description    | Once a business or university attempts to register the admin will be notified and he will send a confirmation to the user in email if he was the one who attempted to register. If he receives confirmation, he will add the users info in the database. |
| Pre-Condition  | Users that complete the form must be business and university.  |
| Post-Condition | Business and university are registered in the system.  |

|               |  |
|---------------|--|
| UC_4          | Log in   |
| Summary       | Each registered user can log in the system by entering their own credentials.  |
| Actor         | Admin, Business, University, Student, Professor, Career Office.  |
| Description   | Users enter the username and password and if it is correct, can go directly in their own profile. If not, the system shows a warning message prompting the user to re-enter their credentials. |
| Pre-Condition | Users should have a valid account.   |

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|----------------|--|
| Post-Condition | Users will be directed to their dashboard. |
|----------------|--|

|                |  |
|----------------|--|
| UC_5           | View all Registered Universities   |
| Summary        | Admin can check registered universities.   |
| Actor          | Admin  |
| Description    | The admin may at any moment view all the Universities that are registered for whatever reason he wants be it confirmation or simply knowledge. |
| Pre-Condition  | Universities must be registered and user to be an admin.   |
| Post-Condition | No post conditions.  |

|                |   |
|----------------|---|
| UC_6           | Edit/remove university  |
| Summary        | Admin can edit or remove universities.  |
| Actor          | Admin   |
| Description    | The admin can take action on all registered universities by editing their information or removing them. Of course, these actions will be taken after confirmation with the user or in case of other serious problems. |
| Pre-Condition  | Universities must be registered and user to be an admin.  |
| Post-Condition | The information about universities now are edited or removed.   |

|                |  |
|----------------|--|
| UC_7           | View all registered business   |
| Summary        | Admin can check registered businesses.   |
| Actor          | Admin  |
| Description    | The admin may at any moment view all the businesses that are registered for whatever reason he wants be it confirmation or simply knowledge. |
| Pre-Condition  | Business must be registered and user to be an admin.   |
| Post-Condition | No post conditions.  |

|               |   |
|---------------|---|
| UC_8          | Edit/remove business  |
| Summary       | Admin can edit or remove universities.  |
| Actor         | Admin   |
| Description   | The admin can take action on all registered businesses by editing their information or removing them. Of course, these actions will be taken after confirmation with the user or in case of other serious problems. |
| Pre-Condition | Businesses must be registered and user to be an admin.  |

**Professional Practice Management System Requirements Specification**

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|----------------|---|
| Post-Condition | The information about Businesses now are edited or removed. |
|----------------|---|

|                |   |
|----------------|---|
| UC_9           | View all Registered users   |
| Summary        | Admin can check users.  |
| Actor          | Admin   |
| Description    | The admin may at any moment view all the users that are registered for whatever reason he wants be it confirmation or simply knowledge. |
| Pre-Condition  | User must be registered and user to be an admin.  |
| Post-Condition | No post conditions.   |

|                |  |
|----------------|--|
| UC_10          | Edit/remove users  |
| Summary        | Admin can edit or remove users.  |
| Actor          | Admin  |
| Description    | The admin can take action on all registered users by editing their information or removing them. Of course, these actions will be taken after confirmation with the user or in case of other serious problems. |
| Pre-Condition  | Users must be registered and user to be an admin.  |
| Post-Condition | The information about Businesses now are edited or removed.  |

|                |  |
|----------------|--|
| UC_11          | Log out  |
| Summary        | Each user can log out of the system.   |
| Actor          | General User/Student, Professor, Admin, University, Career Office, Business. |
| Description    | After finishing job in the system each user can easily log out.              |
| Pre-Condition  | Users must be logged in.   |
| Post-Condition | No post conditions.  |

|                |   |
|----------------|---|
| UC_12          | View profile  |
| Summary        | Users may view their profiles.  |
| Actor          | Business, University, General User/Student, Professor.                                    |
| Description    | These users may at any time while being logged in in our page may view their own profile. |
| Pre-Condition  | Users must be logged in.  |
| Post-Condition | No post conditions.   |
| UC_13          | Edit profile  |

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|                |  |
|----------------|--|
| Summary        | Users can edit their profiles  |
| Actor          | Business, University, General User/Student, Professor.   |
| Description    | These users while viewing their profile may change at any time their personal information. The only information they will not be able to change is their identity as student, professor or any other that they chose to register as. |
| Pre-Condition  | Users must be logged in.   |
| Post-Condition | No post conditions.  |

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| UC_14          | Create Job/Internship announcements   |
| Summary        | Business can create internship.   |
| Actor          | Business  |
| Description    | Business can create job or internship announcements for any openings that they have. In here they can give details about job/internship position, requirements, number of open spots and time until they are searching. |
| Pre-Condition  | Business must be logged in.   |
| Post-Condition | No post conditions.   |

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| UC_15          | Edit/Remove announcements   |
| Summary        | Business can edit or remove announcements.  |
| Actor          | Business  |
| Description    | Business can at any time of their choosing edit or remove the job/internship they have created in case the information has changed or they do not need the position any more. |
| Pre-Condition  | Business must be logged in.   |
| Post-Condition | The information about the announcements is updated or removed.  |

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| UC_16         | View applications  |
| Summary       | Businesses may see all the applications from users that have made requests.  |
| Actor         | Business.  |
| Description   | Businesses must see the applications requests that come from all users which have access to this specific business. They can view all the applications by navigating to the "Applications" (or whatever it is going to be called) menu on the top navigation bar . |
| Pre-Condition | 1 or more job/internship offers have been made, users have applied for 1 or more of them.  |

**Professional Practice Management System Requirements Specification**

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| Post-Condition | The business can view the details about the applicants. |
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| UC_17          | See profile of applicants  |
| Summary        | The businesses may see the applicants profile.   |
| Actor          | Business.  |
| Description    | If business is interested in any of the applicants, they might need to see a resume of each of them before they decide. If the business decide to hire them, they might also need some contact information for the applicants in order to contact them via phone or email. |
| Pre-Condition  | The applicant must be in the list of the applications.   |
| Post-Condition | Profile details are displayed in the system.   |

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| UC_18          | Connect none or more applicants for that announcement  |
| Summary        | Business may declare how many applicants he can accept   |
| Actor          | Business.  |
| Description    | When a business creates a job/internship opening in their company they also declare how many people they are looking to hire. Many people can apply but only some will be hired. |
| Pre-Condition  | A job offer exists.  |
| Post-Condition | Selected applicants are contacted.   |

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| UC_19          | Check Professional Practice Interns  |
| Summary        | Business must be able to check PP interns.   |
| Actor          | Business.  |
| Description    | Business will have permission to view details about all the interns of the Professional Practice that they have hired. |
| Pre-Condition  | The student is employed by the business.   |
| Post-Condition | Business will be able to check all PP interns.   |

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| UC_20       | Manage PP interns contract and documents   |
| Summary     | Business can edit PP documents.  |
| Actor       | Business.  |
| Description | Business will have the right to view and manage the documents of the students that they have hired. They will be able to modify the parts that are for them. |

**Professional Practice Management System Requirements Specification**

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| Pre-Condition  | The intern must have already been in the check list of the Professional Practice. |
| Post-Condition | The documents data may change.  |

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| UC_21          | Download PP documents.   |
| Summary        | Download PP documents.   |
| Actor          | Business.  |
| Description    | The business will be able to download a copy of the documents in their device. This may be to keep a copy or in order to print it and sign it. |
| Pre-Condition  | The user is logged in as business and he has employed a student.   |
| Post-Condition | The user will have a copy in his device.   |

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| UC_22          | Upload PP documents.  |
| Summary        | Upload PP documents.  |
| Actor          | Business.   |
| Description    | The user will be able to upload documents into a student's profile. This will be done in case he first downloads to sign them and after them he uploads the documents for the student to have them ready. |
| Pre-Condition  | The user is logged in as business and he has employed a student.  |
| Post-Condition | The document will have changed to the uploaded one.   |

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| UC_23          | Access & Sign Documents   |
| Summary        | If the intern is accepted Business should access and sign all of his documents.   |
| Actor          | Business.   |
| Description    | After an intern has made his request in a specific Business and he is accepted, the business can sign his contract and access it whenever he wants. |
| Pre-Condition  | Documents must be managed before, some interns must be selected, in order to sign the contract and then access it.                                  |
| Post-Condition | The document will have changed  |

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| UC_24       | Check all His Contracts  |
| Summary     | Business can check his contracts   |
| Actor       | Business.  |
| Description | The business may at anytime while being logged in, view all the contracts that they have made. |



**Professional Practice Management System Requirements Specification**

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| Pre-Condition  | Business has employed user and is logged in. |
| Post-Condition | No post conditions.                          |

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| UC_25          | View all Job Internship announcements  |
| Summary        | User can view any internship.  |
| Actor          | Career Office, General user/Student, Professor, University, Admin, Business.   |
| Description    | All the users may at any time be they logged in or not view any and all job/internship offers that are made in our program. They may even search them based on their requirements. |
| Pre-Condition  | Access our program.  |
| Post-Condition | Users can access the job/internship offers and students can apply to them.   |

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| UC_26          | Download Job / Internship in .pdf file format   |
| Summary        | Career office must be able to download job or internship in pdf file.   |
| Actor          | Career office.  |
| Description    | After having access to different internships, career office can easily download an internship or a job and its details and requirements, by clicking an button "Download as PDF". |
| Pre-Condition  | User must be logged in as Career Office.  |
| Post-Condition | A copy of the job offer is made in the users device.  |

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| UC_27          | Apply for Job/Internship   |
| Summary        | General users/Student may apply for job offers.  |
| Actor          | General user/Student.  |
| Description    | After being logged in, the user views all the job/internship opportunities, and can apply to them. |
| Pre-Condition  | Users must be registered and logged in.  |
| Post-Condition | An application is sent to the business.  |

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| UC_28         | Create a Professional Practice course class   |
| Summary       | Universities can create classrooms.   |
| Actor         | University  |
| Description   | University can create many classrooms for different courses. This courses may be edited or deleted. |
| Pre-Condition | User is logged in as a university.  |

**Professional Practice Management System Requirements Specification**

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| Post-Condition | The class is created. |
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| UC_29          | Assign a professor email   |
| Summary        | University can assign a professor to a created class.  |
| Actor          | University.  |
| Description    | University can assign a professor to be in charge of the class that they have created. They may place same prof for different classes or different ones. |
| Pre-Condition  | A class exists, the user is logged in as a university.   |
| Post-Condition | The class has now a professor in charge and the professor can access the class   |

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| UC_30          | Assign a Career Office email  |
| Summary        | Universities can add the email of a Career Office employ.   |
| Actor          | University  |
| Description    | Each university can assign one of the Career Office employs email to allow them to be recognized as such by the system and allow them to use that level of authority. |
| Pre-Condition  | University must be logged in as such.   |
| Post-Condition | The email is either registered in the database or is given the necessary level of authority if it already existed.  |

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| UC_31          | Edit/Remove career office representer   |
| Summary        | User can edit or remove the Career Office employ that they chose.   |
| Actor          | University, Admin   |
| Description    | Every university may decide to change the employ who will represent the Career Office or they may even choose the completely remove that position if it is not important to them anymore. The admin as well may remove the user for one reason or another, one of them being in case of system problem. |
| Pre-Condition  | University must have assigned one email for this position.  |
| Post-Condition | The email of the person responsible is changed or completely removed.   |

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| UC_32   | View all classes                                |
| Summary | University can view the classes it has created. |
| Actor   | University                                      |

**Professional Practice Management System Requirements Specification**

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| Description    | After he has created more than one class each university will have the possibility to view the classes that it has created in a list form. |
| Pre-Condition  | Having created at least one class.   |
| Post-Condition | University can edit or remove those classes.   |

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| UC_33          | Edit / Remove professor email  |
| Summary        | User can change or remove professors.  |
| Actor          | University, Admin  |
| Description    | The university after having assigned a professor email for a class he may choose to change that professor for another one or he may remove it until he finds a suitable replacement or if the class for one reason or another is closed. |
| Pre-Condition  | Class being created and professor email being assigned for it  |
| Post-Condition | The professor in charge of class changes or is removed.  |

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| UC_34          | View Student's profile joined in class  |
| Summary        | User may see the profile of the students in a class.  |
| Actor          | University, Professor   |
| Description    | The university or the professor may at any time view the profile of all the students that are assigned to a class. The university may view the profile of all the students in all the classes that it has created, but the professor may only view the profile of the students in the class that he has been assigned to. |
| Pre-Condition  | Students being added to the class by the professor.   |
| Post-Condition | There are no post conditions.   |

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| UC_35          | View & download student's PP documentation  |
| Summary        | User can see and download the students professional practice documents  |
| Actor          | Business, Professor, Student  |
| Description    | The user can view the PP documents that are filled by the students and when it is time to sign them, they can download them and put their signature in. |
| Pre-Condition  | For businesses to have employed the student, for professors to have the student in their class, and for all at the same time to be logged in.           |
| Post-Condition | The user will have a copy of the document in their device.  |

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| UC_36 | Check Professional Practice course class |
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**Professional Practice Management System Requirements Specification**

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| Summary        | The student can see its class.  |
| Actor          | Student   |
| Description    | The students that have been added to a class by their respective professor may at any time while logged in view the class that they belong to.  |
| Pre-Condition  | Being logged in and belonging to a class.   |
| Post-Condition | The students can view their documents and modify them.  |
| UC_37          | Mark one of his contracts for the PP course   |
| Summary        | The student can select the job/internship in which he is hired.   |
| Actor          | Student   |
| Description    | The student after reaching an agreement with a business and is employed or started an internship he can add that job into his class in order to be recognized that he has actually gained that place. |
| Pre-Condition  | Student belongs in a class and is logged in.  |
| Post-Condition | The job/internship which he/she has began is added to his class profile.  |

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| UC_38          | Check Documentations  |
| Summary        | The student can view his documents.   |
| Actor          | Student   |
| Description    | The student after belonging to a class and having found a job may view at any time while being logged in the professional practice documents that he has to fill. |
| Pre-Condition  | Belonging in a class, having found a job/internship, being logged in.   |
| Post-Condition | The student may know what he has to work on.  |

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| UC_39          | Fill Documents   |
| Summary        | The student may work on his documents  |
| Actor          | Student  |
| Description    | Every time the students finishes a day of work or wants to check on what he has done before for mistakes, he may open his documents and edit them as many times as he likes. He may also fix mistakes that have been pointed out by the professor. |
| Pre-Condition  | Belonging in a class, having found a job/internship, being logged in.  |
| Post-Condition | The information in the documents will have changed after being saved.  |

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| UC_40   | Check its classes assigned by University                   |
| Summary | The professors may see the classes that they will work on. |

**Professional Practice Management System Requirements Specification**

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| Actor          | Professors  |
| Description    | Every professor that has been assigned by their university to be in charge of a class may view and access that class at any time while being logged in. |
| Pre-Condition  | Being placed in charge of a class by the university, being logged in.   |
| Post-Condition | The professor may navigate and work on the class.   |

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| UC_41          | Add students   |
| Summary        | The professor may add students.  |
| Actor          | Professor  |
| Description    | In the class the professor will be able to add the emails of the students that he has been placed in charge of by the university. The students with the email added will be given the right to access that class. The students may also be removed by the professor. |
| Pre-Condition  | Being in charge of a class, being logged in as a professor.  |
| Post-Condition | The class will change and get populated by students. Students will be able to access the class.  |
| UC_42          | View all contracts & applications  |
| Summary        | The students may view the jobs he has applied on or has been nominated.  |
| Actor          | Student  |
| Description    | Here the user may view only the jobs that he has applied on and has received no answer yet, is pending, is rejected or has been accepted. The jobs for which he has been nominated by the business will appear here as well.   |
| Pre-Condition  | Being logged in as a general user or Student.  |
| Post-Condition | The page will change after accepting or declining jobs, adding or removing jobs.   |

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| UC_43          | View & Download student's PP contract   |
| Summary        | The professor may view and download the student's job.  |
| Actor          | Professor   |
| Description    | While viewing the students in his class the professor may also view the job position that he has made and download it to have a copy in his device. |
| Pre-Condition  | Belonging to a class, the student has found and added a job to his class info.  |
| Post-Condition | There are no post conditions.   |

