Cooperative Education Site Visit Scheduler

Vision (Inception Draft)

Introduction
We envision a system that will support the scheduling of Cooperative Education site visits. In particular, the system will allow coop faculty members to specify “time slots” in which they are available to make site visits, and will allow students to schedule visits during those time slots. The system will then generate a site visit itinerary for the faculty member.

Positioning

Problem statement
At present, each faculty member develops her/his own methods for scheduling visits. The resulting methods are often tedious and time consuming for both faculty members and students. A computerized system could greatly reduce this burden. In particular, it could allow faculty members to allocate times for site visits, in which students could then schedule visits. Instead of having to wait, students would receive immediate confirmation that the visit was scheduled. Faculty members would be able to view and print a site-visit itinerary when scheduling was finished.

One challenge is that the schedule must conform to travel and other constraints of various faculty members. The system must be able to record these constraints in a computer-verifiable form.
Furthermore, even types of constraints may change as new coop faculty members are introduced to the system and the needs of existing faculty members evolve. The system must be able to accommodate such changes.

**Stakeholder Descriptions**

**Market Demographics**

The intended market is cooperative education faculty members and students at Montclair State University. Both faculty and students have a wide range of computer skills and levels of comfort and familiarity with computerized systems. The system must accommodate these differing skill levels, providing both easy navigability for all and appropriate shortcuts for more sophisticated users.

**Stakeholder (Non-User) Summary**

The *University* has an interest in insuring that any confidential information about students, faculty members, and workplace supervisors cannot be viewed by unauthorized parties. (Note that these are legal obligations of the University under FERPA and other applicable laws.)

The *Cooperative Education Office* has an interest in minimizing the amount of “busy work” required of students and faculty members.

The *Workplace Supervisor* …

**User Summary**
The *Student* wants to be able to easily schedule site visits and to receive immediate confirmation of the scheduled visit.

The *Faculty Member* wants a printable site-visit itinerary with driving or public transportation instructions that conforms to her/his travel and other constraints.

The *System Administrator* wants to preserve the integrity and security of the information in the system.

**Key High-Level Goals and Problems of the Stakeholders**

<table>
<thead>
<tr>
<th>High-Level Goal</th>
<th>Priority</th>
<th>Problems and Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce time and effort required for faculty and students to schedule site visits.</td>
<td>High</td>
<td>Reduced speed as load increases. Limited bandwidth may slow process. Loss of information if components fail.</td>
</tr>
<tr>
<td>Insure that the site visit schedule allows sufficient travel time and conforms to faculty constraints</td>
<td>High</td>
<td>Same as above. Types of faculty constraints vary and can be expected to change over time.</td>
</tr>
<tr>
<td>Record student and employer contact information</td>
<td>Medium</td>
<td>Same as above.</td>
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</tbody>
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User-Level Goals

Student: Enter contact information and travel instructions, schedule site visits.

Faculty Member: Manage Student accounts, allocate times for visits, enter constraints, view and print itinerary.

System Administrator: Manage Faculty-Member and Student accounts, view logs of transactions, configure system.

User Environment

The system should be accessible to Students and Faculty Members using a Java-enabled World-Wide-Web browser.

Product Overview

Product Perspective

The system will initially be installed and run on a server maintained by the Department of Computer Science at Montclair State University. A Computer Science faculty member will serve as System Administrator. It will not collaborate with any external systems.

Summary of System Features

- Easy, quick scheduling of site visits by the Student.
- Verification that there is adequate travel time between scheduled visits
- Enforcement of conformity to all travel and other constraints specified by the Faculty Member
• Allow the faculty member to view and print an itinerary with travel instructions supplied by the student, and student and employer contact information.

Other Requirements and Constraints

• The system should be usable by users with varying levels of computer skills and knowledge.
• The system should work efficiently with minimal bandwidth.
• The system should be easily modifiable and extensible to handle different types of faculty-member constraints.