**System Request – Student Record Systems (SRS) Project**

**Project sponsor: Matt Ferry**

**Business Need:** Due to increasing registration (expected 5% per year) and a co-related increase in workload with the current manual system, a new system should be created. This will enable us to streamline the registration process, allow students to register for classes themselves, and allow employees to access the system from any computer that has access to an internet connection.

**Business Requirements:**

The functionality that the system should have is listed below:

* Maintain records for students enrolled in school
* Maintain courses offered by the school
* Maintain classes offered of the available courses (online and on face-to-face)
* Maintain student grades for completed classes
* Allow for Student Self-registration
* Allow staff to work from any location that has an Internet connection and web browser

**Business Value:**

Conservative estimates of tangible value to the company includes:

* 90% reduction in registration time. (600 hours or $12,000 instead of 6000 or $120,000)
* 10% increase in staff productivity (Saving $50,000)
* Improved staff moral and student interaction

**Special Issues or Constraints:**

* Security issues must be addressed, as students will have access to school files.
* Due to rapid increase in enrollment, this project needs to be finished within 1 year.

**Questions**

|  |  |  |
| --- | --- | --- |
| **#** | **Question** | **Who to Ask?** |
| 1. | How many staff members are there that need access to the registration software? | Registrar Manager, HR Manager |
| 2. | Given the new system what type of staff expansion, does the school expect? | HR Manager , Registrar Manager |
| 3. | What are the most common errors that occur during the registration and data entry process? | Registration Staff Members |
| 4. | What are the specifications of the current systems in use? | IT Manager and Personnel |
| 5. | What type of access do the students need? | Registration Staff and Student Staff |

**Explanation**

The Business needs, Business requirements, Business values, and special constraints and issues were all lifted directly from the SRS – Preliminary planning document, and were pretty clear.

The questions that I felt needed to be asked are all geared towards further determining more detailed system specifications and requirements.

Question 1 will help determine what type of staff support will be required upon implementation of the system.

Question 2 helps determine what type of scalability in regards to the staff will be needed, as scalability of a project will affect its scope and cost of the project.

Question 3 helps determine what type of checks and balances need to be placed in the system to ensure that these errors are eliminated and that the system works properly.

Question 4 examines the system and software that is currently in place to see how well the existing system could be integrated into the new system (if at all possible)

Question 5 helps determine what type of access the students will need by asking by the registration staff and the students. This ensures that both the viewpoint of the registration staff and students is taken into account when designing the system so that needed or desired functionality is not left out.