2024 - 2025

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| Workshop project assignment system  Team: LST2 |
| Business Case |
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| This document is a light version of a professional business case.  Before submitting this document, make sure to check that:   * the document does not contain any spelling mistakes * all template text (indicated in *red*) is removed, including this box * the document layout is neat (table of contents is updated, formatting is consistent, page breaks are properly set…) |

# Introduction

***General introduction for the report providing a brief summary of what the document will cover.***

This document outlines the business case for a new system aiming to improve and address several key issues faced by our client and those involved in the project management process. It provides background information, defines objectives, defines stakeholders, and describes the current situation that necessitates changes. Additionally, this report gives an overview of the project planning, timelines, and scope, ensuring clarity on deliverables and expectations.

# Background

***In below paragraphs, you will give a detailed description of the problem or opportunity that the business case addresses.***

## Client

***Provide background information on the organization or group (of users) who want the new system. Explain their role, industry or key functions, giving context on why they are seeking a change.***

* **Teachers**: This user is our client and or any other coach that might participate in the project and needs access to the system. Currently due to the many issues explained in **e.g. 2.2** our client needs this application. The teacher will have access to managing all students, clients and the workshop data related to them (e.g. first concept, workshop images, etc).
* **Students**: This user would be any student participating in the project. Currently many students get confused with all the systems in place to manage them (Large pages of instructions, presentations, documents, etc). They will be given clearer instructions across multiple steps to reduce confusion and make sure they make as little mistakes as possible.

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* **Clients**: Clients are those who are hosting the workshops and are contacted by our client to be a part of their project. Due to many students’ confusion with the current instructions the client is affected by their confusion through mismanaged communication and/or incompetence.
* **Audience**: The audience will be the ones attending the workshops hosted by the client and prepared by the students. Since some of the audience might be developmentally challenged or just doesn’t know how to use modern electronics their experience won’t change much.

They will still be provided with a paper version of the form for convenience. But for those who want to we will implement functionality so they will be able to scan a QR code and see the form video the application.

## Current Situation

***Explain the current situation or problem that needs to be addressed. Why is the new system or product necessary? How does the process run now (without the new system or product)? What is going wrong? The need for the project should be made clear.***

Currently our client is creating Microsoft forms and manually entering their information into an excel file. And then contacting students to on whichever client they would like to work with. And then again manually putting this information into her excel file. And then while the project is ongoing our client must do the same multiple times across multiple teams. This process causes confusion among users. Which the client will have to help them with whenever they arise.

This whole process costs our client a huge amount of time and mental exhaustion with the sheer volume of the work.

# Objectives and Stakeholders

***Describe what your project team will deliver and to what end. Clearly state:***

* ***the main objective(s) of the project. What are the desired outcomes? What will be the added value for the client when the project is successfully implemented?***
* ***the key stakeholders involved in the project and outline how they will benefit from the project’s implementation. Outline the benefits by stakeholder.***

***IMPORTANT: do not describe any functional or non-functional requirements yet!***

Your text

## Main objectives

The primary objective of this application is to develop a centralized system that simplifies and streamlines the workflow for all involved stakeholders. This system will reduce confusion, improve communication, and automate time consuming tasks like data entry and in turn reduce the manual workload. By providing clearer instructions, efficient data management and improving the user experience for everyone involved. The end goal is to minimize errors, increase productivity, and alleviate the burden that our client is facing.

## Stakeholders

### Teachers

Many of the functionalities the system will provide will help teachers, manage information about students, clients and their training sessions files and progression. Ultimately this combined with the added functionality for other users will reduce our client’s workload and time spent on the project.

### Students

The students would be helped by giving them clearer and more specific instructions on their tasks based on their progression with the assignment. This would help reduce their workload alongside the workload of the teachers/coaches having to help them with their issues.

### Clients

Other than being indirectly helped due to other users functionality, the client has some of their own features that would help them. Like being able to view the student’s concept and reject/approve it in application, leave comments and being able to fill in forms inside the application rather than Microsoft forms or a paper form.

### Audience

Since the amount of confusion in the project will be reduced the students will be able to spend more of their time perfecting their training sessions. And in turn improving the experience for the audience. If the audience wishes they will also gain access to a QR code to directly help them with filling in their forms.

# Project planning

***Provide an overview or timeline with the project start and end date, together with the key milestones and project deadlines.***

### Important deadlinesq

* First client workshop
  + 1ste of october
* Second client workshop
  + 22de of october
* Third client workshop
  + 12th of november

# Project scope

***What is in scope as opposed to what is out of scope? This will help to manage expectations.***

Your text

## In scope

* Development of centralized system:
  + The system should be a centralized place where anyone involved in the project could find all the information they need to move forward.
* User interfaces
  + All users who have an account should have access to information specific to their role in the project.
* Automation of existing processes
  + The manual inputting of the same data into multiple places should be kept to a minimum. Automation of all possible data management is a must.
* Role access levels
  + Based on whatever role the user is they should be able to see data, files and or objects specific to their role.

## Out of scope

* Hardware provision
  + Provision of hardware for the workshop will be done by the students and won’t interact with the application.
* External system inegrations
  + This will be a standalone application without any integration with other systems such as google drive, one drive, etc.
* Direct messaging between clients, students and teachers
  + If students which to contact their teacher and or client, they should do this via whichever method the teacher of client prefers. The application itself takes no part in this exchange

# Sources

***Include a list of all sources used or referenced.***

Your text