

Criterion A

Word Count: 440

Problem Statement

Ms Gade doesn't have an organized way in keeping track of the amount of requests she receives, from students, administrators and parents.

Description of Scenario

Ms. Gade is the high school's main secretary that keeps track of attendance . She is responsible for keeping track of things such as attendance, and student slips. She already has a practical system for attendance but this couldn't be said about the student slips. Student slips come in various colors depending on who's asking for them. As someone who, on a weekly basis, gets more than one of these slips, I fully sympathize with the hassle of sorting and organizing these slips. These student slips will range from going to see the dean of students, dean of academics, meetings with counselors, or meeting Ms. Gade to discuss attendance. The amount of requests Ms Gade receives is around the 60s and she doesn't have a proper way to keep track of these things. Sometimes she loses track of the request that she needs to fulfill.

Rationale and Proposed Product

The reason for this product will be to increase efficiency and keep this process organized. Usually, when needing to schedule a meeting the admin must come out of their office and ask Ms Gade for the request or a parent must call Ms. Gade. She has mentioned that in the morning when receiving calls for student absences the line can get very congested. ¹With this product I plan to mitigate how overwhelmed she is in making requests. and make it so she can receive any request through a Google form². Moreover, she has discussed with me that she sometimes forgets and loses track with so many requests. I have created this product in order to ensure that Ms. Gade has an easier way to view these requests from those who need it. A format where she doesn't have to write or has to remember or write it down on a piece of scratch paper. Hence, I believe using Google Script to create a product that is primarily a google form and spreadsheet, not to mention as a school secretary google spreadsheet is something of common use for her. This would be the most efficient and easy for my client. Since, our school already uses google as a domain. It will be something that she will already be used to using. This will make sure that there will be little to no barriers for her to learn how to use the product.

Success Criteria for the Product

1. User can write in their First/Last name
2. User can receive email from parent
3. User can receive the request of which student the admin wants to call in
4. Users can receive email from Khun Gade.
5. User can add/remove choice to call in student

¹ Quote 6 Ms. Gade Crit_A_Interview

² Quote 9 Rikki Crit_A_Interview

6. Users can select reason for needing to send slip
7. User can determine time in which the request is needed to be done
8. Ms. Gade receives an automated email indicating the form has been completed
9. The List of reasons are sorted automatically to prioritize admin requests