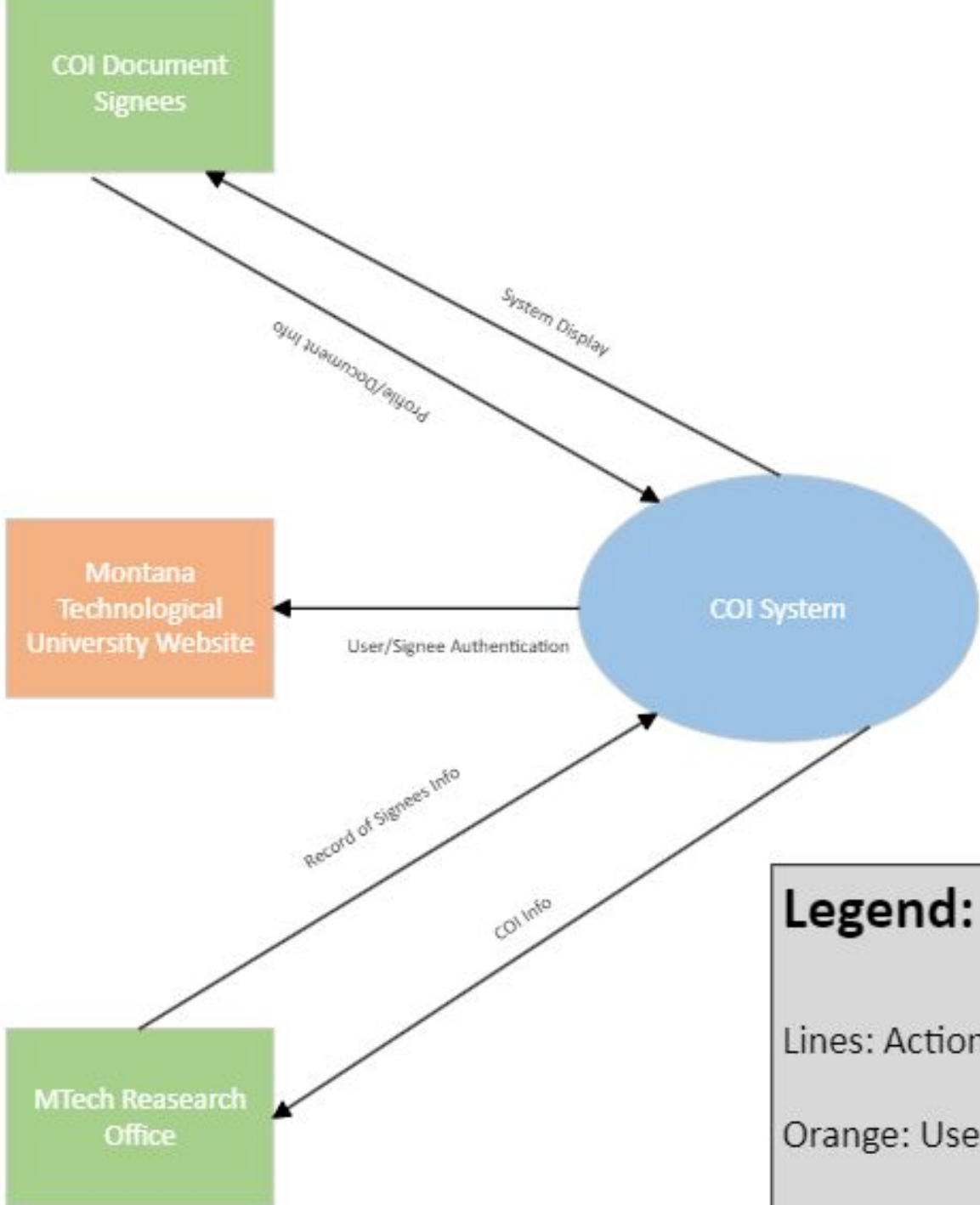


Agenda

- | | | |
|------|--|--------------------|
| 3:00 | Review of last meeting <ul style="list-style-type: none">• Business Objectives / Vision• Context Diagram• As-is Process | Nathan Blankenship |
| | Questions <ul style="list-style-type: none">• Who needs to complete COI forms?• Does student information come from Banner?• If not, how is student information obtained?• How about students in 0 clubs, not employed | Tucker Kane |
| 3:15 | User Characteristics <ul style="list-style-type: none">• User Classification | Brandon Mitchell |
| 3:25 | Environment <ul style="list-style-type: none">• Ecosystem Map | Nathan Blankenship |
| 3:35 | Features <ul style="list-style-type: none">• Feature Tree | Matthew Gallagher |
| 3:50 | Next Meeting -Use Cases- March 9 (Wednesday) | Nathan Blankenship |

Review of Last Meeting

For Montana Tech affiliated members **who** fall under the COI policy, **the** COI system **is** an interactive user interface, storage, and reporting system **that** will reduce user and staff input of less than 40 hours per year, ensure greater than 95% completion rate of all faculty and staff, and state them accurately
Generate the annual report in less than 2 seconds.
Unlike the previous systems used by the research office, **our product** accurately collect statistics, choose correct recipients, save time, educate user on COI, and generate reports.



Legend:

Lines: Actions/ Information

Orange: Users

Green: System

Ecosystem Notes

Mtech Single Sign-On (SSO) for secure logins

Questions

Q: Who needs to complete COI forms?

A: Employees who are .5 FTE or greater,

Note for now: All info comes from banner?

* Student who are paid hourly are not .5 FTE or greater *

People who are not on banner list must be able to fill out COI form still

“Compliance with this policy is required by all full-time and part-time Montana Tech employees, including students who receive compensation from Montana Tech and students or others who design, conduct, or report research, educational, or public service activities of Montana Tech.”

Questions cont.

Q: Does student information come from Banner?

A: Pam + Bernie

Q: If not, how is student information obtained?

A:

Q: Do non-employed students in extracurriculars (clubs) have to sign, and how is their information gathered?

A:

User Characteristics

Projects often have more than one user class.

Classifying users is an important step as it ensures no group is skipped or glossed over while designing the system.

Important to get requirements from each identified class.

User Classification

Users are typically grouped into classes

- Access privileges (normal user, administrator)
- The tasks they perform
- Features they use
- Frequency they use the product

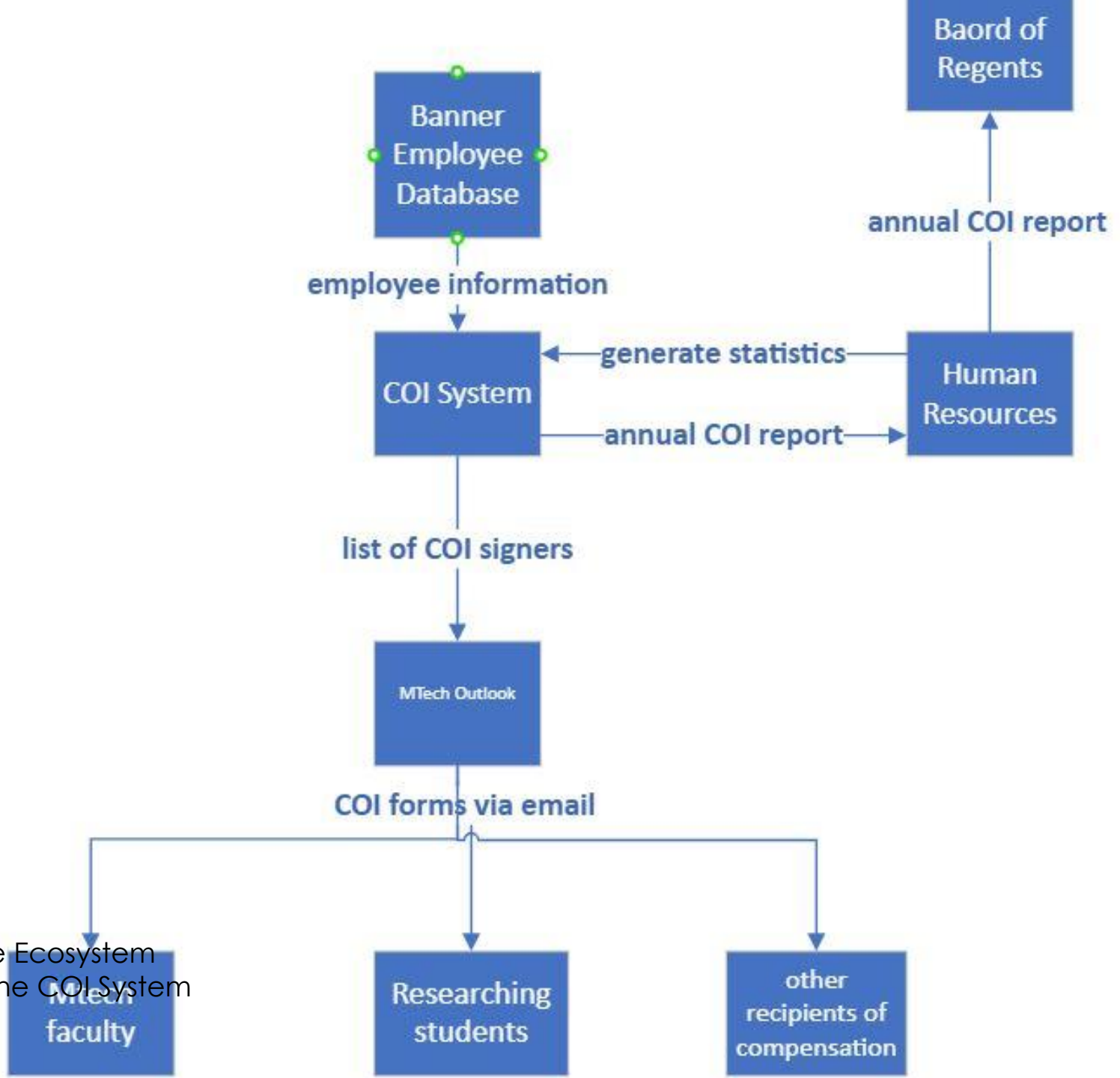
Who are the users?

Admins (Research Office)

Users (The people who fill out the form)

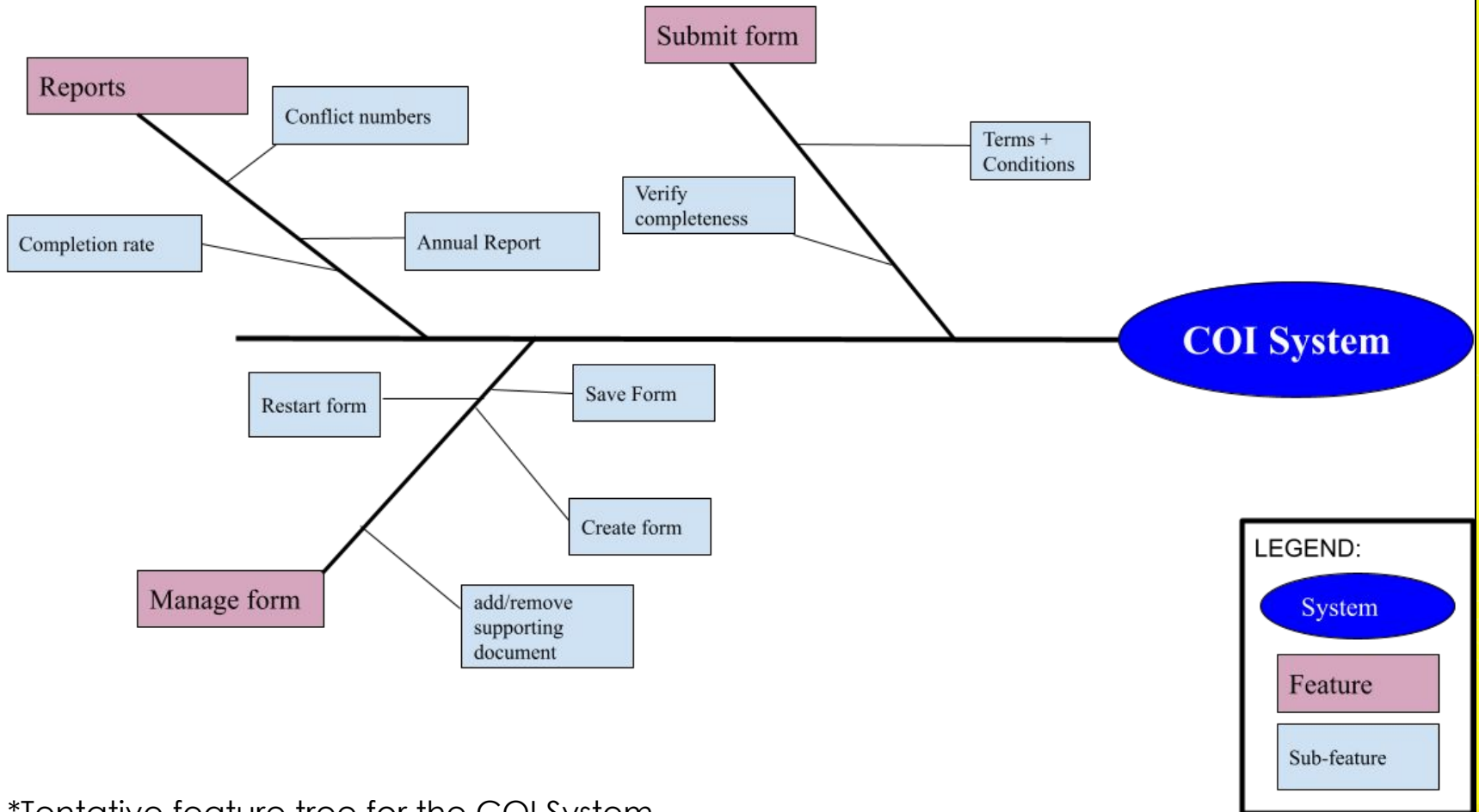
Auditor (people who sign off)

*Special circumstances administrative signees



*Tentative Ecosystem
Map for the COI System

Feature Tree



*Tentative feature tree for the COI System

Features

COI system features

- Manage form
- Submit form
- Reports
- ***additional features ...***

Next Meeting Time

Our next meeting will be on:
March 9, 2022 from 3:00-3:50 pm