

Agenda

3:00	Review of last meeting <ul style="list-style-type: none">• Learning about Etrieve• Clear split between Etrieve/COI System<ul style="list-style-type: none">○ Updated ecosystem map○ Updated context diagrams• Roles for each	Matthew Gallagher
3:05	Etrieve diagram	Tucker Kane
3:15	Back and forth with management plans <ul style="list-style-type: none">• Statuses of COI forms and management plans• State transition diagrams• Create/Edit Management Plans use case	Brandon Mitchell
3:25	Dashboard data <ul style="list-style-type: none">• UI• Data dictionary<ul style="list-style-type: none"># forms of in each COI form status<ul style="list-style-type: none">○ Grant Active Research○ Faculty/student/staffChange in conflict declarations from previous yearsSelect department and see completion and conflicts	Nathan Blankenship
3:35	Functional requirements of COI System	Matthew Gallagher
3:50	Next Meeting: Final Presentation <ul style="list-style-type: none">• April 29 (Friday)	Matthew Gallagher

Etrieve

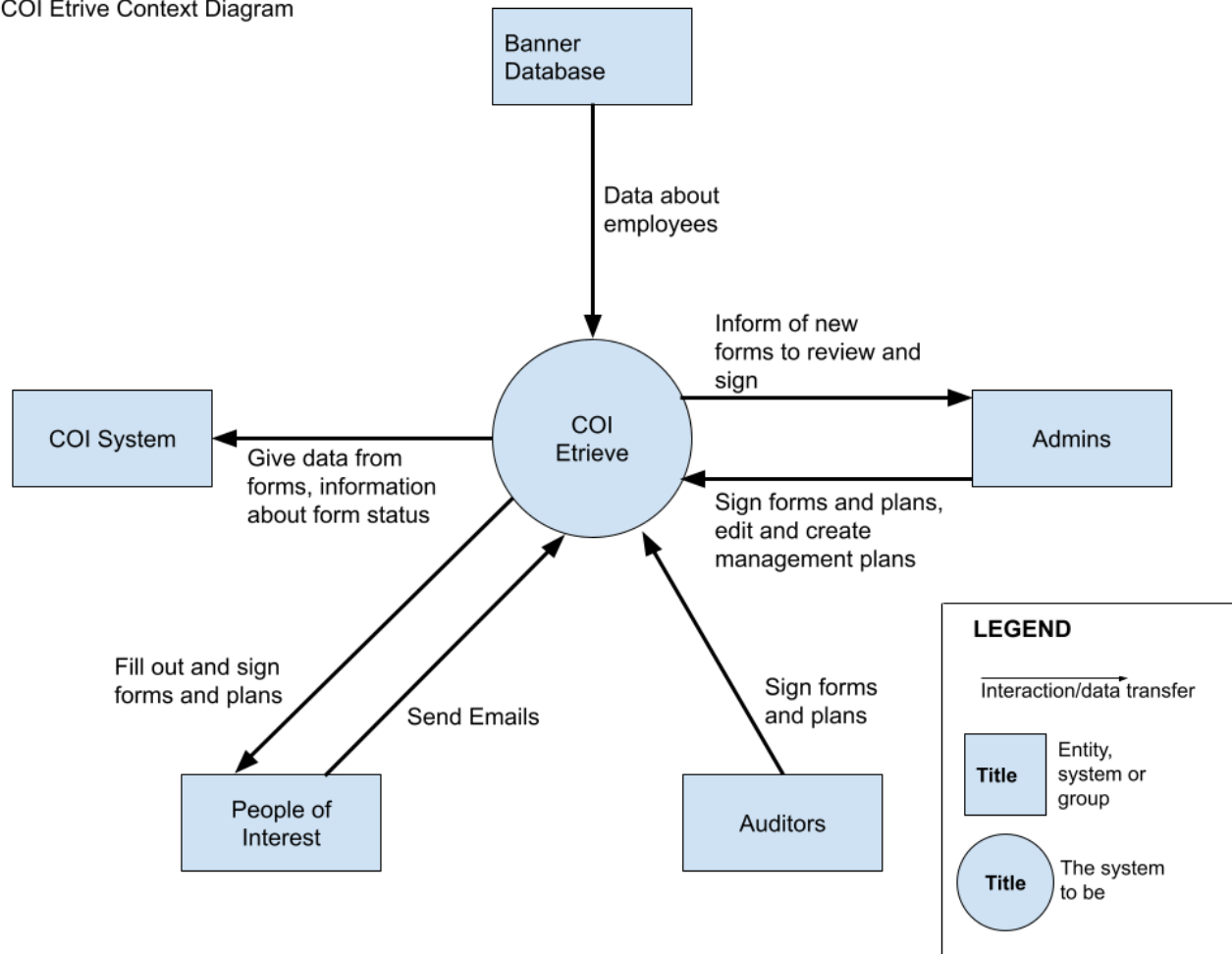
We talked with Ryan about Etrieve last week.

- Etrieve allows for designing of form flows.
- Etrieve can accommodate the auditor signing special case.
- Etrieve cannot import data into a form, must use attached documents for plans.

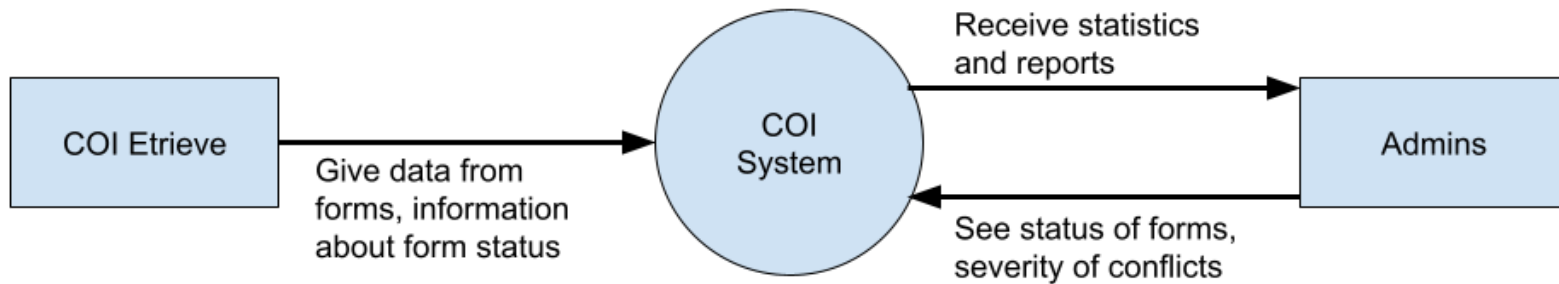
We will discuss ways of implementing Etrieve to handle management plans.

Etrieve/COI Split Update

COI Etrieve Context Diagram



Etrieve/COI Split Update



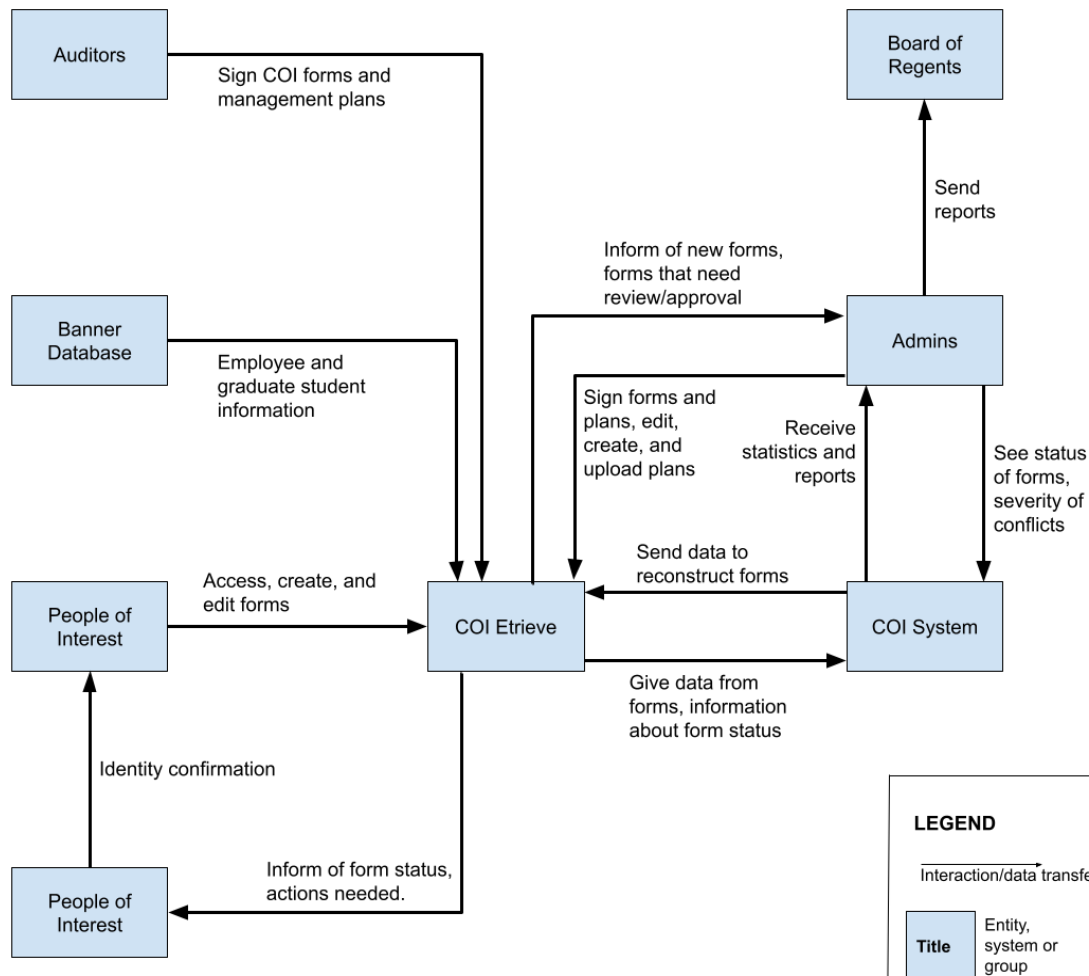
LEGEND

Interaction/data transfer

Title Entity, system or group

Title The system to be

Ecosystem Map



An ecosystem map for the COI System and COI Etrieve

Model Changes

Any changes to the models can be specified here:

- Add dynamic access and edit of forms (POI - > COI Etrieve) *Remove create

- * Go back through and clarify transitions

Review (Roles)

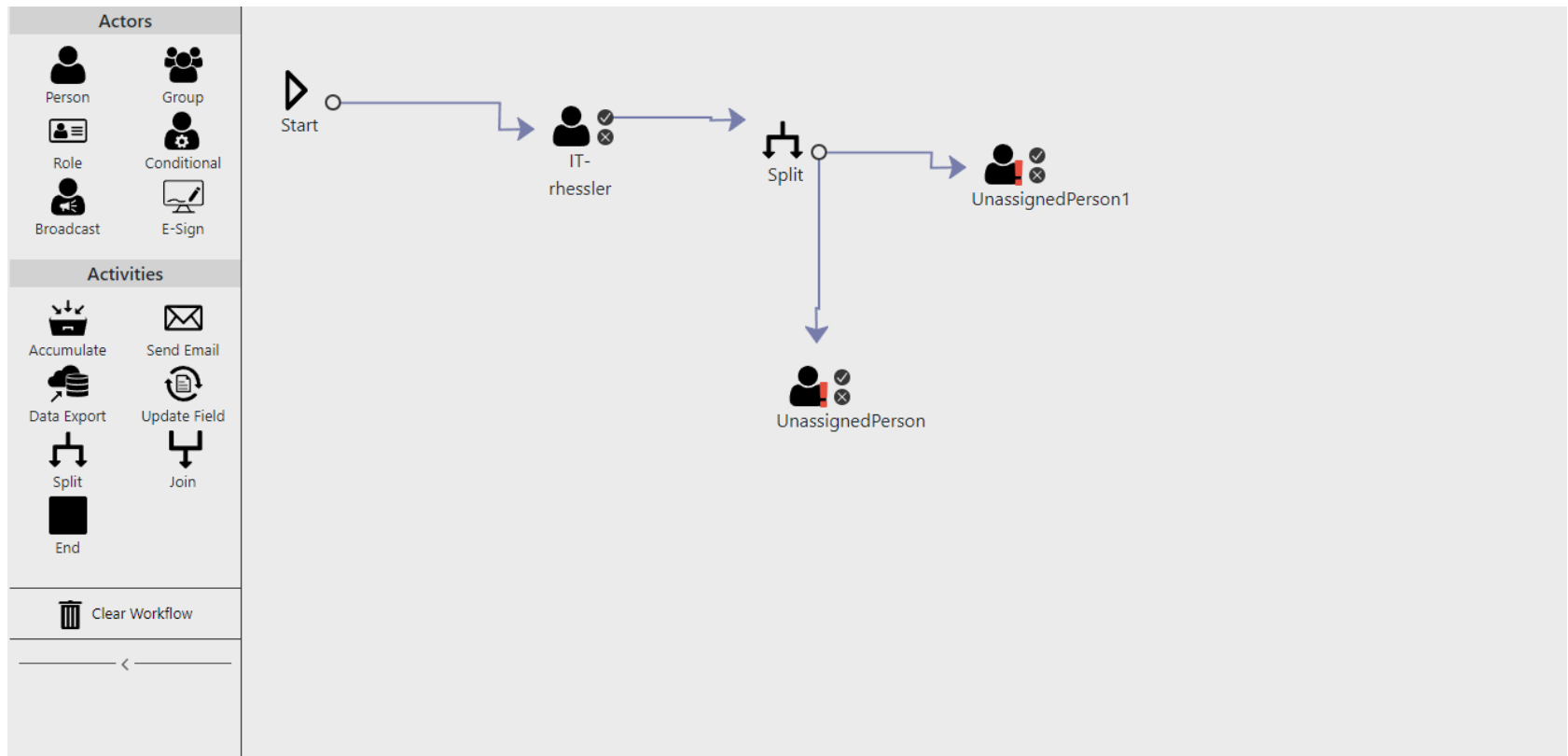
User Class	Description
Auditor	An external individual at the <i>University of Montana</i> who only has the ability to sign a select few COI forms.
Admin	Individuals in the <i>Research Office</i> that can approve, edit, and create management plans. They can also sign COI forms and management plans.
Person of Interest	Anyone who is required to complete a COI form. The person completes and submits COI forms, as well as providing an explanation for any conflicts. (Note that an Admin user will also be a <i>Person of Interest</i> , as Admins need to sign COI forms as well.)

Table 2.1 COI Etreive User Classes

User Class	Description
Admin	Individuals in the <i>Research Office</i> that can review other's forms, their status, and the severity of their conflict (if one exists). They will also be able to generate status reports and yearly reports to comply with state law.

Table 2.2 COI System User Classes

Retrieve Simple Flow



Etrieve Capabilities Issue

- Etrieve does not allow forms to be created on the fly
- Management plans may need to be attached/ Create completely new form

Updated Statuses

COI Forms Statuses:

- **Not Started:** The Person of Interest has not started or modified their COI form.
- **In Progress:** The Person of Interest has made changes to their COI form but hasn't submitted it yet.
- **Submitted:** The Person of Interest has signed and submitted their COI form for review by personnel in the *Research Office*.
- **Rejected:** The COI form has inconsistencies or is missing important information and needs to be fixed.
- **Complete:** The COI form has been reviewed and signed by the appropriate parties.

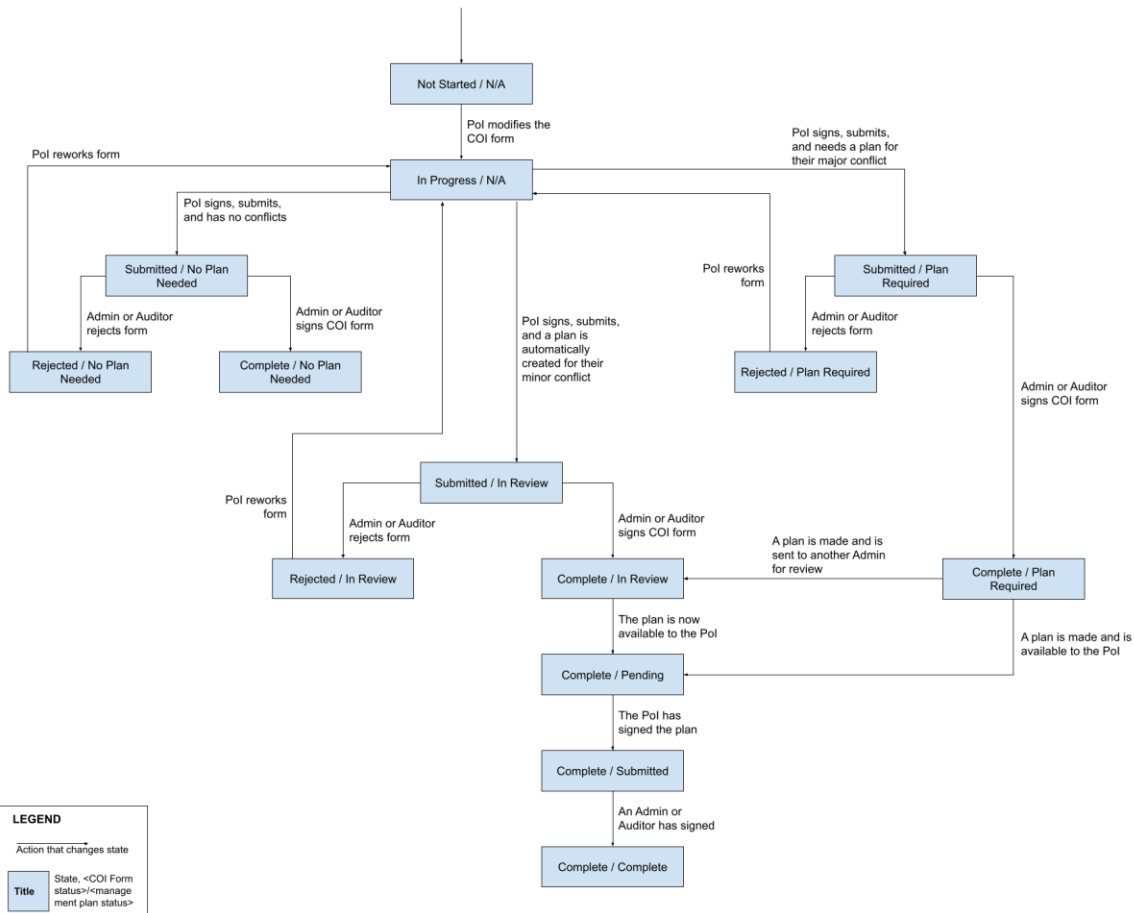
Updated Statuses

Management Plan Statuses:

- **N/A:** The Person of Interest has not submitted their COI form yet, so the management plan's state is currently not applicable.
- **No Plan Needed:** No conflicts exist, so no conflict management plan is needed.
- **In Review:** The management plan is waiting to be reviewed by *Research Office* personnel.
- **Plan Required:** A management plan needs to be created manually by *Research Office* personnel due to one or more significant, unique or complicated conflicts.
- **Pending:** A management plan is available to the Person of Interest and is awaiting their signature.
- **Submitted:** The Person of Interest has signed their management plan and has submitted it.
- **Complete:** The management plan has been signed by both the Person of Interest and the appropriate authority associated with the *Research Office*.

Updated State Transition Diagram

COI Forms / Management Plan State Transition Diagram



Updated Statuses

Possible Changes?:

Create/Edit Management Plan Use Case

- Created new use case for editing, creating, and sending out forms

Created By:	Brandon Mitchell	Last Updated By:	Class
Date Created:	4/5/2022	Date Last Updated:	4/10/2022
Actors:	Admin		
Description:	Admins are able to edit, create, and send out management plans.		
Preconditions:	<ul style="list-style-type: none"> • The user is currently signed in. • A <u>PoI</u> has completed their COI form and one or more of their conflicts requires a management plan. 		
Postconditions:	The <u>PoI</u> will have access to their management plan.		
Normal Flow:	<p>1.0 Edit Management Plan</p> <ol style="list-style-type: none"> 1. The user accesses a <u>PoI's</u> management plan. 2. The system displays the auto-generated management plan. 3. The user is able to make edits and additions as they see fit. 4. The system records the edits and additions. 5. The system sends the form to the associated <u>PoI</u>. 		

Alternative Flows:	<p>1.1 Create Management Plan (branch after step 1)</p> <ol style="list-style-type: none"> 1. The system indicated no plan has been created. 2. The user is able to create a plan or upload a plan written in another system such as MSWord. 3. Return to step 3. <p>1.2 Send to Another Admin (branch after step 4)</p> <ol style="list-style-type: none"> 1. The user chooses to send the form to another Admin for review. 2. The system prompts for the user to select the recipients. 3. The user selects the recipients and sends the form. 4. The system sends the form to the selected recipients.
Exceptions:	None
Includes/Extends:	None
Priority:	Critical
Frequency of Use:	Used whenever a management plan needs to be sent out.
Business Rules:	None.
Special Requirements:	While an Admin can create and edit their own management plan, an external person is required to sign off on that management plan.
Assumptions:	None.
Notes and Issues:	None.

Create/Edit Management Plan Use Case

Possible Changes?:

Data Dictionary

Data Element	Description	Composition or Data Type	Length	Values
poi_firstName	Person of Interest's first name	string	35	
poi_lastName	Person of Interest's last name	string	35	
poi_Name	Person of Interest's Legal Name	Composition: Poi_firstName Poi_lastName		
poi_Email	Person of Interest's email	string	40	
poi_Dept	Person of Interest's department	string	20	Chemistry, et al.
poi_Form_Status	Status of Person of Interest's COI Form	string	40	Not Started, In Progress, Submitted, Rejected, Complete
poi_Mgmt_Plan_Status	Status of Person of Interest's Management Plan	string	40	N/A, No Plan Needed, In Review, Plan required, Pending, Submitted, Complete
POI	Attributes of Person of Interest	Composite poi_*		
conflict_Change	Whether the Poi conflicts have changed from the previous year	Bool	1	

Functional Requirements

- The system shall provide statistics for The COI Annual report.
- The system shall identify and label forms based on selected criteria.
- The system shall display current progress of COI forms.
- The system shall pull form information from IT/ET database.

Updated Functional Requirements

Possible changes?:

Next Meeting Time

Final presentation will be on:
April 29, 2022, from 3:00-3:50 pm