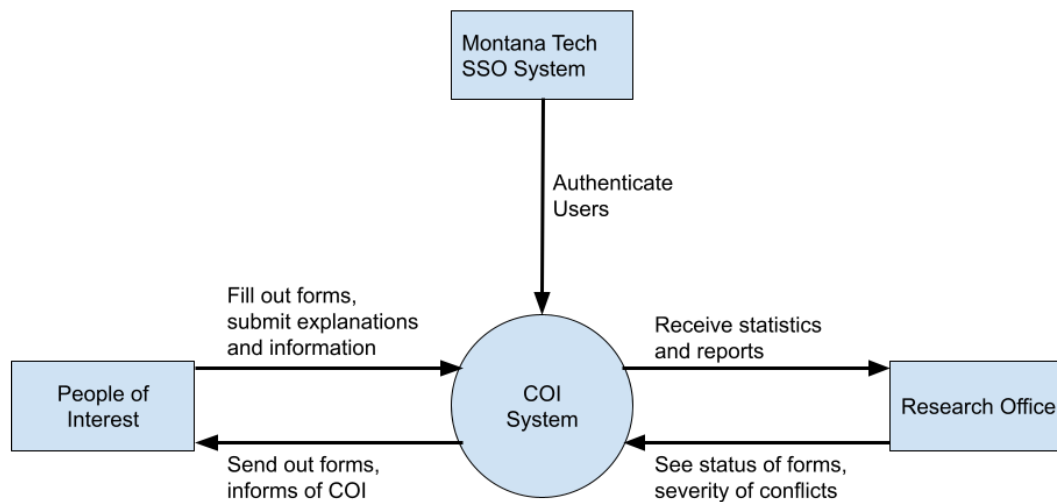


Agenda

3:00	Review of last meeting <ul style="list-style-type: none">• Context diagram, State transition diagram, and ecosystem map• Users• Special cases• Functions	Tucker Kane
3:05	Discuss Etreive	Ryan Hessler
3:10	Create form use case	Nathan Blankenship
3:20	Aid in conflict management use case	Brandon Mitchell
3:35	Report use case	Matthew Gallagher
3:50	Next Meeting – – models and sample UI – April Fools (Friday)	Matthew Gallagher

Context Diagram



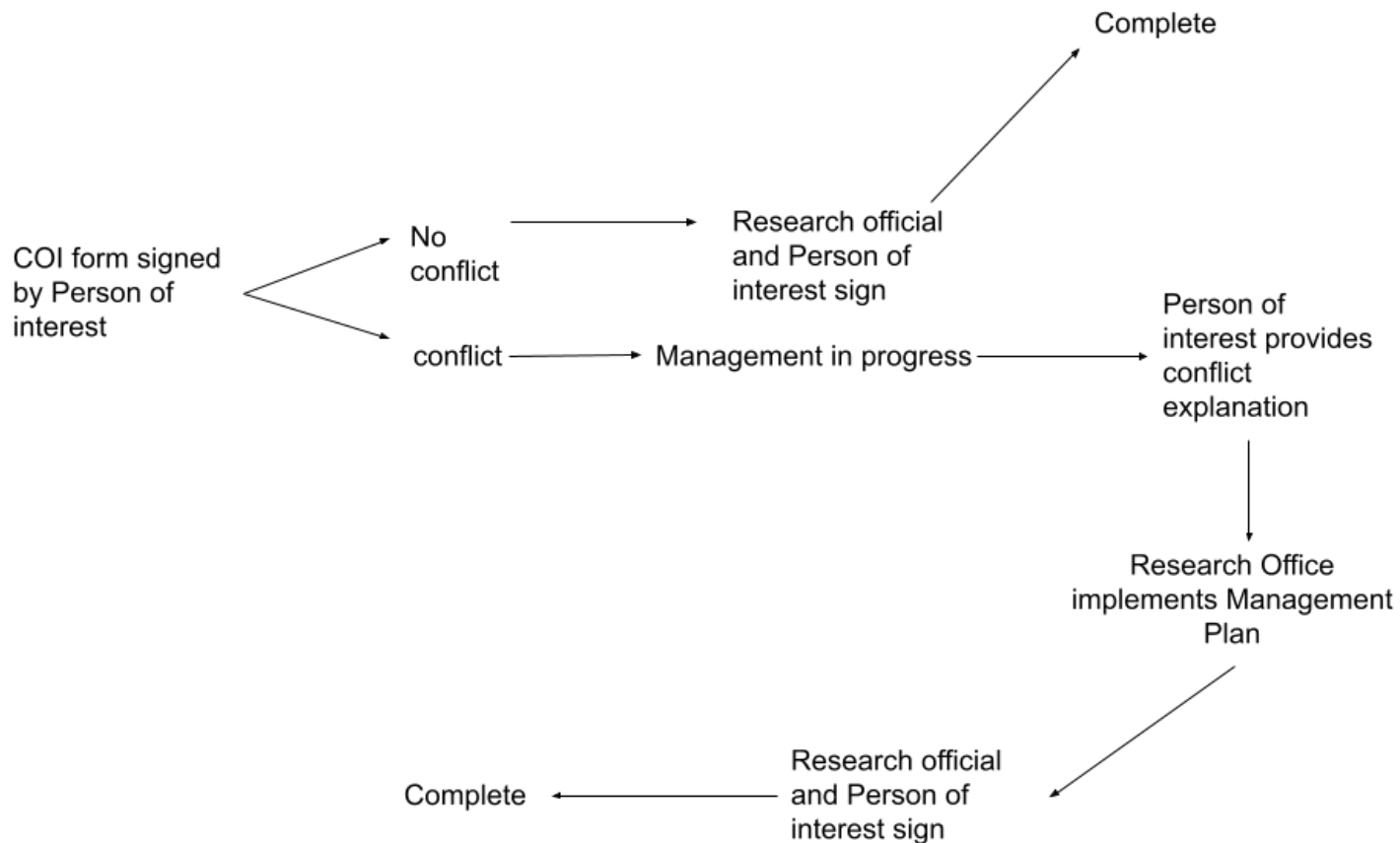
LEGEND

Interaction/data transfer

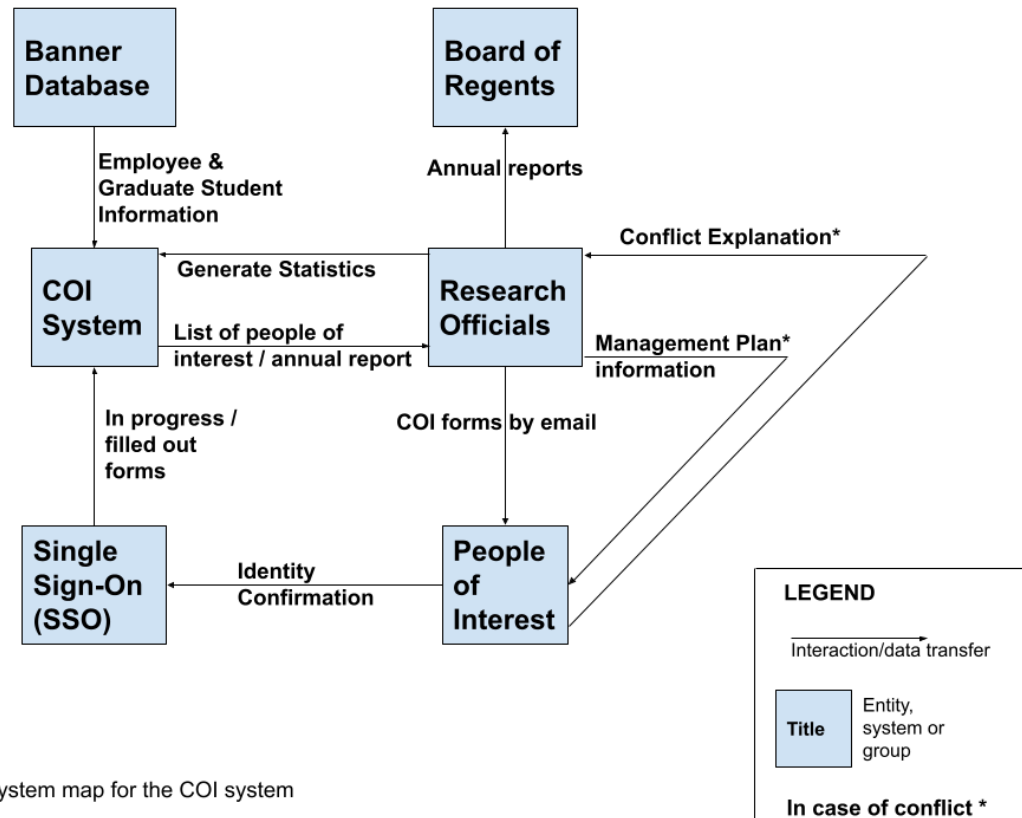
Title Entity, system or group

Title The system to be

State Transition Diagram



Ecosystem Map



An ecosystem map for the COI system

Users

Auditors

- Designated employees in the **Research Office** with the privilege of signing off on forms.

Admins

- Research Office faculty that have the ability to review COI forms status and conflict severity(if one exists).

People of Interest

- General users of the systems. Anyone who is required to complete a COI form.

Special Cases

- The Chancellor
- The Vice Chancellor of Research
- The provost

COI System Functions

- **Educate:** The system will educate *People of Interest* on what is a conflict of interest, the importance of disclosing conflicts, and the possible consequences of not properly disclosing information on the form
 - **Create:** The system will enable *People of Interest* to complete, sign, and submit COI forms online.
 - **Manage forms:** The system will aid *Research Office* personnel to easily see the status of all COI forms.
 - **Aid in conflict management:** The system will aid *Research Office* personnel to easily see who has potential conflicts, the status of those conflicts, and record how those conflicts will be managed.
 - **Filter:** Filter completed COI forms into distinct bins that can be reviewed by the *Research Office*.
- **add function for auditor****
- **Report:** The system will generate yearly reports on the data gathered from the signed COI forms.

Etrieve

- ▣ Ryan, take it away!

Use Case: Create form

Each Person of Interest must create an annual Conflict of Interest form, in which:

- Single Sign-On must be verified
- Terms and Conditions must be approved
- Form must be filled out honestly and signed electronically by the person of interest

Use Case: Create form

Use Case ID:	1	Use Case Name:	Create Form
Created By:	Nathan Blankenship	Last Updated By:	Nathan Blankenship
Date Created:	March 5, 2022	Date Last Updated:	March 7, 2022
Actors:	People of Interest		
Description:	Person of Interest (PoI) fills out, submits and signs a COI form		
Preconditions	1. PoI must be in the database's list, so an email can be sent		
Postconditions	<ol style="list-style-type: none"> PoI's form is complete PoI's has signed their completed form Completed form is sorted and stored in COI system database 		
Normal Flow:	1.0 Create Form <ol style="list-style-type: none"> PoI visits the system from the annual email PoI is directed to MTech Single Sign-On, where they log in Upon successful login, PoI is informed of their rights and responsibilities in disclosing COIs through the terms of Service After agreeing to the terms service, PoI has access to the COI form PoI fills out the form honestly PoI signs the form as confirmation 		
Alternative Flows:	1.1 Create Form from Single Sign-On (Enters before step 1) <ol style="list-style-type: none"> PoI visits the system from MTech Single Sign-On (already logged in) (Reconnects at step 3) 1.2 Create Form Over Multiple Sittings (Enters after step 4) <ol style="list-style-type: none"> PoI fills out the form partially, then indicates they would like to stop editing System prompts confirmation; saves the form and quits User returns to the system, either through another email prompt or via Single Sign-On System stores the unfinished form as many times as necessary Once the form is completely created, the PoI can sign as normal 		
Exceptions:	1.0 E.1 Terms and Conditions are not agreed to If for any reason a PoI chooses not to accept the system's Terms of Service, the system will exit with a corresponding message		
Includes/Excludes:	None		
Priority:	Imperative		
Frequency of Use:	High		
Business Rule:	BR-1, BR-2, BR-4		
Special Requirements	None		
Assumptions:	System administrators and the Chancellor will have their COI forms signed by outside University personnel who do not interact with our system		
Notes and Issues:	None		

Changes

Changes made to the create form use case:

- *Changes put here...*

Use Case: Aid in conflict management

- Every conflict needs a conflict management plan
- The COI system will aid in creating these plans

Use Case: Aid in conflict management

Use Case ID:	1	Use Case Name:	Aid in Conflict Management
Created By:	Brandon Mitchell	Last Updated By:	Brandon Mitchell
Date Created:	March 6, 2022	Date Last Updated:	March 6, 2022
Actors:	Admins, People of Interest		
Description:	When a Person of Interest has indicated a possible conflict of interest exists, the system will generate a management plan tailored to them and their situation.		
Preconditions:	<ol style="list-style-type: none"> 1. The Person of Interest is currently filling out the form. 2. The Person of Interest must have indicated a possible conflict does exist. 		
Postconditions:	<ol style="list-style-type: none"> 1. A tailored management plan exists for the Person of Interest. 		
Normal Flow:	<p>1.0 Description phrase</p> <ol style="list-style-type: none"> 1. The Person of Interest selects possible conflicts from a list. 2. The system prompts for supporting documentation or an explanation. 3. The Person of Interest provides an explanation or supporting documentation. 4. The system receives their submission. 5. The Person of Interest signs and submits the form. 6. The system receives their form and informs them. 7. The system generates a tailored management plan based on their input and informs the Person of Interest. 8. The Person of Interest signs their management plan. 9. The system records their signature. 		
Alternative Flows:	<p>1.1 Remove Conflicts (branch after step 1)</p> <ol style="list-style-type: none"> 1. The Person of Interest decides to remove all possible conflicts. 2. The system updates the form to match their input. 3. The Person of Interest signs and submits the form. 4. The system receives their form and informs them. <p>1.2 Complicated Conflicts (branch after step 6)</p> <ol style="list-style-type: none"> 1. The Person of Interest has complicated conflicts and a form can not be generated. 2. The system forwards their form to the Admins to manually create management plan. 3. The Admins upload the Person of Interest's form into the system. 4. The system informs the Person of Interest their management plan is ready. 5. Return to step 8. 		

Exceptions:	None.
Includes/Extends:	Includes Create Form use case.
Priority:	Critical
Frequency of Use:	Used whenever a Person of Interest indicates a possible conflict exists.
Business Rules:	None.
Special Requirements:	None.
Assumptions:	1. Assumes the "Lego blocks" idea is possible and can be implemented.
Notes and Issues:	None.

Changes

Changes made to the aid in conflict management
Use Case:

- *No supporting documentation*
- *Catch all "Anything else we need to know?" box*

Use Case: Report

- Annual reports must be generated every year. Usually calculated at the end of December.
- The annual report is sent to the Board of Regents.
- Annual reports are mandatory according to the COI Policy, 1998.
- Status reports can be generated at any time during the year to view the status of all COI forms.

Use Case: Report

Use Case ID:	3	Use Case Name:	Report
Created By:	Matthew Gallagher	Last Updated By:	Matthew Gallagher
Date Created:	March 6, 2022	Date Last Updated:	March 8, 2022
Actors:	Administrators		
Description:	An administrator will access the COI system to generate an annual report or status report.		
Preconditions:	The user must be signed in as an administrator in the COI system		
Postconditions:	The report is saved as a pdf in the COI system.		
Normal Flow:	<p>1.0 Description phrase</p> <ol style="list-style-type: none"> 1. The user selects the report option 2. The system displays options for types of reports 3. The user selects a status report. 4. The system generates the statistics for the status of COI forms. 5. The system saves the status report and displays its contents. 		
Alternative Flow:	<p>1.1 Generate Annual Report (branch after step 2)</p> <ol style="list-style-type: none"> 1. The user selects the generate annual report option. 2. The system generates the annual report for the current year. 3. The system displays the generated report and saves the file. <p>1.2 Retrieve Annual Report (branch after step 2)</p> <ol style="list-style-type: none"> 1. The user selects the retrieve annual report option. 2. The system allows the user to select a year to report that has already been generated. 3. The user selects the desired year to report. 4. The system retrieves the old report from storage. 		
Exceptions:	<p>1.0.E.1 Specified year is not in the system</p> <p>Any year before the introduction of this system will not be accessible in the report option since it was operated by the previous system.</p>		
Includes:	None		
Priority:	Critical		
Frequency of Use:	A few times a year		
Business Rules:	None		
Special Requirements:	None		
Assumptions:	<ol style="list-style-type: none"> 1. All annual reports are done at the end of the year when all forms are completed. 2. All annual reports are saved in the COI system. 		
Notes and Issues:	None		

Changes

Changes made to the report use case:

- *Changes put here...*

Next Meeting Time

Our next meeting will be on:

April 1, 2022 from 3:00-3:50 pm