



(Logo Concept Credit to Mavic Cycling)

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Phase One and Two

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Executive Summary

This report outlines the issues with the current website and the proposed solutions.

Presently the website is set up with the Parents of the members of the Cotillion having accounts and creating registration for each individual child. There is an issue with this, multiple forms being created, and managing the accounts on the backend. An example: If one of a parent's children graduates from Cotillion administrators can't delete their account because it would delete the parent account, who might have a child that is still in Cotillion. In other words, it would not allow legacies to form. On the member registration form there is currently no validation for images or other files. Presently, they are able to upload any image as opposed to the member's intended headshot. They are also unable to see what they upload so they are unable to see if the image is rotated the wrong way or if they uploaded the wrong image. In addition to these issues, the current database view does not provide an option to sort by grade or date of birth, making it harder for the account manager to delete the inactive accounts of those that graduate. All of these limitations on the current site increase the issues that the Account Manager has to deal with.

Our solution is to change the structure of the form and account system. We are going to change account creation so that the member creates their own account, and then registers, as opposed to the parents making the account. The form needs to be updated to be able to provide an image preview, so that people can see what they are uploading before they submit, which will decrease the number of images that the Account Manager will have to fix. This update to the form will also include a way to standardize the data and try to keep it error free. Once we change the view of the database, the Account Manager will be able to sort the members for easier account management.

System Request

Systems Request – Baton Rouge Cotillion WordPress
Project Sponsor: Laurene Hutchinson & Sherwin Shidaee
Business Need: This project has been created to increase the efficiency of the Baton Rouge Cotillion WordPress site and account management system. Currently, • The accounts are per parental group as opposed to per member. • The form has issues that arise on the backend side for the account manager. • It is difficult to sort and remove users that are no longer with the organization.
Business Requirements: Using WordPress to manage the website, our updated version should have the following: • User creation process for each member • Registration page for the member • Account Management for the member in case they need to change any information • Additional sort functions so that the account manager can disable the graduating members accordingly
Business Value: We expect that creating these processes will help make the website easier for both sides. The users will have a user friendly experience, while the account manager isn't bogged down with duplicate forms. With this in place we can expect efficiency on our side so that the users will be able to get everything set up in a timelier manner.
Special Issues / Constraints : This will require a bit of training on the user side due to the big shift in how accounts are created. Along with this, there are limitations to what you can do in WordPress, and we might be unable to sort the users like we would like.

Work Plan

Role	Description	Assigned To
Project Manager	Oversees the project to ensure that it meets its objectives and delegates tasks so that it moves smoothly	Clayton Ellison
Technical Analyst	Work on and manage the development of the WordPress's technical aspects.	Clayton Ellison / Albert Nguyen
Presentation Representative	Set up presentations and help convey our information to the end-users.	Victoria Cali
Database Administrator	Manages the member information database and working to improve its standardization and integrity	Arthur Jones
Quality Control/ Documentation Director	Verifying information and proofreading all documents that are to be submitted to the project sponsors	Meghan Copeland

Task List		
Name	Owner	Complete By
Break down plan	Clayton Ellison	3-21-17
Secondary Interviews	Clayton Ellison	3-22-17
Presentation Documents	Meghan Copeland	3-29-17
Executive Summary	Meghan Copeland	3-29-17
Systems Request	Clayton Ellison	3-21-17
Work Plan	Clayton Ellison	3-21-17
Feasibility Analysis	Clayton Ellison	3-29-17
Requirements	Clayton Ellison	3-29-17
Use Cases	Victoria Cali	3-25-17
Process Model	Arthur Jones	3-29-17
Data Model	Arthur Jones	3-29-17
Working Test Site	Albert Nguyen	4-1-17

Feasibility Analysis

Feasibility Summary
Technical Feasibility: From a technical standpoint, the current WordPress site would be able to handle the changes, the risk is involved with actually becoming able to put them into place. Currently the forms are handled with an extension called Formidable, which is customizable enough so that we should be able to get most of the changes that the project requires in. However, in the event that it isn't there is an alternative called JotForm, which can handle all of the requirements for the new form. https://www.jotform.com There is risk regarding the familiarity with the technology, but it is moderately low. Members are going to have to create their own accounts, which they should be familiar with from account creation on other websites. There is a low to medium risk in terms of time constraints. The people working on this project will be leaving this class in May, and have other classes and obligations in their life, which might hinder the speed at which the project is completed at. The risk here is being lowered because we will have the whole class collaborating on the project, as opposed to just one group.
Economic Feasibility: This project has no risk economically, because the system is already in place, and will not require any additional funding. If they choose to go with our alternative proposition of using JotForm, they will have to pay the \$19 Monthly fee, which is an additional fee to what they currently pay, but is lessened by the fact that the form is only up for a few months of the year. This would be the cost to switch systems to the newer one, but there would be no added cost with staying with Formidable.
Organizational Feasibility: From an organizational standpoint this is a low risk project. This is an improvement to the website, and will help users and managers become more efficient. There are a few things that need to be done and trained for both sides, as this is a new website. • The returning members will have to create a new user account where they fill out their membership , as opposed to using their parent's account. • New members have to be trained on the whole process. • The organization as a whole needs to be trained on the new process so that they can answer questions that are brought up.

Requirements Definition

Functional Requirements:

1. Account Registration and Management
 - a. The system will allow the user to create a username and password.
 - b. The system will allow the user to log in with their username and password.
 - c. The system will allow the user to perform their yearly registration.
 - d. The system will allow the user to change their information if something is incorrect.
2. Purchase
 - a. The system will allow the user to pay their fees after submitting their registration.
3. Browse
 - a. The system will allow the user to view the news section.
 - b. The system will allow the user to view the posted documents.

Nonfunctional Requirements:

1. Operational
 - a. The member database will be managed within WordPress
 - b. The system will run on any web browser and be formatted to fit mobile width.
2. Security
 - a. Customer Information will be secured
 - b. Payment Information will be encrypted and secured by PayPal.

Use Cases

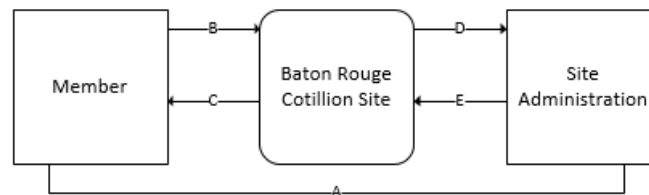
Use Case Name: Account Creation	ID: UC-1	Priority: High
Actor: Member		
Description: Member logs in with a dummy account to create their member account.		
Trigger: Type: External		
Preconditions: Website is available		
Normal Course: 1.0 Account Creation 1.1 System displays homepage 1.2 Member logs in with dummy account 1.3 Member clicks Create Member Account to create a user account 1.4 Member fills out a username, email, password and confirmation password 1.5 Member submits the form		
Postconditions: 1.0 Account is Created 1.1 User can log in with their new account to the member portal and can proceed with registration		
Exceptions: E1: Username is already taken System asks them to use a different username E2: Passwords do not match System asks them to ensure the passwords match		

Use Case Name: Member Registration	ID: UC – 2	Priority: High
Actor: Member		
Description: Member logs in with their created account to complete their yearly registration.		
Trigger: Type: External		
Preconditions: Website is available Member is logged in to their Member account PayPal is functional		
Normal Course: 1.0 Account Registration 1.1 System displays homepage 1.2 Member selects 'Member Registration' to go to registration form 1.3 Member fills out the form 1.4 Member submits the form and PayPal is loaded 1.5 Member completes the PayPal Purchase		
Postconditions: 1.0 Member is Registered 1.1 They are good for the year and are able to proceed with the year		
Exceptions:		

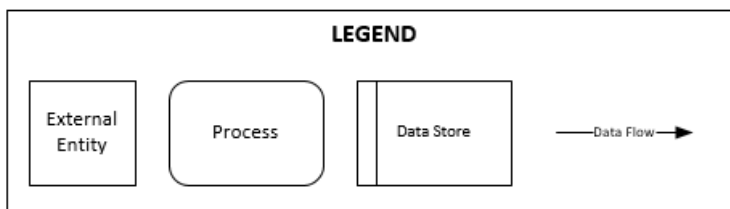
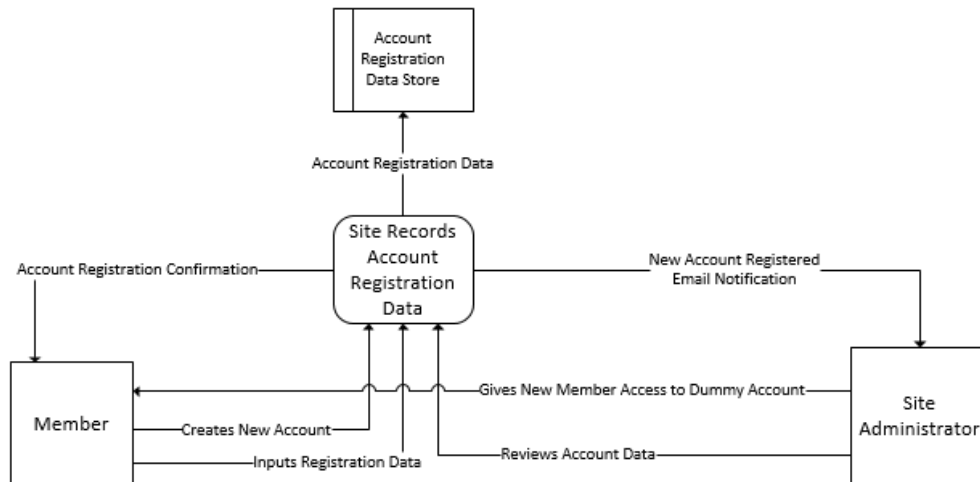
Use Case Name: Yearly Maintenance	ID: UC – 3	Priority: Medium
Actor: Account Manager		
Description: The account manager clears out the graduating members each year.		
Trigger: Type: Temporal		
Preconditions: Manager is logged in Website is online Database is online		
Normal Course: 1.0 Yearly Maintenance 1.1 Manager logs in with their manager account 1.2 Manager goes to user database 1.3 Manager sorts by birthdate 1.4 Manager deactivates the user's past the cutoff date		
Postconditions: 1.0 Inactive users are deactivated 1.1 They are unable to log in or register because they are no longer able to be part of the organization		
Exceptions:		

Process Model

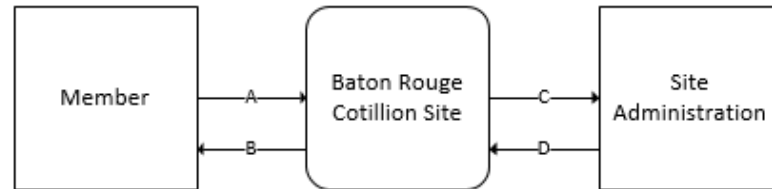
Context Diagram
(Account Registration)



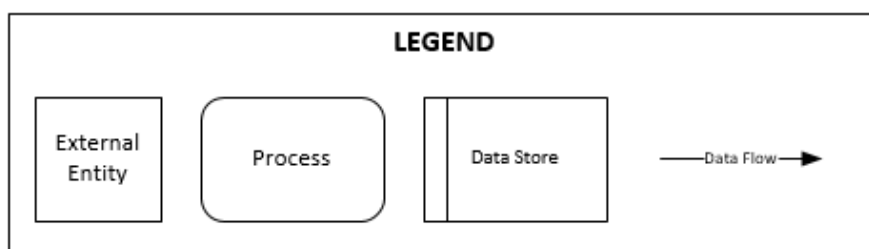
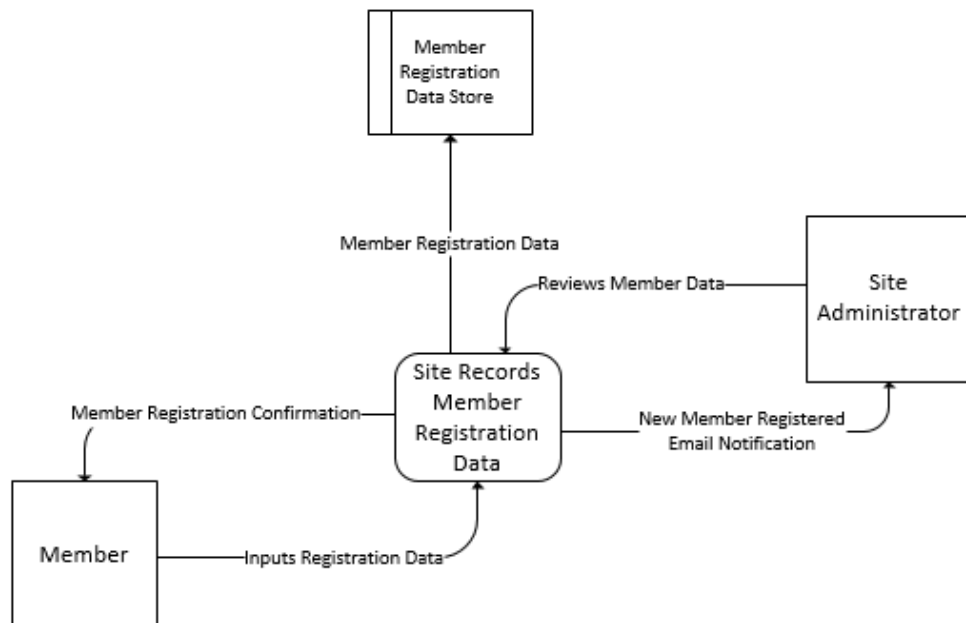
Level 0 Diagram
(Account Registration)



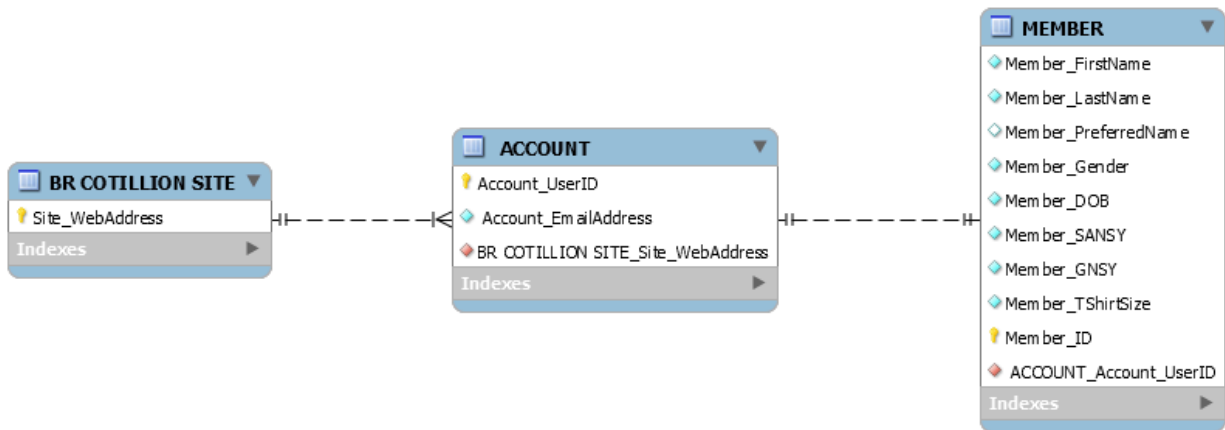
Context Diagram
(Member Registration)



Level 0 Diagram
(Member Registration)



Data Model



Appendices

Interview notes with Laurene / Her wants

- Change account to member side not parent
- Viewable picture
 - Saves her time on rotating pictures
- Constraints
 - Saves her from having PDFs in the database
- Sort by birth
 - Easier to delete old accounts
- Edit account information
 - Don't have to redo form every time