

GROUP 5

PROJECT PROPOSAL & PLAN

Effortless Processing solution

SANGGARI MORGANADUS

ANZEELA BHATTARAI

SHASHI PANDEY

TRUSTIN ST. JOHN



Toulouse Graduate School

Project Proposal

By: Effortless Processing Solutions



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OVERVIEW



Executive Summary

EXECUTIVE SUMMARY

Dear Mrs. Mordecai,

Effortless Processing Solutions team are very excited to provide you with our excellent services that we have to offer. We are here to help gather the basic information of the students who attend any events that is organized to recruit students. We understand that students are very busy and don't have time to give their information to all the schools. We also understand that recruiter don't have time to keep track of who are interested or records information regarding the students who have attended each event. We are here to help you reduce the headache and gather information quickly and accurate.

Our goal is to reduce the line of inputting all the basic information of each students to make the process go quickly and smooth. Our team will develop a program in the QR scan for the students to scan when they arrive to each event. The basic information that will be preloaded already are (First Name, Last Name, and email address). There will be a drop down selection where the students can select the school name. Students will be redirected to another page if they are interested in the getting more information's to fill out more information.

Our team estimates 3 months for completeness of the project. We will create the report and prototypes by November 30, 2017 for our clients.

If you have any question or concern, please feel free to contact us anytime at expert@eps.com.

Sincerely,

Effortless Processing Solutions



Description of the client organization/target market

Toulouse Graduate School sponsors activities to cultivate a robust graduate community at the University of North Texas, characterized by a vibrant research environment; it facilitates the successes of students, programs and alumni via selective recruitment, career development and unsurpassed services. A graduate education from UNT provides the tool needed for future student to rise the challenge and make a difference in the world around them. It offer's 82 master's degrees and 38 doctoral degrees, many of which are nationally and internationally recognized. Toulouse Graduate provides the resources and the supportive environment that the student need to pursue their dreams and to make the next steps toward success. Students can work on their own pace to achieve the master degree plan. Financial options are also available to anyone in need. Toulouse Graduate School organize events to make other potential

Specific issues to be addressed

Like several other graduate schools, Toulouse participates at graduate School fairs. While such school fairs give students the opportunity to network with representatives from graduate and professional programs from across the country, it is also a great opportunity for Graduate schools like Toulouse as it give them the chance to inform students about the facility and support the services the school has to offer for those wanting to pick a Graduate school that provides them service unique to their needs. After speaking with Dana Mordecai, Associate Director for Graduate Recruitment, we found out that a large volume of students who come to the Toulouse booth wanting more information about the school but Dana said that keeping track of how many students came up to her has been a challenge. They are looking for an efficient way to know how many students visited their booth at the fair as well as find an effective way to collect their data.



The goal of the project

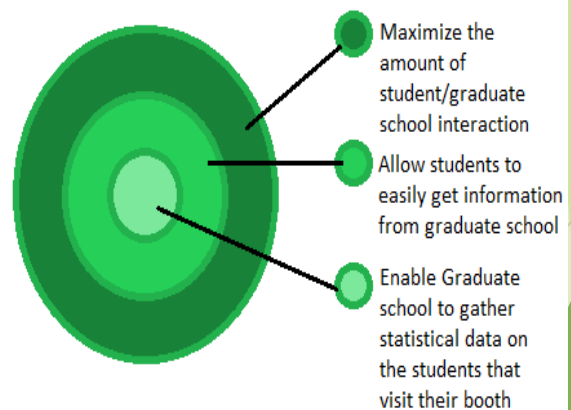
Toulouse Graduate School currently has an inefficient system of keeping track on the number of students that comes up to their booth. As of now, we figured that Toulouse Graduate School is using paper based and excel sheet system to record the information of all the students. Hence, the goal of our project is to ensure that Toulouse Graduate School uses a better system to gather as much information as they could from the students. In order for them to keep track of everyone who comes up to their booth for informations about graduate studies, Effortless Processing Solution is proposing to create a QR system to make this process more efficient and reliable. By doing this, we hope to maximize the amount of student/graduate school interaction, allows students to easily access information from the Toulouse Graduate School and enable Graduate school to gather statistical data on the students that visit their booth.

Benefits for the client/other beneficiaries

Figure 1: Goals of the project

Toulouse Graduate School will benefit by implementing this proposal in the following ways:

1. Increase efficiency on gathering statistical data
2. Will have access to more student information to reach out for future endeavors
3. More one-on-one interaction with potential graduate students



Scope of the project

The scope of our project is to determine the number of students who attends the events that Toulouse Graduate School holds. From this proposal, Effortless Processing Solution will undertake the following tasks:

1. Evaluate the current system that TGS has to collect information from the students during their Graduate School events.
2. Assess the current problems within their current systems.
3. Make recommendations with ways in which the Graduate School can methodically gather statistical data.
4. Develop a system that is more efficient to gather student information at Graduate School.
5. Implement the system during Graduate School events and test its effectiveness.

We hope to create an efficient way to gather data for Toulouse Graduate School by developing a QR system for them to use during their events. QR codes are two dimensional quick response codes that are now gaining notability and popularity in the United States. They are easy to use and versatile. The code itself stores huge amounts of information that is easily scanned and stored onto a mobile device.

Key data entities

The data that is most valuable to Toulouse Graduate School are the contact details of prospective students. This information is compiled and collected in various ways:

- Student surveys are used to collect data relating to identifying and contacting prospective students
- Databases store data for students for groups of students
- Paper forms are sometimes used in place of electronic surveys for student information
- Prototype QR codes will be presented to demonstrate ease of use
- Prototype forms will be developed to improve efficiency and supplement current forms/surveys

Key project deliverables

From this project Effortless Processing Solution will present the following to Toulouse Graduate School:

1. Summary of limitation of current system.
2. Proposal of a new system that allows for a more effective way to gather student information.

Limitations

This project will not include the following activities, however, our company can deliver the following in the future, pending and agreement with the client:

1. System maintenance
2. User training
3. Client support



OUR APPROACH



Overall approach

The people of today move at a fast pace and that doesn't seem to be changing any time soon. The team at EPS aims to ultimately simplify the interest process for both prospective students and employees of the Toulouse Graduate School. By eliminating unnecessary steps in the application process, getting student's information can be expedited and handled off site during a more insignificant time frame. Our plan of action will also require less physical technology and employee time from Toulouse. If processes are implemented as expected, gathering prospective student data will be more time and cost efficient for the Toulouse Graduate School.

Analysis of the processes currently in place has shown areas where efficiency could be improved. What has been identified as the source of the problem from our team's research appears to be the effort required to register as a prospective student. While this may seem like it should be a minor issue, for the Toulouse Graduate School and many schools like it students often do not register because it may take more than a moment of their time.

Once a full analysis of Toulouse's data collection process has been completed, we will enter the design phase of the project. Our team plans to implement a process initiated by a QR code being scanned using a student's mobile device. The continuity of this process should have low system requirements that should be useable by Toulouse. With the design of this process there will be recommended survey formatting and database design for optimizing use of prospective student data.

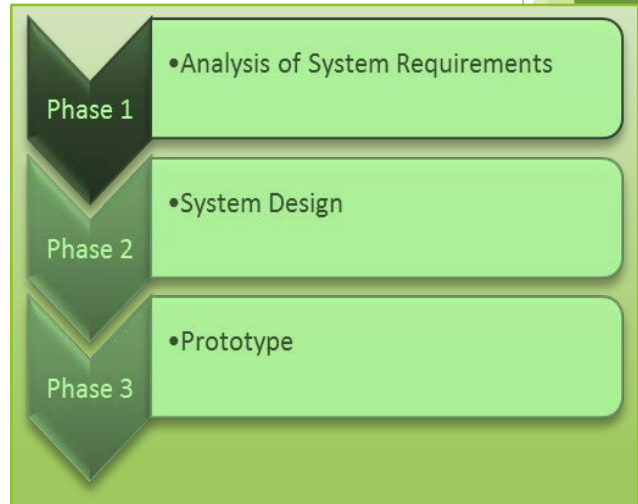
Upon determination of required features EPS will provide a proof of concept prototype. Evaluation of the prototype by Toulouse will be taken into account for final design and development. When necessary features are implemented to the satisfaction of Toulouse we plan to fully work with the school to help with the transition and initial deployment of the system.

Simplifying the process and making it available to students in their free time should significantly increase the amount of responses, provide more accurate data, and decrease costs and effort to collect data. As a team, Effortless Processing Solutions aims to provide our customers with an optimized system to better suit their needs while also providing their customers with a pleasant interaction. Our goal is that we can do this and anything else in our power for the Toulouse Graduate School.

Focus Priority



Key Phases



BUDGET AND TIMELINE



Project timeline

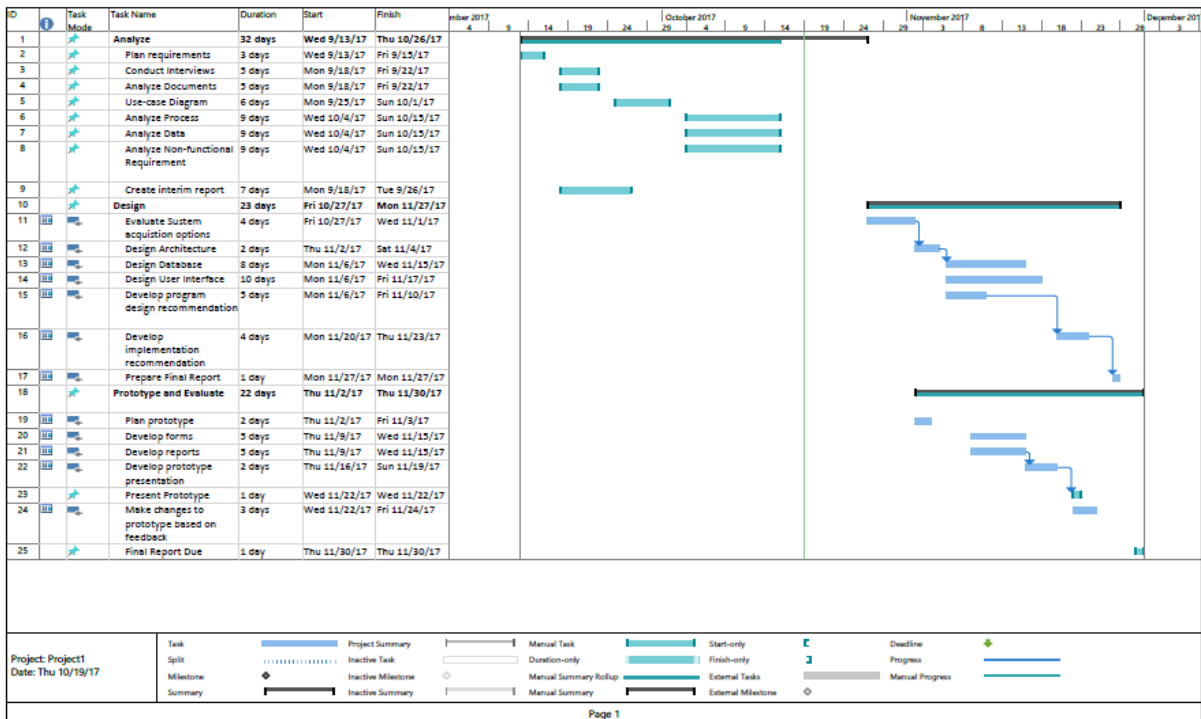
The goal of the project is to help our customers collect data of their customers and use it to stay connected with them. Basically we will be creating a QR code for them which can be provided to their customers to simply scan it. Once the customer scans it, a form automatically pulls up with all their information filled in. The customer will then simply press the send button and their information is sent. We plan to finish the project by 2017-2018 for the Grad school (our customer) to use it for a school fair in 2018. We intend to complete the design on the system by November 30, 2017.

The milestone of our project are as follow:

- Interim report on systems requirements complete – September 26, 2017
- Presentation of system prototype – November 22, 2017
- Final report on system requirements complete – November 30, 2017
- Prototype complete - November 30, 2017

To ensure the timely delivery of the system, we have developed a tentative plan. Please refer to the picture below to see our plan.

Tentative Project plan



Overall Budget

Our fee for our service is determined based on the market billing rate of the team members.

The overhead cost will be billed to our client as incurred by the team. Overhead cost is estimated based on our team will visit the client 3 times for total of 3 weeks. Communication cost includes; telephone, printing, mail, electronic mobile, and other communication costs.

Professional fee Breakdown

AnalyzePhase	\$12,000
Design Phase	\$17,000
Prototype / Evaluate Phase	\$9,000
Total Cost	\$38,000

Overhead Cost

Travel & Accommodation	\$5,000
Incidentals	\$3,000
Communication	\$3,000
Total Cost	\$11,00



OUR TEAM AND EXPERIENCE



Team approach

Effortless Processing Solutions is a growing company that was formed by 4 partners who also hold a significant position in day-to-day operation of the organization. Trustin St. John, Sanggari Morganadus, Shashi Pandey and Anzeela Bhattarai formed the company and their position in the company is of Data Analyst Lead, QR Code Designer, Marketing dept. Supervisor and Contact Center Lead respectively.

Each member in the team are specialized in their own sector. They work diligently and are technologically advanced. The team relies on several software like Salesforce, Customer Relation Management, Contact center automation and many more in order to give our customers efficient results in a given amount of time.

Anzeela Bhattarai, Contact Center Lead

Anzeela Bhattarai is the team lead for our company's contact center. She has a great leadership and organizational skills which are reflected from the task that she performs so efficiently with the rest of her team. She is also very proficient in using softwares like Contact center automation which assists in customer problem solving and information dissemination.

Trustin St. John, Data Analyst

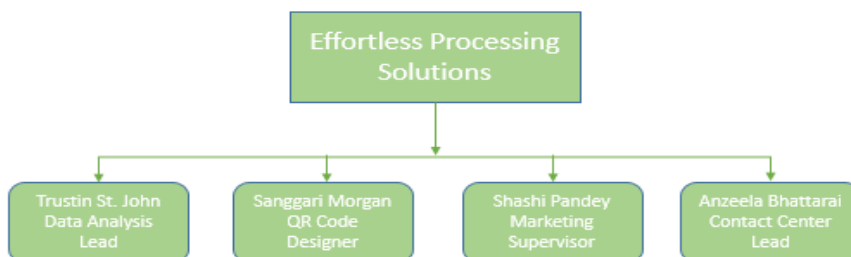
Trustin St. John is our lead Data Analyst. Creating a QR code includes several steps and one of them is analyzing the data. Like the name suggests, it is done by Data Analyst. Our Data Analyst Trustin has experience working with SQL server, MySQL. He plays a vital role in QR code encoding process

Sanggari Morganadus, QR code designer

Sanggari Morganadus is our QR code Designer for the company. Sanggari's role in the company is to design and style the QR code. QR code with designs give more artsy look than just an image-logo in the center of a QR code. Our code designer came up with the idea of attractive QR code because we believe that increased attractiveness of QR codes with design invites our user to scan code even more than a simple logo.

Shashi Pandey, Marketing Team Supervisor

Shashi Pandey is our supervisor for the Sales and marketing department. Our company uses Customer Relation Management (CRM) software to record customer information and interaction. Shashi has brought 5 years of CRM experience with her to the company.



Database

Effortless Processing Solutions worked with a transportation company to help better track incoming and outgoing of their equipment. Before the company was putting all the information on the paper and when someone needed to check, they would have to call the guard on duty and check on the paper with was time consuming. Now the company is able to input into the database where all of the employee in the company are able to access the information anytime needed. The system that is used is AS400, and the company is able to pull up all of the location yard they work out of to check and maintain the equipmentment better.

Website Design

Main focus of the project was to help shopping company develop a website to attract their customer to choose their company for purchasing the product. Before the company only was doing business from the local store. After they realize that they wanted to attract people around the United States instead of just local customer, we help develop website to make purchase easier for anyone in any part of the United States. On the website we created the page to get all the details of the products with the prices included and cart was created to provide purchase online to be shipped to customer door step.





Use case DIAGRAM

