



District Information Technology

Classroom Scheduling Software Preliminary Project Scope Document

Background

The Peralta Community College District is a community college system that is comprised of four campuses serving northern Alameda County, including a District office to support the four campuses. There is a strong effort by the colleges throughout the district to upgrade the abilities around space management. Currently, the Campus Schedulers are using a manual, labor intensive process. This process entails organizing classroom scheduling using paper notebooks with dividers to assign classrooms, and then logging the assignment in our Oracle PeopleSoft system. This cumbersome process requires Schedulers to commit extra time and effort into ensuring that all space is allocated effectively and efficiently. Through this effort, Peralta has a strong need to procure and implement a software solution that will maximize space optimization.

Business Need

There is a need to break down space management into two broad categories, academic classroom scheduling, and non-academic/event scheduling. This Planning software must integrate with our current Oracle PeopleSoft Campus Solutions (CS) 9.0 module. The Peralta Colleges, is a multi-campus California Community College system. The proposed software system needs to accommodate 4 campuses and 1 district office. The proposed software system should make it easy to schedule an entire term of classes in seconds, while optimizing classroom allocation based on room attributes and faculty preferences.

This software application must automatically optimize room assignments from the Schedule of Classes to maximize space utilization and respond to departmental and instructor preferences and increase Peralta's efficiency in utilizing space. Also, this application must allow users to directly create or modify event reservations via a web based application without concern for conflicts.

Business Goal

The overall goal of the project is to allow the Peralta Colleges to schedule its space more effectively and efficiently, by assuring consistent and accurate data and measures across the District. Through consistent data integrity, this project will define a more objective process that will allow each location and the system to tell the full story of its space utilization and improve the quality of space management decisions.

Functional Requirements

1. Ability to schedule campus rooms for academic scheduling and events.

- All academic schedules, and events are scheduled through the software.
2. Better resource utilization/management/scheduling
 - All rooms will be scheduled and reported on through the software. Space utilization reporting will provide complete and accurate time comparisons of space usage.
 3. Ability for interested parties to check classroom and event locations.
 - Users will have the ability to see where classes and events are located through a web browser.
 5. Ability for institutions to collaborate on room usage
 - Schools will be able to reserve rooms at other schools and those schools will be aware of this. Both schools will be given the appropriate credit for space usage.
 6. Consistent and accurate system wide space utilization reporting with common data integrity
 - System reporting reflects usage with no exceptions. All classrooms and event areas are entered into the software.
 7. Institute consistent procedures across all locations with regard to setting up and using the system processes.
 - These processes will be created as a template for each institution on what is needed similarly, and what areas each institution will have flexibility to control.

Technical Requirements

1. Compatibility with our internal single sign-on (SSO) authentication protocol.
 - Fully integrate with Shibboleth federated SSO solution utilizing Security Assertion Markup Language (SAML) 2.X.
2. Software as a Service (SaaS) hosted Solution delivery model
 - Fully web-enabled solution with no client-server technology and full time test and production instances.
3. Fully integrate with PeopleSoft CS 9.0, release 36, with 8.53 toolset.
 - Users of the system will only enter data in one system and the other system will be updated in real time via Application Program Interface (API) Web Services
 - Full documentation of the API Web Service
4. Software service agreement contract requirements
 - End User License Agreement (EULA) with unlimited users and a Service Level Agreement (SLA) with credits for down-time
5. Mobile enabled with responsive design
 - Full mobile browser compatibility with IOS and Android

Training Requirement

Training in a lecture or classroom format is the preferred training method required for the Campus Schedulers and the System Administrators. This training must include training materials and reference manuals.