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## **Executive Summary**

### **Introduction**

At the conclusion of Phase 3, the team has had several successful client meetings with the Western Pennsylvania Diversity Initiative, and the project is coming to a close. The last few meetings have allowed WPDI to gain a complete understanding of what functionalities will and will not be available on the site. This phase report includes information regarding the: lessons the team learned, results of the test cases, time accounting, implementation status, and structure and components of the website. All of the documents for this phase have been reviewed multiple times to ensure that anyone who needs to analyze the website later will be able to view complete documentation.

### **Project Scope & Feasibility**

A major obstacle that was expected to hinder the project's progress was an unreasonable time frame to complete the many features that the WPDI had initially wanted to include in the site. The team and the WPDI were able to agree on a few essential features that were feasible to create within the time constraints. After that complication was handled, a new problem arose. The team members were expected to dedicate at least fifty-six hours per week towards the project. Instead, some team members refused to dedicate a quarter of the required input time. The lack of participation forced other team members to, once again, sacrifice their time so that they can pick up the slack of others. Even though the project was completed successfully, it was due to the extreme sacrifices of the most valuable team members. Although the strain of the extra work added stress and prolonged the quality assurance process, it did not affect the final quality of the website.

### **Project Management**

In Phase 3, the team members have dedicated approximately 570 hours designing and documenting all the elements of the web presence for Western Pennsylvania Diversity Initiative. Although many of the concerns in the Phase 2 report were prevalent in Phase 3, the team was still able to successfully complete the website.

### **Conclusion**

Phase Three was expected to be a challenge. Although team involvement has improved slightly, Phase Three has not gone smoothly at all. After concluding Phase Two, the team discussed what did and did not work toward the project's progression. Unfortunately, many of the risks that the team tried to avoid carried over into Phase 3. Team members were still uncooperative and project tasks were assigned and then reassigned to other individuals. Even

with these challenges, the team has successfully developed the website thanks to dedicated team members willing to go the extra mile to ensure the completion of the project.

## **Implementation Plan**

In terms of blueprints, the team brainstormed and came up with a list of features we believed would be necessary to address the needs of the Western Pennsylvania Diversity Initiative (WPDI). We used tools such as Microsoft Excel and Ensemble for project management and to keep the lines of communication open between team members. These tools also helped us to collaborate easily as a team through the entire project. Ensemble was used for file collaboration, file uploading, to do lists, and time accounting.

During the design phase, the team used OmniGraffle to create all class diagrams. We ensured documentation quality by implementing a bronze, silver, and gold structure, in which each document within a report would be refined and go through each one of the stages so that the final product would be high quality.

After the analysis and design phases were completed, we tied the design into how we would use the Dreamweaver framework as a tool for implementation. Each team member was responsible for learning how to code in PHP and HTML, and we consulted resources such as team members, references books, the internet. We were fortunate enough to have a teaching assistant with a high experience in PHP and HTML. The whole team benefited from the TA's additional experience. Eventually we learned how to use PHP and HTML, the team used MySQL as the database, and Validator for debugging the code. The Validator was incredibly useful for the success of this project. It helped with the quality assurance process of on the coding.

The primary challenges we faced were adjusting to using the new language and determining if we should focus on implementing more features. We were able to address these issues and take care of them very quickly, some of the team members were able to help each other easily and stay on task. In terms of features, we managed our risks very well. We successfully mitigated our feature creep risk by focusing on implementing the core functionality of the website before considering any side enhancements.

In general, taking into consideration the amount of time team had, the team skill level, knowledge about certain applications (PHP, Dreamweaver, Flash and Photo Shop), and the quality of work that was produced, the team did really well. The team devoted a great deal of time into making sure that all the necessary features requested by the client and other functionalities worked. From our last client meetings we are under the impression that we have gone above and beyond the expectations of what WPDI expected.

## **Summary of Final Usability Testing**

In the completion of this project, various test cases were executed to validate the information viewable on the website. Every aspect of the viewable webpage was analyzed and tested to prove that the site is fully functional. The tests ranged from a general user being able to view a page, to an administrator submitting information in a form. Every use case had a least one test case and others had up to 18 test cases. The process of testing every possible test case proved to be a tedious yet crucial process. The test cases were executed by taking the expected result of a test case and comparing it to the actual result. If the expected result doesn't match the actual result, the test case was recorded as "failed." Some test cases were omitted due to the fact that they couldn't be tested at this time, so they were left in the test case table for future reference. The individuals who work on this site later can implement and adjust these test cases.

Whenever I test a page the user views, I would check to see if the desired page or link functions correctly. For every form, there are, on average, two test cases per field. Each field must be tested for proper processing, null inputs, and invalid inputs. For, proper processing, I would test each form by first filling out all the required information correctly and then submit it. After submitting the form, I would want to see a confirmation statement. For null inputs, I would test each field by leaving the specific field blank and then submit it. After attempting to submit this form, I would want to see an error message prompting me about my mistake. Finally, I would enter an invalid name or character into the specific field and submit it. For example, I would type a letter in a phone number field and submit it, but this field only accepts numbers and certain symbols. After submitting this form, I would want to see an error message prompting me about my mistake. If all of these expected results match my actual results, the feature would be performing accurately. This is how I would usually test the form fields.

During the process of documenting the test cases, I would have to repeat certain test cases because the specific feature wouldn't function correctly. Certain features were not completed at the time of the test so I had to repeat the test later on. For example, I tried to test the administrator Add Event feature, but it couldn't be tested accurately because our programmers didn't complete it yet. As a result, I would have to repeat the same test case again later. This was a serious problem because it prolonged the completion of the test cases and it appeared that we were falling behind schedule. In the end, all of the test cases were accurately completed. After the completion of all the test cases, I discovered that everything displayed on the website functions correctly and could be used by the client.

## Time Accounting

According to the time accounting in phase reports 1 and 2 and the time logged into ensemble for phase 3, the hours the team has devoted to this Phase have tripled. However, these numbers are not equally distributed among the team members. During the first two phases, many hours were spent understanding, documenting, and designing the website. We created the database and the data dictionary, examined use cases, designed wireframes and interaction diagrams, and planned the website. In Phase 2, a complete mock up of the website was created, which aided in the coding process we started in the Phase 3. The team's tasks were divided into two categories, designing and coding and were assigned based on each team member's abilities and talents.

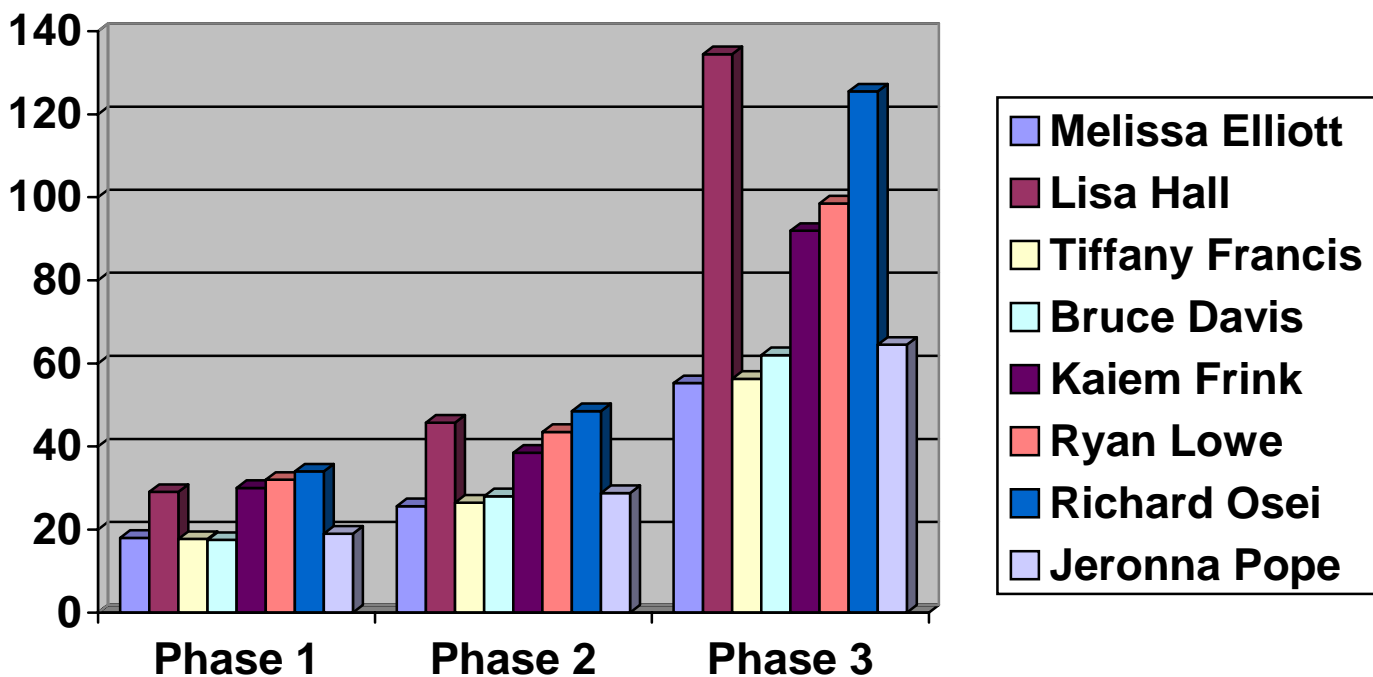
### **Members Time**

- **Melissa Elliott** – In Phase 3, she spent her time changing the layouts/wireframes for the entire website due to structural changes that were made in Phase 2. She also worked on the style sheet for coding the website. She also had the task of creating the user manual for the administrator section of the website.
- **Lisa Hall** – During all the phases she played multiple roles in the project. She acted as an assistant project manager, and worked as a catalyst and utility player. She also created almost all the presentations for the client meetings and also worked on designing the website, editing the data dictionary and the database. In phase 3, she spent her time collecting and editing pictures for the website, editing the style sheet for the website pages, and creating and reviewing content for the website.
- **Tiffany Francis** – She spent her time on working on the client specified logo changes and also worked on the data dictionary. She kept in contact with the client, and with the updates and changes that were made to the website. In phase 3, she assisted team members with content, logo changes, wireframes and layouts, and user manual documentation.
- **Jeronna Pope** – During the past phases, she has worked on use cases, test cases and has assisted others in getting the phase report done. In Phase 3, she created almost all of the content for the website and also worked on the final defect report.
- **Bruce Davis** – During the last two phases, he has worked on learning about the coding process for the third phase. In phase 3, he worked on the add event, edit event and delete event for the administrator part of the website.
- **Kaiem Frink** – During the last two phases he documented the project by taking pictures for his own personal website (these pictures can be viewed at

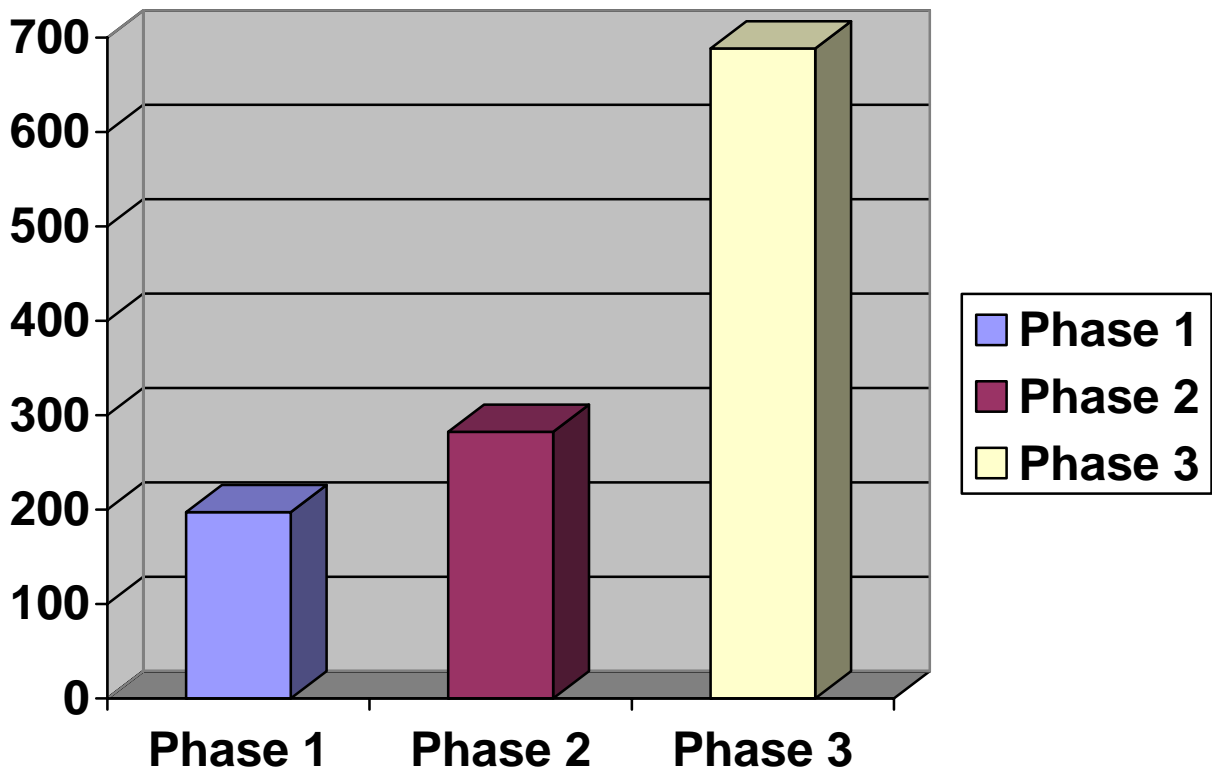
www.kaiemfrink.com). He also worked on the data dictionary. In phase 3 he collected pictures to be used on the website. Kaiem has assist with working on the client specified logo changes. Kaiem was also assigned with identify internal and external system vulnerabilities.

- **Ryan Lowe** – During the last two phases he worked on Quality Assurance for the documentation. This involved reviewing, rewriting and putting together all the documents that were turned in for the phase reports. He also worked on designing the over-all website and created page mock-ups for the client presentation. In Phase 3, he has been part of all the aspects of the project; learning new skills and assisting wherever he was needed. He also worked on editing content for the web pages.
- **Richard Osei** – During the last phases, as a project manager, he made sure that all that tasks were completed. He also worked on tasks that were originally assigned to others who did not have time to complete them. He worked on all aspects of the project, from ideas to documentation to coding. In phase 3, he worked on putting all the web pages together. On the administrator side, he created the flash banner, completed almost all of the PHP pages, found pictures for the website, checked for content errors and fixed coding errors on the web pages.

The graph below shows the individual hours spent on all three phases.



The table graph below shows the total number of hours the team contributed to each Phase.



The graphs show how many hours the team contributed to each phase. The members with the highest hours acted as the catalysts and also as the utility players in the sense that they took control of all aspects of the project. They did their work on time and had time to work on other parts of the project that they were not originally assigned.



## Changes in Test Cases

-**Bold Text:** test cases that couldn't be tested at this time.

<b>Test Cases</b>					
<b>Test Case</b>	<b>Category</b>	<b>Test Data</b>	<b>Expected Result</b>	<b>Actual Result</b>	<b>Status/ Tested by</b>
Test View Participating Organizations Information	Proper Processing	The user must be on the WPDI website, and click the "Participating Organizations" tab. The page is loaded and the user will click the desired name or logo, which serves as a link.	The link will load the page of the selected Participating Organizations and the user will be able to view a Participating Organizations' information.	User views the functional page	Tested 07/09/07 -Ryan Lowe
Test View Upcoming Events	Proper Processing	The user must be on the WPDI homepage. The user will locate the "Diversity Events" section on the homepage.	The user will be able to view a featured upcoming diversity event.	User views the functional page	Tested 07/09/07 -Ryan Lowe
Test View Diversity in Pittsburgh	Proper Processing	The user must be on the WPDI homepage and will click the "Diversity in Pittsburgh" tab.	The page is loaded and the user will be able to view the communities within Pittsburgh.	User views the functional page	Tested 07/09/07 -Ryan Lowe
Test View Living in Pittsburgh	Proper Processing	The user must be on the WPDI homepage and will click the link "Living in Pittsburgh".	The page is loaded and the user will be able to view information regarding life in Pittsburgh.	User views the functional page	Tested 07/09/07 -Ryan Lowe
Test Login	Proper Processing	The Admin/HR Pro must be on the WPDI website and be on the Workplace Forum/Admin login page. The Admin/HR Pro must enter a valid username followed by a valid password. The Admin/HR Pro must press the "Login" button.	The Admin/HR Pro will successfully login.	The Admin/HR Pro successfully logs in.	Tested 07/09/07 -Ryan Lowe
Test Login (Null)	Null Input	The Admin/HR Pro must be on the WPDI website and must click the	The Admin/HR Pro will receive an error message stating "bad	The user gets an error message and doesn't	Tested 07/09/07 -Ryan Lowe

		Workplace Forum/Admin link. This will bring the user to the Login page. The Admin/HR Pro leaves either the password, username or both blank. The Admin/HR Pro then presses the "Login" button.	email/password combination. Your information is either incorrect or your account has been disabled." The Admin/HR Pro is denied access.	successfully login	
Test Login(username)	Proper Processing	The Admin/HR Pro must enter a proper username, starting with a letter. The username can not start with symbols. The user then must type in a matching password and then press the "Login" button.	The Admin/HR Pro will successfully login	The user gets an error message and doesn't successfully login	Tested 07/09/07 -Ryan Lowe
Test Login( invalid username)	Invalid Input	The Admin/HR Pro must be on the WPDJ website and must click the Workplace Forum/Admin link. This will bring the user to the Login page. The Admin/HR Pro types in an invalid username starting with a symbol, then presses the "Login" button.	The Admin/HR Pro will receive an error message stating bad email/password combination. Your information is either incorrect or your account has been disabled. The Admin/HR Pro is denied access.	The user gets an error message and doesn't successfully login	Tested 07/09/07 -Ryan Lowe
Test Login(password)	Proper Processing	The Admin/HR Pro must be on the WPDJ website and must click the Workplace Forum/Admin link. The Admin/HR Pro must enter a proper username, starting with a letter. The username can not start with symbols. The user then must type in a matching password and then press the "Login" button.	The Admin/HR Pro will successfully login	Login is successful	Tested 07/09/07 -Ryan Lowe
Test Login ( invalid password)	Invalid Input	The Admin/HR Pro must be on the WPDJ website and must click the Workplace Forum/Admin link. This will bring the user to the Login page. The Admin/HR Pro types a password that doesn't match the username, and then	The Admin/HR Pro will receive an error message stating bad email/password combination. Your information is either incorrect or your account has been disabled. The Admin/HR Pro is denied access.	The user gets an error message and doesn't successfully login	Tested 07/09/07 -Ryan Lowe

		presses the "Login" button.			
Test Logout	Proper Processing	The Admin/HR Pro must already be logged in. They must then click the "Log out of WPDI system link at the top of the page.	The Admin/HR Pro will successfully log out.	The user gets an error message and doesn't successfully login	Tested 07/10/07 -Ryan Lowe
Test password (null)	Invalid login	This occurs when the Admin/HR Pro forgets to enter the password associated with their user name.	Prompt will be displayed, notifying the Admin/HR Pro to enter their password.	The user gets an error message and doesn't successfully login	Tested 07/09/07 -Ryan Lowe
Test View Click here if you forgot your password Link	Proper Processing	This occurs when the Admin/HR Pro clicks the "Click here if you forgot your password" link.	The Admin/HR Pro will be able to view the information on the page.	The user views the new page.	Tested 07/10/07 -Ryan Lowe
Test Click here if you forgot your password Link( submit username)	Proper Processing	This occurs when the Admin/HR Pro clicks the "Click here if you forgot your password" link, types in a valid username and presses "send password" button.	An e-mail is sent to the address of the Admin/HR Pro who requested their password.	The user receives a e-mail containing their password	Tested 07/10/07 -Ryan Lowe
Test Click here if you forgot your password Link ( submit invalid username)	Invalid Input	This occurs when the Admin/HR Pro clicks the "Click here if you forgot your password" link, types in an invalid username and presses "send password" button.	The Admin/HR Pro will receive an error message and will not be able to receive their password.	The user receives an error message and can't receive the password.	Tested 07/10/07 -Ryan Lowe
Test Click here if you forgot your password Link( null)	Null Input	This occurs when the Admin/HR Pro clicks the "Click here if you forgot your password" link, leaves the username blank and presses "send password" button.	The Admin/HR Pro will receive an error message and will not be able to receive their password.	The user receives an error message and can't receive the password.	Tested 07/10/07 -Ryan Lowe
Test View the WPDI History	Proper Processing	The user must be on the WPDI homepage and will click the link "Who is WPDI".	The page is loaded and the user will be able to view the history of the WPDI.	User views the functional page	Tested 07/09/07 -Ryan Lowe
Test View Team's Story	Proper Processing	The user must be on the WPDI website and will click the link "About the Design Team" in the footer.	The user will be able to read about the process of the team's development of the WPDI website.	User views the functional page	Tested 07/09/07 -Ryan Lowe
Test View Best Practices Documents	Proper Processing	<b>The Human Resources Professional must be logged in as a HR PRO. The HR PRO will click the tab "Best Practices Documents".</b>	<b>The HR PRO will be able to view a Best Practices Document belonging to other Participating Organizations.</b>	N/A	Not Tested

Test View Contact the WPDI	Proper Processing	The user must be on the WPDI website and click the link "Contact the WPDI" in the footer.	The user will be able to view the page containing the form.	User views the functional page	Tested 07/09/07 -Ryan Lowe
Test Contact WPDI	Proper Processing	The user must be on the WPDI website and click the link "Contact the WPDI" in the footer. The user will enter the information in the text box provided and click the "Submit" button.	The user will be able to send a message to a member of the WPDI.	The message is sent	Tested 07/11/07 -Ryan Lowe
Test Contact WPDI (null input)	Null Input	The user must be on the WPDI website and click the link "Contact the WPDI" in the footer. The user will enter no information in the text box provided and click the "Submit" button.	The user will not be able to contact the WPDI. Error message tells user to enter data.	The user receives an error message stating that the submitted form has invalid fields.	Tested 07/11/07 -Ryan Lowe
Test Contact WPDI (some input)	Null Input	The user must be on the WPDI website and click the link "Contact the WPDI" in the footer. The user will enter information in some of the text boxes provided and click the "Submit" button.	The user receives an error message stating that the submitted form has invalid fields.	The user receives an error message stating that the submitted form has invalid fields.	Tested 07/11/07 -Ryan Lowe
Test View Credits	Proper Processing	The user must be on the WPDI website and click the "Credits" link in the footer.	The user will be able to view the page and the information.	The user views the functional page.	Tested 07/09/07 -Ryan Lowe
Test Contact WPDI (invalid name)	Invalid Input	The user must be on the WPDI website and will click the tab "Contact the WPDI". The user will enter all information required, including an invalid character in their name, such as a dollar sign and click the "Submit" button.	The user receives an error message stating that the submitted form has an invalid e-mail address.	The user receives an error message stating that the submitted form has an invalid e-mail address.	Tested 07/11/07 -Ryan Lowe
Test Contact WPDI (incomplete email)	Invalid Input	The user must be on the WPDI website and will click the tab "Contact the WPDI". The user will input all information required but include an incomplete email address (Ex. <a href="mailto:jonboy@yahoo">jonboy@yahoo</a> ) and click the "Submit" button.	The user receives an error message stating that the submitted form has an invalid e-mail address.	The user receives an error message stating that the submitted form has an invalid e-mail address.	Tested 07/11/07 -Ryan Lowe
Test Trivia Game (answer question correct)	Proper Processing	The user must be on the WPDI homepage. The	The user will receive a message that the	User gets the response for the correct	Tested 07/09/07 -Ryan Lowe

		user will answer a trivia question located in the trivia game box section by selecting an answer from the answer options and clicking the corresponding box. The user will click the "Submit" button.	answer is correct along with a comment. The user will get the option to play again or to continue to navigate through the website.	answer	
Test answer trivia (answer question wrong)	Proper Processing	The user must be on the WPDI homepage. The user will answer a question in the trivia game box by selecting the answer to the corresponding box. The user will answer the question incorrectly. The user will click the "Submit" button.	The user will receive a message stating the answer is incorrect along with a comment. The user will have the option to play again or to continue navigating through the website.	User gets the response for the incorrect answer	Tested 07/09/07 -Ryan Lowe
Test answer trivia (play again)	Proper Processing	The user must be on the WPDI homepage. The user will answer a question in the trivia game box by selecting the answer to the corresponding box. The user will answer the question. The user will click the "Submit" button and will press "Play Again".	The user will receive a message stating the answer along with a comment. The user will chose to play again and will view a new question.	User plays a new game	Tested 07/09/07 -Ryan Lowe
Test Job Search	Proper Processing	The user must be on the WPDI homepage and click the "Job Search" tab. The user will use the drop down menu to select profession type. The user will click "find Jobs" button.	A page is loaded and the user will be able to view all jobs related to the search. The user will be able to click on a job title that will link to more information about the job.	The search is functional	Tested 07/10/07 -Ryan Lowe
Test Contact WPDI (null subject)	Null Input	The user must be on the WPDI website and click the tab "Contact the WPDI". The user will not enter data in the subject text box. The user submits the form.	The user will receive an error message telling them to set a value for this field. The user will not be able to contact the WPDI.	The user receives an error message telling them to set a value for this field	Tested 07/11/07 -Ryan Lowe

Test Post Workplace Forum Entry	Proper Processing	The Human Resources Professional must be logged in. The HR PRO will click the "Workplace Forum" functionality and then select the tab "Post Workplace Forum". The required information will be entered. The HR PRO will click "Submit" button.	The user will be able to post a Workplace Forum entry on a particular issue that will be viewable to other HR PROs.	N/A	Not Tested 07/10/07 -Ryan Lowe
Test View Workplace Forum Entry	Proper Processing	The Human Resources Professional must be logged in. The HR PRO will click the "Workplace Forum" functionality. The HR PRO will select the tab "View Workplace Forum Entry".	The "View Workplace Forum Entry" page is loaded and the HR PRO will be able to view Workplace Forum entries they made themselves and other Participating Organizations.	N/A	Not Tested 07/10/07 -Ryan Lowe
Test Delete Workplace Forum Entry	Proper Processing	The Human Resources Professional must be logged in. The HR PRO will click the "Workplace Forum" functionality. The HR PRO will select the "Delete Workplace Forum" tab.	The HR PRO will be able to delete a Workplace Forum entry that they posted themselves.	N/A	Not Tested 07/10/07 -Ryan Lowe
Test view more diversity events	Proper Processing	The user must be on the WPDI homepage and will locate the "Upcoming Events" section of the homepage. The user will click the link "Click Here To View More Events" located at the bottom of the Diversity Events section.	The user will be able to view more information on the featured event from the homepage.	N/A	Not Tested 07/09/07 -Ryan Lowe
Test Comment on Workplace Forum	Proper Processing	The HR Professional must be logged in and will select the Workplace Forum functionality. HR PRO will select a Workplace Forum of interest. The HR PRO will click the link "Write Comment". The HR PRO will write a comment and click the "Ok" button.	The HR PRO will be able to submit a comment on a particular Workplace Forum entry.	N/A	Not Tested 07/10/07 -Ryan Lowe

Test Comment on Workplace Forum (null input)	Null Input	The HR Professional must be logged in and will select the Workplace Forum functionality. HR PRO will select a Workplace Forum of interest. The HR PRO will click the link "Write Comment". The HR PRO will leave the text box blank and click the "Ok" button.	The HR PRO will receive an error message stating that they need to fill out all information required.	N/A	Not Tested 07/10/07 -Ryan Lowe
Test Add Events (all information)	Proper Processing	The Administrator must log in and click the "Post information on an upcoming event" link. The Administrator will correctly complete the form and click the "Add Event" button to submit the event.	The Administrator will be able to add an event to the system that will be viewable on the website.	An Event is added.	Tested 07/12/07 -Ryan Lowe
Test Add Events (null input)	Null Input	The Administrator must log in and click the "Post information on an upcoming event" link. The Administrator will leave the form blank and click the "Add Event" button to submit the event.	The user receives an error message stating that the fields submitted in the form are invalid. The Administrator will not be able to add an event.	The user receives an error message stating that the fields submitted in the form are invalid.	Tested 07/11/07 -Ryan Lowe
Test Add Events (some input)	Null Input	The Administrator must log in and click the "Post information on an upcoming event" link. The Administrator will leave some of the required fields blank and click the "Add Event" button to submit the event.	The Administrator will receive an error message stating the information entered is invalid and needs to be corrected. The Administrator will not be able to add the Event.	The user will receive an error message and will not be able to add the event.	Tested 07/12/07 -Ryan Lowe
Test Add Events (title null input)	Null Input	The Administrator must log in and click the "Post information on an upcoming event" link. The Administrator will leave the title field blank and click the "Add Event" button to submit the event.	The Administrator will receive an error message stating the title entered is invalid and needs to be corrected. The Administrator will not be able to add the Event.	The user will receive an error message and will not be able to add the event.	Tested 07/12/07 -Ryan Lowe
Test Add Events (invalid Start/End/Display date format)	Invalid Input	The Administrator must log in and click the "Post information on an upcoming event"	The Administrator will receive an error message stating that the date is invalid.	The user will receive an error message and will not	Tested 07/12/07 -Ryan Lowe

		link. The Administrator will enter data in the form with the wrong date format and click the "Add Event" button to submit the event.	The Administrator will not be able to add an event.	be able to add the event.	
Test Add Events (invalid Start/End date format)	Invalid Input	The Administrator must log in and click the "Post information on an upcoming event" link. The Administrator will enter data in the form with the end date time preceding the start date time and will click the "Add Event" button to submit the event Example: Start date <03/21/07> End date <03/19/07>	The Administrator will receive an error message stating that the date is invalid. The Administrator will not be able to add an event.	The user will receive an error message and will not be able to add the event.	Tested 07/12/07 -Ryan Lowe
Test Add Event (invalid Start/End time format)	Invalid Input	The Administrator must log in and click the "Post information on an upcoming event" link. The Administrator will enter data in the form an invalid Start/End time format and click the "Add Event" button to submit the event.	The Administrator will receive an error message stating that the Start/End time is invalid. The Administrator will not be able to add an event.	The user will receive an error message and will not be able to add the event.	Tested 07/12/07 -Ryan Lowe
Test Add Event (wrong Start/End time format)	Null Input	The Administrator must log in and click the "Post information on an upcoming event" link. The Administrator will leave the Start/End time field blank and click the "Add Event" button to submit the event.	The Administrator will receive an error message stating that the Start/End time is invalid. The Administrator will not be able to add an event.	The user will receive an error message and will not be able to add the event.	Tested 07/12/07 -Ryan Lowe
Test Add Events (invalid display date format)	Invalid Input	The Administrator must log in and click the "Post information on an upcoming event" link. The Administrator will enter data in the form with the wrong display date format and click the "Add Event" button to submit the event.	The Administrator will receive an error message stating that the date is invalid. The Administrator will not be able to add an event.	The user will receive an error message and will not be able to add the event.	Tested 07/12/07 -Ryan Lowe
Test Add Events (invalid display date format)	Null Input	The Administrator must log in and click the "Post information on an upcoming event"	The Administrator will receive an error message stating that the date is invalid.	The user will receive an error message and will not	Tested 07/12/07 -Ryan Lowe



		link. The Administrator will leave the display date field blank and click the "Add Event" button to submit the event.	The Administrator will not be able to add an event.	be able to add the event.	
Test edit event	Proper Processing	The Administrator must log in and click the "Edit information on an upcoming event" link. The Administrator will click the edit icon on the right side of the desired event. The previously submitted form will load. The Administrator will be able to make adjustments and submit the form.	The Administrator will be able to edit the event.	The Administrator will be able to edit the event.	Tested 07/10/07 -Ryan Lowe
Test Remove event (warning: yes)	Proper Processing	The Administrator will log in and click the events tab. The data grid displays and the Administrator will click the delete icon on the right side of the desired event. A message box asks if you are sure you want to delete file. The Administrator will click "Yes".	The Administrator will be able to delete an event from the data grid.	N/A	Nonfunctional Tested 07/12/07 -Ryan Lowe
Test remove event (warning: no)	Proper Processing	The Administrator will log in and click the "events" tab. A data grid will be displayed and Administrator will click the delete icon on the right side of the desired event. A message will ask if the Administrator is sure about deleting the event. The Administrator will click "No".	The Administrator will not be able to delete the event.	N/A	Nonfunctional Tested 07/12/07 -Ryan Lowe
Test add best practices documents	Proper Processing	<b>The Administrator will log in and click the "Best Practices" link. A data grid will be displayed and the Administrator will click the "add" button at the bottom of grid. The Administrator will complete the form and click "OK".</b>	<b>The Administrator will be able to add Best Practices Document.</b>	N/A	<b>Not Tested</b>
Test Add BPD (Browse/Select Document)	Proper Processing	The Administrator will log in and click the "Best	The Administrator will be able to	N/A	Not Tested

		Practices" tab. The Administrator will click the "add" button at the bottom of the data grid. The Administrator will be able to browse the system and select a document. The Administrator will complete the form and click "OK".	upload add Best Practices Document.		
Test Add BPD (null input Browse/Select Document)	Null Input	The Administrator will log in and click the "Best Practices" tab. The Administrator will click the "add" button at the bottom of the data grid. The Administrator will leave this field blank; complete the rest of the form and click "Ok".	The administrator will receive an error message stating that they need to fill out all information required. The Administrator will not be able to add a BPD.	N/A	Not Tested
Test Add BPD (null input)	Null Input	The Administrator will log in and click the "Best Practices" tab. The Administrator will click the "add" button at the bottom of the data grid. The Administrator will leave the form blank. The Administrator will click "OK".	The administrator will receive an error message stating that they need to fill out all information required. The Administrator will not be able to add a BPD.	N/A	Not Tested
Test add BPD (no title)	Null Input	The Administrator will log in and click the "Best Practices" tab. The Administrator will click the "add" icon on the data grid. The Administrator will complete the form but fail to give the BPD a title. The Administrator will click the "OK" button.	The Administrator will receive an error message stating a title must be given to the BPD.	N/A	Not Tested
Test add BPD (make active)	Proper Processing	The Administrator will log in and click the "Best Practices" tab. The Administrator will complete the form. The active checkbox will be checked by default.	The BPD will be viewable by HR PROs, Participating Organizations, etc.	N/A	Not Tested
test Add BPD (make inactive)	Proper Processing	The Administrator will log in and click	The BPD will not be viewable by	N/A	Not Tested

		the "best practices" tab. The Administrator will click the "add" button at the bottom of data grid and complete the form. The Administrator will click the active check box to inactivate the BPD.	HR PRO, Participating Organizations, etc. Only the Administrator will have access to the BPD.		
Test edit BPD	Proper Processing	The Administrator will log in and click the "Best Practices" tab. The Administrator will click the edit icon on the right side of the desired BPD. The form will load and the Administrator will edit the BPD.	The Administrator will be able to edit BPD.	N/A	Not Tested
test remove BPD (warning: yes)	Proper Processing	The Administrator will log in and select "Best Practices" tab. The Administrator will click the "delete" icon on the right side of the desired BPD on the data grid. An error message will ask if you are sure you want to delete the BPD. The Administrator will click "Yes".	The BPD will not be viewable to HR PRO, Participating Organizations, etc.	N/A	Nonfunctional Tested 07/12/07 -Ryan Lowe
Test remove BPD (warning: no)	Proper Processing	The Administrator will log in and click the "Best Practices" tab. The Administrator will click the "delete" icon on the right side of the desired BPD on the data grid. An error message will ask if you are sure you want to delete BPD. The Administrator will click "No".	The BPD will not be removed and will still be viewable to HR PRO, Participating Organizations, etc.	N/A	Nonfunctional Tested 07/12/07 -Ryan Lowe
Test add trivia question	Proper Processing	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will complete the question form then	The Administrator will be able to add a trivia question.	N/A	Not Tested

		the corresponding answer form. The Administrator will click "OK".			
Test add trivia question (answer form)	Proper Processing	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will complete the question form. The Administrator will type an answer in the answer text box and select a radio button by each answer to indicate whether it is the correct answer. The Administrator will click "OK".	The Administrator will be able to add a trivia question.	N/A	Not Tested
Test add trivia question (null answer form)	Proper Processing	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will complete the question form. The Administrator will leave the answer text box blank. The Administrator will click "OK".	An error message will state that all required fields must be completed. The Administrator will not be able to add a trivia game question.	N/A	Not Tested
Test add trivia question (null answer form, radio buttons)	Proper Processing	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will complete the question form. The Administrator will leave the answer text box blank and select the radio buttons or vice versa. The Administrator will click "OK".	An error message will state that all required fields must be completed. The Administrator will not be able to add a trivia game question.	N/A	Not Tested
test add trivia question (null input)	Null Input	The Administrator will log in and click the "trivia game"	An error message will state that all	N/A	Not Tested

		link. The Administrator will click the " add" button on the data grid. The Administrator will leave the form blank. The Administrator will click "OK".	required fields must be completed. The Administrator will not be able to add a trivia game question.		
test add trivia question (invalid image)	invalid Input	The Administrator will log in and click the "trivia game" link. The Administrator will click the " add" button on the data grid. The Administrator will give an image an invalid name or extension, complete the rest of the form and click "OK".	An error message will state that the name given to the image is invalid. The Administrator will not be able to add a trivia game question.	N/A	Not Tested
Test add trivia question ( feedback: right)	Proper Processing	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will complete the question form and type in the feedback for the correct answer. The Administrator will click "OK".	The Administrator will be able to add a trivia game question.	N/A	Not Tested
Test add trivia question ( null feedback: right)	Null Input	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will leave this field blank, complete the rest of the form, and will click "OK".	An error message will state that all required fields must be completed. The Administrator will not be able to add a trivia game question.	N/A	Not Tested
Test add trivia question (# of Questions)	Proper Processing	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The	The Administrator will be able to add a trivia game question.	N/A	Not Tested

		Administrator will complete the question form and type in the number of question options in integers. The Administrator will click "OK".			
Test add trivia question (# of Questions)	Null Input	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will leave this field blank, complete the rest of the form, and will click "OK".	An error message will state that all required fields must be completed. The Administrator will not be able to add a trivia game question.	N/A	Not Tested
Test add trivia question (# of Questions)	Invalid Input	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will type in non-integers, complete the rest of the form, and will click "OK".	An error message will state # of Questions is Invalid. The Administrator will not be able to add a trivia game question.	N/A	Not Tested
Test add trivia question (feedback: wrong)	Proper Processing	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The Administrator will complete the question form and type in the feedback for the wrong answer. The Administrator will click "OK".	The Administrator will be able to add a trivia game question.	N/A	Not Tested
Test add trivia question (null feedback: wrong)	Null Input	The Administrator will log in and select "trivia game" link which displays a data grid. The Administrator will click the "add" button to display a form. The	An error message will state that all required fields must be completed. The Administrator will not be able to add a trivia game question.	N/A	Not Tested

		Administrator will leave this field blank, complete the rest of the form, and will click "OK".			
test edit trivia	Proper Processing	The Administrator will log in and click the Trivia game link. The Administrator will click the "edit" icon on the right side of the desired question/answer combo. The Administrator will make adjustments to the form.	The Administrator will be able to edit trivia question.	N/A	Not Tested
Test remove trivia question (warning: yes)	Proper Processing	The Administrator will log in and click the "trivia game" link. Administrator will click the "delete" icon on the right side of the desired question. The Administrator will receive a message asking them if they are sure they want to remove trivia question. Administrator will click "Yes".	The trivia answer will not be viewable to the public.	N/A	Nonfunctional Tested 07/12/07 -Ryan Lowe
test remove trivia question (warning: no)	Proper Processing	The Administrator will log in and click the trivia game link. The Administrator will click the "delete" button on the right side of the desired question. Message asking if you are sure you want to delete question displays and Administrator will click "No".	The question will be viewable to the public.	N/A	Nonfunctional Tested 07/12/07 -Ryan Lowe
test add advanced user	Proper Processing	The Administrator will log in and click the "Advanced user" link. The Administrator will click the "add" button on the data grid and enter all information in the form provided. The Administrator will click "OK".	The advanced user will be added to the system.	N/A	Not Tested
test add advanced user (null input)	Null Input	The Administrator will log in and click the 'advanced user' tab. The Administrator will click the "add"	The Administrator will not be able to add advanced user.	N/A	Not Tested

		button on the data grid and will leave the form blank. The Administrator will click "OK".			
test advanced user (some input)	Null Input	The Administrator will log in and click the 'advanced user' tab. The Administrator will click the "add" button on the data grid and will leave some of the form blank. The Administrator will click "OK".	The administrator will receive an error message stating that they need to fill out all information required. The Administrator will not be able to add an advanced user.	N/A	Not Tested
test add advanced user (null profession id)	Null Input	The Administrator will log in and click the "advanced user" tab. The Administrator will complete the form but fail to enter a profession id. The Administrator will click "OK".	The Administrator will receive a message stating that a profession id must be entered. The Administrator will not be able to add advanced user.	N/A	Not Tested
test add advanced user (profession id)	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will complete the form, type in an integer for the profession id and click "OK".	The advanced user will be added to the system.	N/A	Not Tested
test add advanced user (profession id)	Invalid Input	The Administrator will log in and click the "advanced user" tab. The Administrator will complete the form, type in a non-integer for the profession id and click "OK".	The Administrator will receive a message stating that the profession id must be a non-integer entered. The Administrator will not be able to add advanced user.	N/A	Not Tested
test add advanced user (null primary corporate id)	Null Input	The Administrator will log in and click the "advanced user" tab. The Administrator will complete the form but fail to enter a primary corporate id. The Administrator will click "OK".	The Administrator will receive a message stating that a primary corporate id must be entered. The Administrator will not be able to add advanced user.	N/A	Not Tested
test add advanced user (primary corporate id)	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will complete the form,	The advanced user will be added to the system.	N/A	Not Tested



		type in an integer for the primary corporate id and click "OK".			
test add advanced user (primary corporate id)	Invalid Input	The Administrator will log in and click the "advanced user" tab. The Administrator will complete the form, type in a non-integer for the primary corporate id and click "OK".	The Administrator will receive a message stating that the primary corporate id must be a non-integer entered. The Administrator will not be able to add advanced user.	N/A	Not Tested
Test add advanced user primary contact	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form provided. The Administrator will enter a contact name. The Administrator will click "OK".	The advanced user will be added to the system.	N/A	Not Tested
Test add advanced user (null primary contact)	Null Input	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form provided. The Administrator will leave the field blank. The Administrator will click "OK".	The administrator will receive an error message stating that they need to fill out all information required. The Administrator will not be able to add an advanced user.	N/A	Not Tested
Test add advanced user (invalid primary contact)	Invalid Input	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form provided. The Administrator will enter an incorrect contact name. The name can't include numbers or symbols. The Administrator will click "OK".	The Administrator will receive an error message stating that the contact name is incorrect and to enter correct name. The Administrator will not be able to add advanced user.	N/A	Not Tested
test add advanced user (first/last name)	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add"	The advanced user will be added to the system.	N/A	Not Tested

		button on the data grid and complete the form. The Administrator will type the name in the name text box. The Administrator will click "OK".			
test add advanced user (invalid first/last name)	Invalid Input	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form. The Administrator will enter invalid characters in the name text box. The name can't include numbers or symbols. The Administrator will click "OK".	The Administrator will receive an error message stating that the name field can not contain invalid characters, such as a dollar sign. The Administrator will not be able to add advanced user.	N/A	Not Tested
test add advanced user (null first/last name)	Null Input	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form. The Administrator will leave this field blank. The Administrator will click "OK".	The administrator will receive an error message stating that they need to fill out all information required. The Administrator will not be able to add an advanced user.	N/A	Not Tested
test add advanced user (e-mail)	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form. The Administrator will type the e-mail in the name text box. The Administrator will click "OK".	The advanced user will be added to the system.	N/A	Not Tested
test add advanced user (invalid e-mail)	Invalid Input	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form. The Administrator will enter an invalid e-mail address. The Administrator will click "OK".	The user will receive an error message stating that the user has to re-enter a valid email address. The Administrator will not be able to add an advanced user.	N/A	Not Tested
test add	Null Input	The Administrator	The	N/A	Not Tested

advanced user (null e-mail)		will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid, leave the e-mail field blank and complete the rest of form. The Administrator will click "OK".	administrator will receive an error message stating that they need to fill out all information required. The Administrator will not be able to add an advanced user.		
Test add advanced user password	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form provided. The Administrator will enter a password. The Administrator will click "OK".	The advanced user will be added to the system.	N/A	Not Tested
Test add advanced user (null password)	Null Input	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form provided. The Administrator will leave the field blank. The Administrator will click "OK".	The administrator will receive an error message stating that they need to fill out all information. The Administrator will not be able to add an advanced user.	N/A	Not Tested
test add advanced user (access levels)	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form. The Administrator will type the access level in the corresponding field. The access level must be an integer. The Administrator will click "OK".	The advanced user will be added to the system.	N/A	Not Tested
test add advanced user (invalid access levels)	Invalid Input	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form. The Administrator will enter invalid	The Administrator will receive an error message stating that the access level field can not contain invalid characters, such as a dollar sign. The	N/A	Not Tested

		characters in the text box. The access level can't be a non-integer. The Administrator will click "OK".	Administrator will not be able to add advanced user.		
test add advanced user (null access levels)	Null Input	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "add" button on the data grid and complete the form. The Administrator will leave this field blank. The Administrator will click "OK".	The administrator will receive an error message stating that they need to fill out all information required. The Administrator will not be able to add an advanced user.	N/A	Not Tested
test edit advanced user	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will click the edit icon on the right side of the desired advanced user on the data grid. The Administrator will be able to edit the advanced user content and submit the changes.	The Administrator will be able to edit the advanced user.	N/A	Not Tested
test remove advanced user (warning: yes)	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "delete" icon on the right side of the desired advanced user. The Administrator will receive an error message asking if you are sure you want to delete the advanced user and Administrator will click "Yes".	The advanced user will not be viewable to the public. The Administrator will be able to remove advanced user.	N/A	Nonfunctional Tested 07/12/07 -Ryan Lowe
test remove advanced user (warning: no)	Proper Processing	The Administrator will log in and click the "advanced user" tab. The Administrator will click the "delete" icon on the right side of the desired advanced user. The Administrator will receive an error message asking if you are sure you want to delete the	The advanced user will be viewable to the public. The Administrator will not be able to remove the advanced user.	N/A	Nonfunctional Tested 07/12/07 -Ryan Lowe

		<b>advanced user and Administrator will click "No".</b>			
test add Participating Organizations	Proper Processing	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will enter a Participating Organization. The Administrator will click "Add Corporation".	The Participating Organization will be added to the system.	The Participating Organization is added to the system	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (some input)	Null Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will leave some of the required fields blank and click the "Add Corporation" button to submit the Participating Organization.	The administrator will receive an error message stating which fields need to be corrected. The Administrator will not be able to add a Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (null corporation name)	Null Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to give a name to the corporation. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the corporate name needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (null URL)	Null Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a URL. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the URL needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (invalid URL)	Invalid Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but will enter an invalid URL. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the URL needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations	Null Input	The Administrator will log in and click the "Add a new	The Administrator will receive an error message	The user will receive an error	Tested 07/10/07 -Ryan Lowe

(null primary business)		organization to WPDI " link. The Administrator will complete the form but fail to enter a primary business field for the Participating Organization. The Administrator will click "Add Corporation".	stating the information entered is invalid and the address needs to be corrected. The Administrator will not be able to add the Participating Organization.	message and will not be able to add the organization.	
test add Participating Organizations (null address)	Null Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter an address for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the address needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (invalid address)	Invalid Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a valid address for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the address needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (null city)	Null Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a city for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the city needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (invalid city)	Invalid Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a valid city for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the city needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe

test add Participating Organizations (null zip code)	Null Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a zip code for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the zip code needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (invalid zip code)	Invalid Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a valid zip code for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the zip code needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (null Expiration Date)	Null Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter an expiration date for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the expiration date needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (invalid Expiration Date)	Invalid Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a valid expiration date for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the expiration date needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test add Participating Organizations (null primary phone number)	Null Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a primary phone number for the Participating Organization. The Administrator will	The Administrator will receive an error message stating the information entered is invalid and the zip code needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe

		click "Add Corporation".			
test add Participating Organizations (invalid primary phone number)	Invalid Input	The Administrator will log in and click the "Add a new organization to WPDI " link. The Administrator will complete the form but fail to enter a valid primary phone number for the Participating Organization. The Administrator will click "Add Corporation".	The Administrator will receive an error message stating the information entered is invalid and the primary phone number needs to be corrected. The Administrator will not be able to add the Participating Organization.	The user will receive an error message and will not be able to add the organization.	Tested 07/10/07 -Ryan Lowe
test edit Participating Organizations	Proper Processing	The Administrator will log in and click the "Edit an existing organization's information " link. The Administrator will click the "edit" icon on the right side of the desired Participating Organization on the data grid. The Administrator will edit the Participating Organization on the form. The Administrator will click "Edit Corporation" button.	The Administrator will be able to edit a Participating Organization.	User can edit a participating organization	Tested 07/10/07 -Ryan Lowe
test remove Participating Organizations: (warning: Yes)	Proper Processing	The Administrator will log in and click the "Edit an existing organization's information " link. The Administrator will click the "delete" icon on the right side of the desired Participating Organizations. An error message will ask if you are sure you want to delete Participating Organizations. The Administrator will click "Yes".	The Administrator will be able to delete Participating Organization. The Participating Organization will not be viewable to the public.	Failure. Message is not displayed. File is not deleted	Nonfunctional Tested 07/12/07 -Ryan Lowe
test remove Participating Organizations (warning: No)	Proper Processing	The Administrator will log in and click the "Edit an existing organization's information " link. The Administrator will click the "delete" icon on the right side of the desired corporate .friend. An error message will ask if you are sure you want to delete Participating Organization. The	The Administrator will not be able to remove Participating Organizations. The Participating Organization will be viewable to the public	Failure. Message is not displayed. File is not deleted	Nonfunctional Tested 07/12/07 -Ryan Lowe



		Administrator will click "Yes".			
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## Defect Report

While testing our site, we concluded that some functionality would not be included in the final implementation. The functionalities implemented were tested extensively. The tested functions passed inspection successfully and were inserted in to our 'Gold' Folder. The features that we decided were not going to be tested were separated from those that were actually tested. Each feature that was not tested was labeled 'Not Tested'. The severity of the features that were not tested was relatively low. They were not tested because they were not implemented into the website; however, the site was created with advancement in mind so that the organization can expand their website later. A detailed list of omitted and nonfunctional test cases is listed below.

<b>Test Case</b>	<b>Status</b>
Add Best Practice Document (B.P.D.)	Not Tested
Add BPD Browse/Select Document	Not Tested
Add BPD null input Browse/Select Document	Not Tested
Add BPD null input	Not Tested
Add BPD (no title)	Not Tested
Add BPD (make active)	Not Tested
Add BPD (make inactive)	Not Tested
Edit BPD	Not Tested
Remove BPD (warning: yes)	Nonfunctional
Remove BPD (warning: no)	Nonfunctional
Add trivia question	Not Tested
Add trivia question (answer form)	Not Tested
Add trivia question (null answer form)	Not Tested
Add trivia question (null answer form, radio buttons)	Not Tested
Add trivia question (null input)	Not Tested
Add trivia question (invalid image)	Not Tested
Add trivia question (feedback: right)	Not Tested
Add trivia question (null feedback: right)	Not Tested
Add trivia question (# of questions)	Not Tested
Add trivia question (# of questions null input)	Not Tested
Add trivia question (# of questions invalid input)	Not Tested
Add trivia question (feedback: wrong)	Not Tested
Add trivia question (null feedback: wrong)	Not Tested
Edit trivia	Not Tested
Remove trivia question (warning: yes)	Nonfunctional
Remove trivia question (warning: no)	Nonfunctional
Add advanced user	Not Tested
Add advanced user (null input)	Not Tested
Add advanced user (some input)	Not Tested
Add advanced user (null profession ID)	Not Tested
Add advanced user (profession ID)	Not Tested

Add advanced user (profession ID invalid input)	Not Tested
Add advanced user (null primary corporate ID)	Not Tested
Add advanced user (primary corporate ID)	Not Tested
Add advanced user (primary corporate ID invalid input)	Not Tested
Add advanced user primary contact	Not Tested
Add advanced user (null primary contact)	Not Tested
Add advanced user (invalid primary contact)	Not Tested
Add advanced user (first name/last name)	Not Tested
Add advanced user (invalid first/last name)	Not Tested
Add advanced user (null first/last name)	Not Tested
Add advanced user (email)	Not Tested
Add advanced user (invalid email)	Not Tested
Add advanced user (null email)	Not Tested
Add advanced user (password)	Not Tested
Add advanced user (null password)	Not Tested
Add advanced user (access levels)	Not Tested
Add advanced user (invalid access levels)	Not Tested
Add advanced user (null access levels)	Not Tested
Edit advanced user	Not Tested
Remove advanced user (warning: yes)	Nonfunctional
Remove advanced user (warning: no)	Nonfunctional
View BPD	Not Tested
Remove Participating Organization (warning: yes)	Nonfunctional
Remove Participating Organization (warning: no)	Nonfunctional
Remove Diversity Event (warning: yes)	Nonfunctional
Remove Diversity Event (warning: no)	Nonfunctional
Test Post Workplace Forum Entry	Not Tested
Test View Workplace Forum Entry	Not Tested
Test Delete Workplace Forum Entry	Not Tested
Test view more diversity events	Not Tested
Test Comment on Workplace Forum	Not Tested
Test Comment on Workplace Forum (null input)	Not Tested
Job Search	Nonfunctional (Mac using Internet Explorer)

## **LESSONS LEARNED**

### **Richard Osei's Lessons learned**

This project has been more than I thought it was. It has been successful in my eyes. I learned the values of work in a team. Being the project manager for the team, I have learned that its not always about doing a task as soon as its given, just like I do my homework, but to plan, schedule and assign task to an individual who want to learn or have the experience in that particular field. I learned in combining others ideas with mine or take others and let mine go, meaning it's not about me; it's about the team and what the client want.

One of the most important lessons I have learn during this project is time management. It is always about planning, and knowing in detail what is needed and what lies ahead of you. Another is how some of the team members will react and play a certain role in a project. With this project, we had two members that did what they only wanted to do, what their role is and cared about nothing else. In the course of this, it did put a lot of weight on the rest of the team members because others are not willing or open minded of learning or trying something new or even give a helping hand on others aspect of the project. As a project manager, on assigning task, I gave these individual tasks that are of light wait and can be easily be fix or done if the individual assign to is not will to do. With this kind of attitude for these members I learn how to multitask and also learned about all the aspect of the project.

I also learned how to deal with a real client, since our school projects do not deal with no one but our instructors. I had very good experiences during this project. One is presenting ideas

to the clients, and getting feedbacks to know if the team is on the right path in making the project a reality. I have gain confidence in public speaking.

Another important lesson learned is working with new programming language and new applications. Language like “PHP” and applications like photo shop, flash, dreamwaver and others. With the knowledge that I have acquire from this project I’m very sure and I can develop an entire website by myself, because I played many role in the project.

## **Lisa Hall's lessons learned**

### **What I learned about new programs:**

I learned a lot about PHP and I learned how to build pages in HTML and I learned a little bit of flash and MYSQL. I learned that learning new languages isn't hard as long as you dedicate yourself to learning the task.

### **What I learned about teamwork:**

I learned that even against the most insurmountable odds you can accomplish anything as long as you have a few dedicated team members. Ryan and Richard have been indispensable to this project and I know that this website would not exist if not for the two of them. I have also learned that you can not force team mates to do anything and that no amount of coaching, prodding, pleading, or accusing, will convince an erring team mate of his bad ways if they refuse to learn. I also learned that sometimes it is in the best interest of the team to let a member try something out and make some mistakes, even if it takes a little longer to complete the project.

### **What I learned about my future:**

This experience has taught me a lot about my career goals and what I want to do in the future. Before this experience I was a little undecided but now I have firm goals for my life and expectations for myself. This experience has also placed it firmly in my mind that I need to do more studying outside of schoolwork and to keep abreast of new technology as it changes every day.

### **What I can take with me:**

I can also take with me added knowledge about several languages I knew next to nothing about. I can also share my experiences with friends at home. But most importantly, I can take with me some of the effective team management skills I have learned over the course of the summer.

## **Ryan C. Lowe's Lessons Learned**

The 2007 Information Systems in the Community Program was a truly enriching learning experience. This summer program has exceeded my expectations drastically. Out of all the team projects I have experienced, I have never had to work with any group of individuals so extensively. Throughout the course of the summer, I have learned the importance of teamwork and how it is imperative for each member to contribute effectively to achieve the common objective. I will never forget the experiences I've had and the people I've encountered during the course of these six weeks.

I have truly learned the importance of teamwork during this program here at Carnegie Mellon. As stated previously, I have learned, extensively, the importance of teamwork. A project of this magnitude could never have been successfully completed if we all didn't work together as a team. Each member of the team was unique and brought something different to the table. The positions we received early in the program gave us some type of guidance regarding our roles in the project. Earlier in the program, Professor Foster taught us the importance of teamwork. Professor Foster had an interactive method of teaching; she assigned each member of the team a specific chapter to explain to the class. After each member finished explaining their chapter, she commented on the chapter and opened the floor for the team's comments. During Phase 1 of the project, we soon learned that working as a team could be a difficult and frustrating experience. The team as a whole suffered as a result of certain team members' lack of commitment. The actions of these individuals prolonged the completion of the phase report, led to confusion, and reduced the quality of the work. The day the report was due, the team and the

instructors discussed what went right and what went wrong during the phase. This was an open discussion for all the team members to voice their opinions and learn from their past mistakes. Each member also had the opportunity to participate in a peer evaluation in which member could discreetly give and receive feedback from one another. Although certain team members received the team's comments regarding their poor performance, they still refused make the necessary changes to their work ethics. There were many nights when Richard, Lisa and I where up late doing work just so things could get done on time. At times there where nights in which I didn't sleep due to the fact that I was reviewing and rewriting work for the phase report. This project has shown me how important it is to work with individuals who share common values regarding the completion of a project.

These six weeks have been a tremendous learning experience for me. I've learned a substantial amount of information regarding the planning and creation of a website. The interviews and meetings we had with the clients taught me how important it is to understand the needs of the client. By reading chapters from the book "Designing the Obvious," we learned to listen to the client and then ignore them. The members of the WPDI wanted a lot of extra features on the website, but by calculating the Use Case Points, we learned that we wouldn't be able to get everything done due to time constraints. Thus, we had to learn how to prioritize the use cases based on their importance to the overall website. We ranked the importance of the use cases into A, B, and C Priority levels. I also learned about: the Entity-relationship model, programming in HTML, the emotions associated with color, designing the website, PHP, MYSQL, Flash, various attributes of use cases, user testing, using Ensemble, test cases, wireframes, data dictionaries, WordPress, working on a FTP server, the information displayed on the website, and the responsibility required in being a Quality Assurance Manager. Outside of



the lab, I experienced and learned more about: life in Pittsburgh, pierogies, Ethiopian Cuisine, Fly Fishing, the Pittsburgh Steelers Training Center, PNC Park, the Software Engineering programs, the MISM and MSISPM programs, the Entertainment Technology programs, and working in corporate America.

In conclusion, the experiences I've had during this program will never be forgotten. This experience has helped me choose a career path and impacted my future in so many ways. I've made many friends and seen a lot of places in Pittsburgh. Working in this team has showed me the value of hard work and how a hand full of dedicated individuals can really make a difference. As stated previously, this internship has truly exceeded my expectations and I wouldn't trade this experience for anything.

## **Jeronna Pope's Lessons Learned**

In participating in the six week program named 'Information Systems in the Community' at Carnegie Mellon University, I have experienced a lot. I had the chance to work with a team of eight on a real-life project. That in itself was exciting to me – the fact that we actually had a project that was going to make a difference in the community. The team experienced routes that were good for the team and some that were not so good. The team had players who were dedicated to the project. I learned that working with a group so big in number is so much different than my usual experience of working with only one other person. Wow!

I learned that working with others has its advantages because everyone can play off each other. The different people in the group brought with them different talents. And I thought it was nice to have a group of individuals who could contribute to the project in eight different ways. However, the talents often were buried in minor disagreements. This is expected in group projects. The lessons to be learned, in my opinion, are being able to accept constructional criticism and being able to learn from mistakes. Remember that things are not personal, it is about business. Getting the job done is more important than satisfying egos. I have learned some dos and don'ts in project management.

Dos: Do have a positive attitude.

Do respect others.

Do have a plan.

Do stay on track.

Do have open lines of communication.

Do ask for help when needed.

Don'ts: Don't bring your ego.

Don't be superman.

Don't neglect the project.

Outside of the team, I have picked up a few good habits on studying and habits on communicating with other people from different parts of the world. In the beginning of the program we were taught a lot of things. There was so much reading assigned I did not think I would be able to keep up. But I managed to complete reading assignments and work simultaneously on the project. I learned how to be even more dedicated to school and the processes that come along with being in college. When I return to my college, I feel that I will have 'one-up' on the rest of the students. I was able to be in an environment where school is school. Where school work will not be taken lightly and where a school will demand everything of you. We were told that Carnegie Mellon University holds their students to the highest regards and that we will be treated no differently. I liked that.

## **Bruce Davis's Lessons Learned**

When I came here I had no idea what information systems was. I learned much in the weeks that I was here mostly involving software development. I found that information systems is very detailed oriented and that there is a process in each step. I learned that instead of one person dealing with many tasks, how affective and efficient it can be if other people work on different aspects of it. I learned how deal with use cases and how it can set up with structure of what is needed when it is time to code the product. I also learned new programming skills that I used to develop the website. With PHP I learned how it can make an html page “intelligent”, that PHP “talks” to the server and how PHP receives information from the client and uses that information to manipulate web pages. With PHP I also learned the technique of using classes, using include files, and a little data structure. I learned about MySQL database managment, and used it to store information that came from PHP forms. I used SQL programming language to manipulate the data tables, which made me understand how it works even more. Overall I think that this was a learning experience that I would be happy to take back to my university and to improve myself as a computer science student.

## **Melissa O. Elliott's Lessons Learned**

Throughout the course of this six week team process, I have seen many new things and heard many new ideas. Working with a large team is something that was new to me when I first came to Carnegie Mellon.

I learned that teamwork is very important when trying to accomplish a big project. By everyone having an assigned role at the beginning, it should be easy to keep track of tasks and keep these tasks on schedule. The team process has strengthened my skills in communicating and voicing my opinion when I think an issue needs to be addressed whether it is to an individual or the group. The biggest lesson that I learned overall is that everything is not about me and what I want. Having to be apart of a team made me realize that everyone does not always see things the way I see them, so my idea may not be the best.

Coming to the Information Systems in the Community summer program has greatly impacted my life with the opportunities and lessons that I received throughout the course of the program. These skills will be an asset to me as I continue my journey through school, work, and life.

## Tiffany Francis' Lessons Learned

Lincoln University-PA

I am very grateful to have had the opportunity to participate in the *Information Systems in the Community* summer program. Before I began my session, I expected to learn a single programming language. Instead, I was introduced to a new programming language, was able to explore several PC softwares, and gained a variety of other skills.

While participating in the program, I was able to learn and utilize the full process of software engineering. I did not consider building a website as a project requiring a software methodology. I am glad that I was able to learn better. This project explained the need for creating a plan of action before beginning any part of the software project. From the beginning to completion, the project details must be fully documented to produce efficient software. This project helped to me to realize why this task is necessary.

Since I was able to learn many technical skills that were related to our project, my knowledge of web design has been enhanced. Previously I had learned HTML web design, but this summer program has taught me the basics of implementing PHP into my HTML programs. The PHP web language allows HTML created websites to save information that a website user might enter. This web design method allows websites to become more dynamic and act as “smart pages”. In addition to learning how to program and design a PHP/HTML website, I also learned how to include a database that would populate and store information to and from the website. Resources were provided so that I could learn how to create, edit, organize, and delete tables within a MySQL database. There were several MySQL data queries that I learned to retrieve and edit the information in the database.

This program has also helped me to learn several design techniques. I am grateful to have learned how to effectively use the Macromedia Fireworks 8 software package. Throughout the project I had been working with the client to develop an appropriate logo idea. Because I was unable to comprehend the Adobe Photoshop software, I had to use Fireworks as my primary image creation and editing tool. Even though I had never used the software before, I felt I was able to master the software and use it as an extremely productive tool. Towards the end of the project I was also introduced to creating animations while using Flash. This introduction has sparked an interest to further develop my skills in creating Flash animations.

While serving as the team's Client Advocate, I had to keep abreast of the clients' needs and suggestions in regards to the website's development. My daily tasks helped me to redevelop some of my communication and customer service skills.

This program has helped to open a lot of opportunities for myself. Many of the technical skills that I have learned can be used in future opportunities. On a personal level, I have learned to become more assertive within any team that I should be involved with. I will always hold the lessons and memories from this program in the years to come.

## **Kaiem Frink Lessons Learned**

Techniques learned by Kaiem L. Frink a senior Computer Science major with a minor in Geographical Information Systems and Remote Sensing. I will be a graduate of Elizabeth City State University in May 2008. Which is located in Elizabeth City North Carolina 27909, during the summer 2007 six week intense Carnegie Mellon University Information Systems in the Community internship. I learned and used these valuable Information Systems techniques which consist of Scientific and Information Systems Languages, positive and negative aspects of Technology, Teamwork, Graphic Design, Server Usage, Terminology, and Opportunities available at CMU.

The team participated within seminars which offered tutorials of Scientific and Information Systems Languages PHP and MySQL, Hyper Text Markup Language, Cascading Style Sheets. We use an FTP (Files Transfer Protocol) client which was in use when we access the Linux server for viewing the PHP Database functionality within the WPDI website. The Team and I worked closely with a wide range of talented professionals. The Technology aspect of the Information System internship was an overall great experience. From this opportunity I have become enhanced with Database Functionality that stores the values and characteristics from the PHP and MySQL language, Adobe Photoshop and Macromedia Firework as well as Dreamweaver. These software packages were used through out the project, by the team and the facilitators. Omni Plan is a program that runs on Macintosh Machines used for planning purposes. Omni Graph is a program that runs on Macintosh Machines and used to develop graphs for display purposes. As well as Ensemble is an online server that store documents pertaining to weekly Phases reports



The importance of team work is a significant aspect when working with highly intelligent individuals who all have the same common goal. Team members have to humble themselves, and have the respect of all team members as well as their ideas. I believe within this project. Terminology and wording played a large part within our team successes and failures. Language barriers may exist when dealing with a diverse group of highly educated individuals. The A-Team is the name of the 2007 Information Systems. The Team viewed a short teamwork documentary and one of the characters said “*When we work together we all have the right characteristics to compliment each other.*”

***The importance of People, Process and Technology is the Information Systems slogan*** (quote attributed to Professor Heimann) which I will follow when sharing my education with the world. ***I learned that rarely Technology fails it is actually the People who uses the wrong Process that fails.***

The opportunities available at CMU are the opportunity that’s needed within a learning environment. From my experiences at CMU, the university offers actual interaction with corporate professionals, practical research that can contribute to world and mankind as a whole. CMU is an intense research university and I understand how Carnegie Mellon University has earned the reputation that it has earned through hard work and perseverance. You can follow the entire internship experience at ([www.kaiemfrink.com](http://www.kaiemfrink.com)) and follow the Carnegie Mellon University Internship link.

# **WESTERN PENNSYLVANIA DIVERSITY INITIATIVE**

*Website User Manual*

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**About This Document**

The Western Pennsylvania Diversity Initiative (WPDI) has created a web presence to help promote diversity in and around the city of Pittsburgh, Pennsylvania. The objective of the web presence/website is to attract and retain diverse individuals as to promote economic growth. The website hopes to offer opportunities to enhance employment and living experiences within the area. Information and various resources are offered to business professionals who are perspective or current residents of Pittsburgh.

This document was created as a manual to help website visitors in obtaining information from the Western Pennsylvania Diversity Initiative's website.

	Homepage
--	----------

The Homepage acts as a portal to the resources available in the Western Pennsylvania Diversity Initiative website.

The Western Pennsylvania Diversity Initiative's logo is displayed within the left corner of every page. This image acts as a site constant and will always lead the user back to the homepage. The logo symbolically represents the WPDI's mission.

The main content of the homepage is dynamic, it will update depending on the more important information that the organization has to offer. The mission statement is to promote awareness about the WPDI's efforts within the community.

There are two other fixed elements on the homepage. The first element is the WPDI upcoming events area. This area will house a picture, event date, and link to relevant information about the current diversity inspired event. The remaining fixed element is a trivia game about Pittsburgh facts. The trivia game is automatically populated and displays the correct answer once the user makes a selection.

All of the website pages can be reached from the navigation bar. The navigation bar is consistently located along the left-hand of the page.

### **Who is WPDI**

This section of the website offers information to introduce the Western Pennsylvania Diversity Initiative. Users are able to become familiar with the mission and vision of the organization.

### **Diversity in Pittsburgh**

The *Diversity in Pittsburgh* section exhibits the various diverse communities that Pittsburgh has to offer. This website includes seven diverse communities and links to resources currently available in the area.

### **Workplace Forums**

This section of the website offers a glimpse of the various topics that Human Resources or Management are discussing. These topics offer assistance in promoting diversity within the workplace.

### **Diversity Events**

*Diversity Events*, is the section of the website that details all of the upcoming events that the Western Pennsylvania Diversity Initiative will be hosting.

### **Participating Organizations**

This section showcases the various organizations that support the Western Pennsylvania Diversity Initiative.

### **Living in Pittsburgh**

The *Living in Pittsburgh* section provides information to living and enjoying the Pittsburgh community. Information related to locating housing, educational resources (elementary and post-secondary), restaurants, and local government can be found in this section.

### **Job Search**

The *Job Search* section offers employment opportunities that are currently available in the Pittsburgh and the surrounding communities.

The website has been structured into key areas of available Pittsburgh resources. Each key area contains subtopics of relevant information.

### **Who is WPDI**

- Organization Information
  - About Us
  - Our Mission
  - Our Vision

### **Diversity in Pittsburgh**

To view information regarding the diverse communities within Pittsburgh, the user must select the appropriate link in the navigation bar. The link will anchor the user to the information that they are requesting. Once the user has completed the section, the user can click the “back to top” link. This link will direct the user back to the beginning of the Diversity in Pittsburgh page.

- Diverse Communities Living in the Pittsburgh Area
  - African American Community
  - Asian Community
  - Hispanic Community
  - Women’s Community
  - Young Professional
  - Mature Adult Community
  - Youth Community
  - Disabled Community
  - Alternative Lifestyle

### **Workplace Forums**

A user that is interested in topics pertaining to promoting and utilizing diverse practices will find relevant information in this area. By following the navigation bar, a user will be able to read the topics of the available diversity inspired workplace forums.

- Titles of Available “Diversity in the Workplace” Forums

### **Diversity Events**

Users who are interested in upcoming or current diversity inspired events can find relevant information in this area. By using the navigation bar the user will be directed to the Diversity Events page. At the Diversity Events page, the user can read a synopsis about the current event as well as find out the event’s details. If a website to the sponsor of the event is available, this information will be displayed as well.

- Listings of Upcoming Diversity Events in Pittsburgh, PA
  - Date & Time
  - Brief Description

### **Participating Organizations**

Anyone wishing to view the participating organizations must follow the link from the navigation bar. The navigation bar will bring them to the Participating Organizations page where they can view the many organizations that support the efforts of the Western Pennsylvania Diversity Initiative. By clicking on any logo of a participating corporation, the user will be directed to corporation's official website.

- Listings of Participating Organizations
  - Images Of Participating Organizations
  - Links to the Organizations Website

### **Living in Pittsburgh**

- Information for Current and Prospective Residents of Pittsburgh, PA

To view any of the information regarding living in Pittsburgh, the user must select the appropriate link in the navigation bar. The link will anchor the user to the information that they are requesting. Once the user has completed the section, the user can click the "back to top" link. This link will direct the user back to the beginning of the Living in Pittsburgh page.

- Amusement Parks
  - Information to the local amusement parks is available in the area.
- Museum/Arts
  - A few of the historic are galleries are highlighted in this area.
- Family Activities
  - Information about attractions that the entire family can enjoy are included in this area.
- Housing
  - Links to both apartment and home guides can be found in this area.
- Education
  - The city's excellent educational system is mentioned in the section. Kindergarten through twelfth grade and post-secondary opportunities are available.
- Restaurants
  - A few of the city's popular restaurants are included in this section.
- Sports Teams
  - Pittsburgh's most prized national sports teams are highlighted in this area.
- Transportation
  - This area details information about traveling to the city and traveling within.



- Government
  - This area gives a brief synopsis about the current government of Pittsburgh, PA.

### **Job Search**

- Job Search powered by Google

To search for an employment opportunity in the Pittsburgh area, the user must select which type of opportunity they are looking for. A drop-down box displays thirteen possible employment fields. The fields include: Accounting, Architecture, Customer Service, Engineering, Health care, IT/Internet, Insurance, Legal, Manufacturing, Pharmaceutical, Retail, Sales, and Transportation. Once the user selects which area they are interested in, the user must click “Find Jobs”.

The footer information is the same on every page; it contains three links that pertain to the development of the website.

### **Contacting WPDI**

In the footer of the entire website is a link titled Contact WPDI. The Contact WPDI link allows website visitors to ask questions or provide comments about WPDI or the website.

The related webpage contains a form that the user must complete in order to submit any information to the WPDI. The form contains areas for a name, email address, subject of the correspondence, and information to relay. Once the submit button has been pressed, all of the entered information will be emailed to a WPDI email account.

### **About the Design Team**

This section of the website contains information about the website's design team. Each team member's picture and a brief statement is provided. To find out more information about the team or a specific team member there will be a link to contact one of the team's mentors.

### **Credits**

The *Credits* link will provide information about the various pictures that are displayed within the site.

### **Copyright**

The Western Pennsylvania Diversity Initiative's website was created in 2007 by a Carnegie Mellon University's Information Systems in the Community team.

# **WESTERN PENNSYLVANIA DIVERSITY INITIATIVE**

*Website Administrator Manual*

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## Introduction

The Western Pennsylvania Diversity Initiative site is designed to attract people from diverse backgrounds to the Pittsburgh area and retain them by giving them appealing diversity information about the area. The administrator of this site is needed in order to keep information on the site current and manage the different functionalities on the site.

## System Functionalities

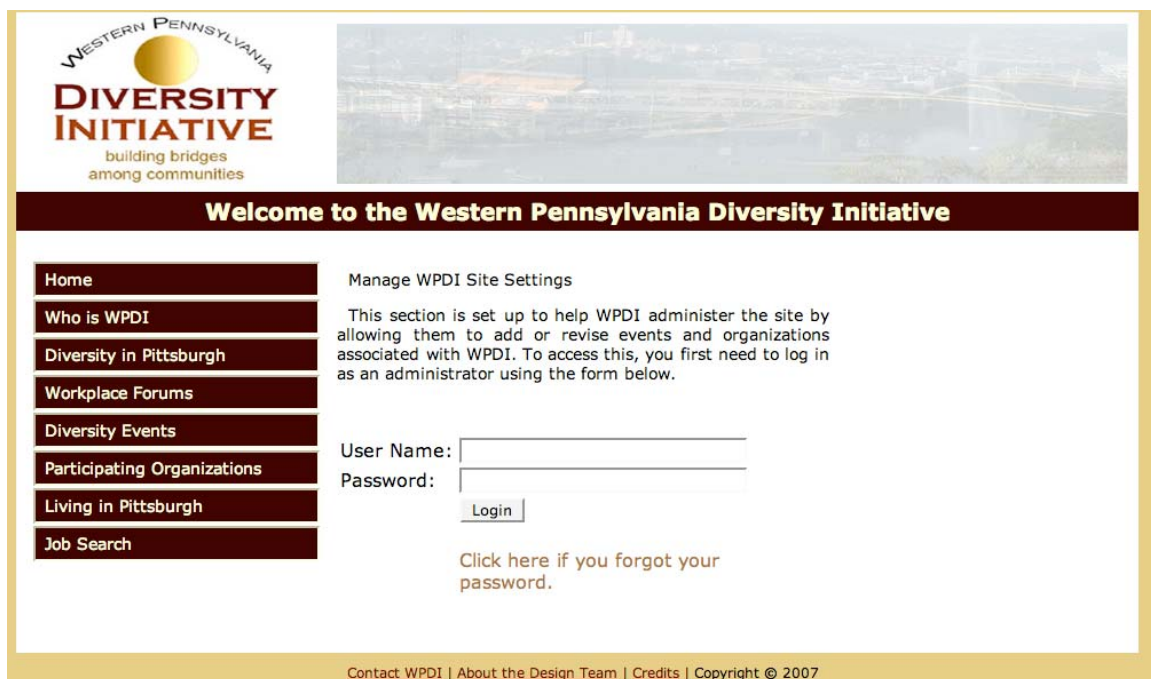
### Logging In

Page: admin\_index.php

This page may only be accessed by typing in the administrator's URL.

Directions:

1. Type in admin URL
2. Enter unique admin user name
3. Enter password
4. Click login button



The screenshot shows the administrator login page for the Western Pennsylvania Diversity Initiative. At the top left is the logo with the text "WESTERN PENNSYLVANIA DIVERSITY INITIATIVE building bridges among communities". To the right is a landscape image. Below the logo is a dark red banner with the text "Welcome to the Western Pennsylvania Diversity Initiative". On the left side, there is a vertical menu with buttons for "Home", "Who is WPDI", "Diversity in Pittsburgh", "Workplace Forums", "Diversity Events", "Participating Organizations", "Living in Pittsburgh", and "Job Search". The main content area is titled "Manage WPDI Site Settings" and contains a paragraph explaining that this section is for administrators to manage events and organizations. Below this is a login form with fields for "User Name:" and "Password:", a "Login" button, and a link that says "Click here if you forgot your password." At the bottom of the page, there is a footer with links for "Contact WPDI", "About the Design Team", "Credits", and "Copyright © 2007".

This message will be displayed if your login fails:

We are sorry, but you could not be logged into the system. Click here to try to log in again.

If you continue to have trouble logging in, please contact the Webmaster for further assistance.



An error message can occur when you have entered an incorrect user name and/or password, or the account is inactive.

### Logging Out

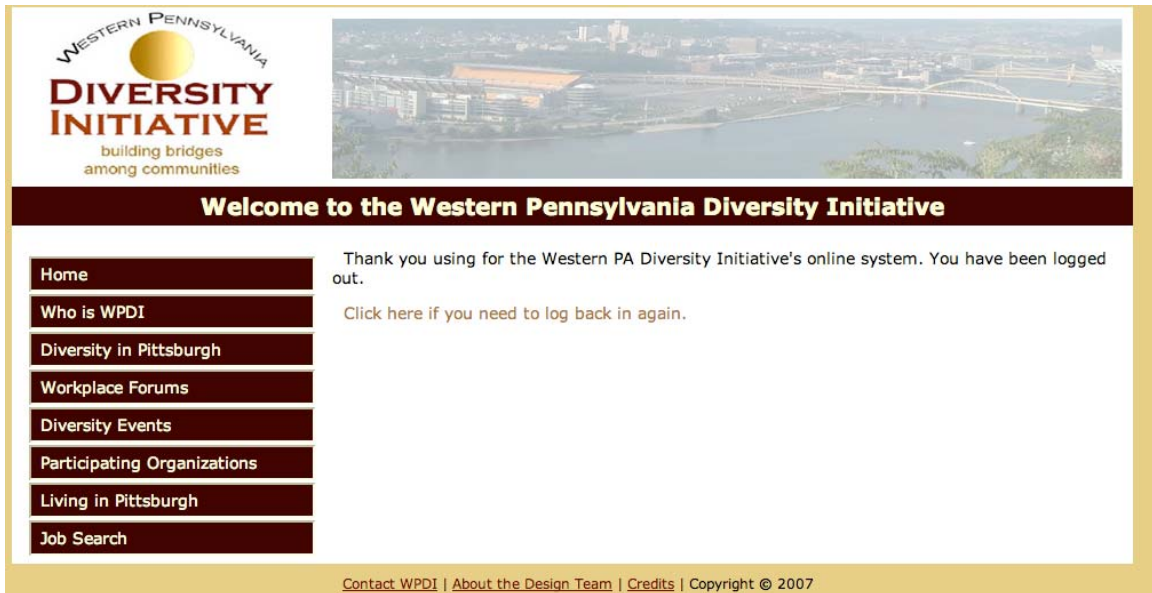
Page: admin\_index.php

Prerequisite: Must be logged into the system

This page may only be accessed from the admin main page.

Directions:

1. From the admin main page, Click “Log out of WPDI system”



## Forgot your password

Page: admin\_index.php

This page can be accessed by clicking the link on the admin home page.

Directions:

1. Click on “Click here if you forgot your password” link on the admin home page
2. Enter unique admin user name in the text box
3. Click send password button
4. Retrieve password from e-mail
5. Login at admin home page

The forgotten password will be sent to your e-mail if the user name is in the system.

WESTERN PENNSYLVANIA  
**DIVERSITY INITIATIVE**  
building bridges among communities

**Welcome to the Western Pennsylvania Diversity Initiative**

Home  
Who is WPDI  
Diversity in Pittsburgh  
Workplace Forums  
Diversity Events  
Participating Organizations  
Living in Pittsburgh  
Job Search

Please enter your username in the textbox below. If your username is in our system, you will receive your password by email shortly.

User Name:

[Contact WPDI](#) | [About the Design Team](#) | [Credits](#) | Copyright © 2007

## Managing Participating Organizations

### Add Organization

Page: add\_corp.php

Pre-requisite: Must be logged into the system

This page can be accessed by clicking “Add a new corporation to WPDI” on the administrator main page.

Directions:

1. Type all the required fields on the “Add A New Organization” form
2. Click add corporation button

The screenshot shows the Western Pennsylvania Diversity Initiative website. At the top left, the logo reads "INITIATIVE building bridges among communities". A banner image shows a cityscape with water. Below the banner, a dark red header contains the text "Welcome to the Western Pennsylvania Diversity Initiative". On the left side, there is a vertical navigation menu with buttons for: Home, Who is WPDI, Diversity in Pittsburgh, Workplace Forums, Diversity Events, Participating Organizations, Living in Pittsburgh, Job Search, and Manage Settings. The main content area is titled "Add a New Organization" and contains a form with the following fields:

- \*Corporation Name
- \*Primary Business (dropdown menu with "Select..." option)
- \*Address
- \*City
- \*State (dropdown menu with "PA" selected)
- \*Zip Code
- \*Phone Number
- \*Expiration Date (with a calendar icon)
- \*Available URL
- Image (with a "Browse..." button)

At the bottom of the form is an "Add Corporation" button. A small copyright notice at the bottom of the page reads "Contact WPDI | About the Design Team | Profile | Copyright © 2007".

### Edit Organization

Page: edit\_corp.php

Pre-requisite: Must be logged into the system

This page can be accessed by clicking "Edit an existing organizations information" on the administrator main page.

#### Directions:

1. Go to the organization to be edited
2. Click on the "pen and pad" icon
3. Make changes directly to the form
4. Click edit corporation button



**Welcome to the Western Pennsylvania Diversity Initiative**

- [Home](#)
- [Who is WPDI](#)
- [Diversity in Pittsburgh](#)
- [Workplace Forums](#)
- [Diversity Events](#)
- [Participating Organizations](#)
- [Living in Pittsburgh](#)
- [Job Search](#)
- [Manage Settings](#)

## Editing Allegheny County Medical Systems Information

Leave image field blank if you do not want to revise the organization's image.

\*Corporation Name

\*Primary Business

\*Address

\*City

\*State

\*Zip Code

\*Phone Number

\*Expiration Date

\*Available URL

Image

Delete Organization

Page: edit\_corp.php

Pre-requisite: Must be logged into the system

Clicking “Edit an existing organization’s information” on the administrator main page can access this page.

Directions:

1. Go to the organization to be edited
2. Click on the “pad and red X” icon
3. The organization is automatically deleted

	List of Participating Organizations			
	Name	Phone	Contact	Expires
<a href="#">Home</a>	Allegheny County Medical Systems	412-321-5030		July 2008
<a href="#">Who is WPDI</a>	Carnegie Mellon University	412-268-2000		July 2008
<a href="#">Diversity in Pittsburgh</a>	GlaxoSmithKline	888-825-5249		July 2008
<a href="#">Workplace Forums</a>	Highmark	412-544-7000		July 2008
<a href="#">Diversity Events</a>	Hispanic Bar Association Of Central Florida	999-999-9999		July 2008
<a href="#">Participating Organizations</a>	Lightyear Alliance	301-324-7563		July 2007
<a href="#">Living in Pittsburgh</a>	Marc USA	412-562-2000		July 2008
<a href="#">Job Search</a>				
<a href="#">Manage Settings</a>				

**Managing Diversity Event**

## Add Event

Page: add\_event.php

Pre-requisite: Must be logged into the system

This page can be accessed by clicking “Post information on an upcoming event” on the administrator main page.

Directions:

1. Type all the required fields on the “Add an Event” form
2. Click add event button

The screenshot shows a web interface titled "Welcome to the Western Pennsylvania Diversity Initiative". On the left is a navigation menu with the following items: Home, Who is WPDI, Diversity in Pittsburgh, Workplace Forums, Diversity Events, Participating Organizations, Living in Pittsburgh, Job Search, and Manage Settings. The main content area is titled "Add an Event" and contains the following form fields:

- \*Event Title: Text input field
- \*Event Start Date: Text input field with a calendar icon
- Event End Date: Text input field with a calendar icon
- \*Event Location: Text input field
- Possible URL: Text input field
- Event Image: Text input field with a "Browse..." button
- \*Event Description: Text area
- \*Display on: Text input field with a calendar icon

On the right side of the form, there are two sets of dropdown menus for time selection:

- \*Start Time: Select... : Select... (with a second Select... dropdown below it)
- End Time: Select... : Select... (with a second Select... dropdown below it)

At the bottom of the form is an "Add Event" button.

## Edit Event

Page: edit\_event.php

Pre-requisite: Must be logged into the system

This page can be accessed by clicking “Edit information on an upcoming event” on the administrator main page.

Directions:

1. Go to the event to be edited
2. Click on the “pen and pad” icon
3. Make changes directly to the form
4. Click edit event button

Welcome to the Western Pems/Wana Diversity Initiative

- Home
- Who is WPD
- Diversity in Pittsburgh
- Workplace Forums
- Diversity Events
- Participating Organizations
- Living in Pittsburgh
- Job Search
- Manage Settings

## Edit an Event

\*Event Title

\*Event Start Date

Event End Date

\*Event Location

Possible URL

Event Image

\*Event Description

\*Display on

[Click here to return to the event listing](#)

### Delete Event

Page: edit\_event.php

Pre-requisite: Must be logged into the system

This page can be accessed by clicking “Edit information on an upcoming event” on the administrator main page.

Directions:

1. Go to the event to be edited
2. Click on the “pad and red X” icon
3. The event is automatically deleted

**WESTERN PENNSYLVANIA DIVERSITY INITIATIVE**  
building bridges among communities

**Welcome to the Western Pennsylvania Diversity Initiative**

- Home
- Who is WPDI
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**List of Upcoming WPDI Events**

Date	Event
07/12/2007	Steelers Trip  

**List of Past WPDI Events**

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## Managing Workplace Forum

Refer to the WordPress Manual:

[http://codex.wordpress.org/Main\\_Page](http://codex.wordpress.org/Main_Page)

Manage - Change your content

All of the actual content of your site can be managed through this admin panel. From here you can see lists of all your Posts, Pages, and Categories and edit or view anything in those lists. On this page you can also edit your Templates and other files used by your blog. You can also import content to your blog and export content from your blog.

Posts

Upon visiting the Manage Panel, WordPress defaults to the Manage Posts SubPanel. On this SubPanel you can edit and delete existing posts.

Pages

Pages are like posts but "live outside of the normal blog chronology" as you are reminded when you visit the Manage Pages SubPanel. Most everything here at the Manage Pages SubPanel is essentially the same as at the Manage Posts SubPanel. But there are a few noteworthy differences. So go check it out.

Uploads

Using the Upload Administration Panel, users can edit and delete information that was previously uploaded via the Upload option when writing Posts and Pages. Note that the Miscellaneous Options SubPanel, Uploading, describes the location and structure of the upload directory.

### Categories

Each Post and Link in WordPress is filed under one or more categories. This aids in navigation and allows Posts and Links to be organized.

Each category may be assigned to a Category Parent so that you may set up a hierarchy within the category structure. In creating categories, recognize that each category name must be unique. Thus, even if two categories have two different parents, they must still have different names.

Links to your categories are, by default, shown in two different places on your web log (assuming you are using the default Kubrick (<http://boren.nu/archives/2004/10/10/kubrick-130-rc2/>) theme). First, WordPress lists these category links in your sidebar. Then WordPress shows all the categories to which a given post belongs under that of that post. When someone viewing your web log clicks on one of these category links, a page with all the posts belonging to that category will be displayed.

The Manage Categories SubPanel allows you to create new categories, edit or delete existing ones, and organize your categories hierarchically.

### Files

There are many files that the user can edit in a standard WordPress installation. Examples include your theme templates, .htaccess, and my-hacks.php. In the Manage Files SubPanel, these files can be accessed and modified to suit your needs.

### Import

WordPress currently supports importing data in the form of posts (articles) and most of the details or features supported by the existing software, from the following content publishing platforms. The details on importing are described in the Importing Content section of the WordPress user manual.

### Export

WordPress Export will create an XML file for you to save to your computer. The format, which is called a WordPress eXtended RSS or WXR file, will contain your posts, comments, custom fields, and categories.

