Web Based Form Management (eForms)

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Technical Computing Services

UCLA Software Engineering Course
CS 130,
1 April 2011
The Aerospace Corporation

- Created in 1960 at the request of Congress to provide technical and engineering support to the U.S. Air Force
- Nonprofit organization
  - Operates a Federally-Funded Research and Development Center (FFRDC)
- Purpose is purely technical
- Applies engineering and scientific expertise to advance performance of national security space systems
- Headquarters in El Segundo, CA

*Dedicated to National Security Space mission success*
Aerospace Staff

**Discipline and Technical Degree**

- **Electrical Engineering:** 23%
- **Chemistry:** 16%
- **Computer Science:** 10%
- **Math:** 6%
- **Other Engineering/Science Degrees:** 5%
- **Physics:** 4%
- **Civil, Chemical and General Engineering:** 9%
- **Mechanical and Aeronautical Engineering:** 22%
- **No Degree:** 1%
- **Non Technical Degrees:** 5%
- **Ph.D.:** 28%
- **Bachelor of Science:** 25%
- **Master of Science:** 42%
- **Non Technical Degrees:** 5%
- **No Degree:** 1%
Motivation - eForms

• Eliminate paper processes to increase efficiency
  – *It’s time to automate the form process*
• We get requests for new online forms on a regular basis
  – *Need a centralized system to manage these forms*
• Forms need to be
  – *Designed / Created*
  – *Revised / Versioned*
  – *Stored*
  – *Signed*
  – *Approved*
  – *Audited*
  – *Renewed*
  – *Discontinued*
  – *Private*
# IP Address Request Form

**Kind of Request**
- [ ] New IP Address
- [ ] Delete IP Address
- [ ] Change IP Information

**Requestor's Name**

**Requestor's Phone**

**Requestor's Email**

**Computer Location**

**Computer Model** (e.g., HP EliteBook, MacBook Pro, Virtual System)

**Ethernet Address** (e.g., 08-00-20-1b-47-61)

**Property Tag**

**Preferred Hostname** (optional - if blank the property tag will be used)

**Alternate Hostname** (if preferred is unavailable)

**Network**
- [ ] Aeronet
- [ ] SMC Net
- [ ] Other

**Current IP Address** (if applicable)

**Comments**

[Send]
Sample online form #2

Mentor Sign-up Form
If you are interested in becoming a mentor, please complete the form below. By completing this form, you agree to have your contact information appear in the corporate mentor profiles listing, which is available to all employees at Aerospace.

Questions marked with an * are required.

Badge*

First name*  MI  Last name*

Job title*  CCC*

Years at Aerospace*  Years of experience*

Work telephone*

E-mail address*

Office location*
  Albuquerque*

Current job and brief work history*

Professional background* (Please check all that apply)

☐ Acquisation
☐ Administrative Services
☐ Aerospace Engineering
☐ Auditing
☐ Civil Engineering
☐ Communications Engineering
☐ Computer Analysis
☐ Computer Operations
☐ Computer Programming
☐ Computer Technology
☐ Electrical Engineering
☐ Facilities
☐ Financial Management
☐ Human Resource Management
☐ Industrial Engineering

Education*

Certifications

Highlight any particular qualities you bring to a mentoring partnership* (Please check all that apply)

☐ Interpersonal skills
☐ Confident/sounding board
☐ Optimistic/positive outlook
☐ Writing skills
☐ Networking skills
☐ Listening skills
☐ Team building/leader

☐ Leadership/Supervisory experience
☐ Communications skills
☐ Public speaking skills
☐ A successful career path
☐ Committed to the growth of the organization
☐ Committed to helping people grow and develop
Google approach

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<td>Reporter</td>
<td>Description</td>
<td>Status Notes</td>
<td>Status</td>
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Ticket

Report a problem or suggestion
* Required

Summary *
Short one or two word description

Reporter *
Your name

Description *
Describe the suggestion or problem

Status Notes
Used internally, leave blank

Status
Used internally, do not set

Submit
Requirements

- Scope the system so that it can be completed within 10 weeks
- Document and prioritize requirements
- Design with future iterations in mind
- Use a project lifecycle of your choice
Architectural Constraints

- Application is accessible through the Web
  - IE 7.0 + and Firefox
- Must use open standard based technologies
- Assume user is authenticated
- HTML5 technologies
Collaboration and coordination

• Telephone conference calls
  – *Aerospace will provide an 800 or 866 number*

• Email (always cc both)
  – *Jennifer Lombardi*
    • lombardi@aero.org
  – *Ric Cowan*
    • cowan@aero.org