



Virtual Tutors Planning

I. Project Description

A. Objective

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The purpose of this project is to develop a practical, simplified Applicant Tracking System based on research of instructor expectations. These standards include vetting methods for employment, salary, engagement with the vetting company and students as an instructor and instructor platform use.

B. Methodology and methods

The project will apply project management approaches grounded in Agile methodology, using a Scrum framework.

C. Collaborators

Project managers / Tutor Sourcing Specialists

D. Research

1. Acceptable rates

Survey research using Google Forms

2. Qualifications

Qualifications analysis using Survey Monkey

3. Dashboard user facility

Instructor platform use analysis using True Form

E. ATS instructor vetting

1. ATS application wireframe and basic prototype using Figma and Adobe XD, that will include:

- a. Name and contact information
- b. Education
- c. 5-year work history
- d. Employment permissions
- e. Subjects taught
- f. Certifications



- g. Payment scaffolding
- h. Interview recordings
- i. Additional qualifications
- j. Rates