

EdTech Workflow Planning Workbook

A planning worksheet for student, teacher and admin journeys around assignments, submissions, feedback and progress.

1. Map the roles

List the people who use the product and the decisions each role is responsible for.

- Student
- Teacher / tutor
- Academic admin
- Parent or observer if relevant

2. Define the assignment lifecycle

Separate the assignment from each student attempt. This supports resubmission, status history and reporting.

- Assigned
- Viewed
- Submitted
- Reviewed
- Redo / resubmitted
- Closed

3. Define submission evidence

Decide what a student can upload and what the teacher needs to review.

- Images
- PDF documents
- Camera capture
- Multiple files

- Comments and teacher notes

4. Plan reporting early

Progress dashboards depend on timestamps, ownership and status history. Capture these fields while the schema is simple.

- Pending work
- Late submissions
- Completion rate
- Feedback turnaround
- Student progress

Planning note

Use this document to prepare a discovery conversation. It is not a fixed technical specification or quotation; scope should be validated against users, data, integrations and operational constraints.