

INFOST 340 – Systems Analysis Instructions for the Project Plan

Relationship of the Project Plan to the Project Report

The Project Report is a three-part assignment that provides you with an opportunity to demonstrate all of your systems analysis skills on a case scenario. This document provides the instructions for writing the first part, the Project Plan. The instructions for the remaining two parts are provided in separate documents.

Case Scenarios and Group Support Rules

Five case scenarios have been created and published. This number is sufficient that no two students in the same group will be assigned the same case scenario. The case scenario assigned to each student will be indicated, and case scenario documents will be published before work on the case begins.

This use of multiple case scenarios will allow members of the same group to confer with each other regarding their work without sharing their work product with another student who is solving the exact same problem. As stated in the course syllabus, students are encouraged to review the work of their team members and make suggestions for improvements. While students **are allowed** to exchange work with and confer with other students in their own group who are working on a different case scenario, students **are not allowed** to exchange work or confer with members of other groups who are working on the same case scenario.

Project Plan Document

Your plan should be a business document that follows the outline shown below. **These outline headings should appear in your text in bold type** in order to make your work easier to find while grading. Although the instructions below include a number of questions that should be addressed in each section of the report, please do not answer these questions individually as though filling in questionnaire. Instead, use your writing skills to write a professional report that addresses the issues and questions that have been identified. Your writing should be business prose that includes complete sentences arranged in paragraphs of manageable length. While some of your paragraphs may include bulleted or numbered lists, please be aware that writing that is predominantly made up of lists does not meet the writing standards for this assignment.

Project Plan Outline

Note: Your project plan document must follow this outline and include these headings in bold type.

1. The Stakeholders

- Identify the stakeholders for the project based upon your reading of the project case scenario. If the case scenario is unclear in some respect, then make an assumption and note that assumption in your answer.
- Stakeholders can generally be classified into three groups: those that will pay for and act as sponsors for the system, those who will use the system, and those who will be otherwise affected by the system. Classify your stakeholders into these three groups. Remember that your decision regarding which stakeholders will be served by the system will affect your classification. If you decide to create a system solution for a particular group, then they will be system users. If you decide to not create a system solution for another group, then they will be in the group that is affected by the project.
- Explain your rationale for including stakeholders in one classification or the other.

2. The Problem or Opportunity

- Describe the problem or opportunity that will be addressed by this project in business rather than technical terms.
- Describe the benefits to the organization that would be expected from a solution that solved this problem or capitalized on this opportunity in business rather than technical terms.
- Identify any problems or opportunities that might have been addressed but were not included in order to control the size and scope of the project. Explain your rationale for excluding these problems and opportunities.

3. Plan for Managing Scope

- The choices that you have made above regarding stakeholders and the problems or opportunities to be addressed define the scope of your project.
- If the project should run short of time or money, further reductions to scope might be required. Identify the lowest priority stakeholder groups, problems, or opportunities that you might eliminate from the system solution should you be required to make a further scope reduction. In order for this section to be complete, you must identify some stakeholders or potential requirements that could be eliminated if it were necessary to further reduce scope.

4. Plan for Requirements Gathering

- The case scenario has been written as though many of the requirements have already been gathered. Yet, you may believe that further requirements gathering is required. Identify the methods that you would use to gather further requirements (individual interviewing, group work, document inspection, system inspection, observation, etc.).
- Identify the individuals and groups that would be involved in this requirements gathering process and the issues that you are most interesting in exploring with them.
- Provide your rationale for your approach to future requirements gathering.

Document Length

The document should be typed, single-spaced, and between 2.0 and 3.0 pages long.

Format

A single PDF file. Any other format must be approved by the instructor before submission.

File Naming Conventions

The name of the file which you submit should be consistent with the following model:

lastName_firstName_project_plan.pdf

Submission Deadline

The submission deadline and dropbox to which the assignment should be submitted will be indicated in the Weekly Schedule.

Grading

A separate grading rubric document will be posted to the Weekly Schedule.