

IS594-PJ

Instructions for the Project Report

Overview

The Project Report will include the following:

1. Project Documents (Regular)
In this section, you will submit the requirements and design documents for your project.
2. The Team Experience (Regular)
In this section, you will report on your experience in conducting this project.
3. The Client Experience (Regular)
In this section, you will report on the experience of the client in working with the team during this project.
4. Team Members Reflections on Systems Analysis and Design (Challenge)
If you choose to submit this section, you will report on how each team member's concept of project management has developed over the course of this project.

Report Format

I have provided an outline below with section headings, expected contents, and a list of questions that should be addressed in each part of the report. **Your report must follow this outline closely by including the headings provided in the outline as bolded section headings in your written report.** This should be a professionally written business report. Data that is requested should be presented in organized lists and tables. In addition, many parts of the report call for discussion. While I may have written a list of questions for you to consider while writing a particular report section, I am not expecting you submit a list of questions with short answers. Instead, I am expecting you to submit professionally written paragraphs that address the issues raised by my questions and discuss any further issues that you find relevant.

Overall Report Outline

1. Project Documents – Exercise 1 (Regular)
2. The Team Experience – Exercise 2 (Regular)
3. The Client Experience – Exercise 3 (Regular)
4. Team Members Reflections on Project Management – Exercise 4 (Challenge)

Exercise 1 (Regular) – Project Documents

Detailed Outline for Project Documents

The contents of this section will vary depending upon the type of project that your team has undertaken as well as the approach (waterfall or agile) that your team has taken to the project. I have made lists below of expected documents to be included in your report. These lists are different depending upon whether your team has taken a waterfall or agile approach. If your team has taken a hybrid approach, please consult with me before writing your report so that we can work out a list of expected contents that fits your approach.

Information System - Waterfall Approach

1. Updated Project Plan
 - Include an updated copy of your project plan document that was submitted earlier in the semester.
2. Functional Requirements Documentation
 - Functional requirements in waterfall projects are typically expressed as use case specifications. Nevertheless, we are open to other expressions of functional requirements that are based on some other well-accepted approach.
3. Data Requirements
 - Data requirements are typically expressed as Entity-Relationship Diagrams (ERDs). Nevertheless, we are open to other expressions of data requirements that are based on some other well-accepted approach.
4. Non-Functional Requirements Documentation
 - Provide a list of known non-functional requirements and preferences for this system.
5. User Interface Design
 - Provide a screen or report layout for each of your screens and reports.

Information System - Agile Approach

1. Updated Project Plan
 - Include an updated copy of your project plan document that was submitted earlier in the semester.
2. Functional Requirements Documentation
 - Provide a copy of each of your user stories.
3. Data Requirements
 - Data Requirements are typically expressed as Entity-Relationship Diagrams (ERDs). Nevertheless, we are open to other expressions of data requirements that are based on some other well-accepted approach.
4. Non-Functional Requirements
 - Provide a list of known non-functional requirements and preferences for this system.
5. Your Solution
 - Because you took an agile approach, your solution will need to serve as the expression of your design. While we are not asking you to submit code, we will be evaluating your design by watching you show your code and application during your team presentation video.

Other Than Information System - Waterfall or Agile Approach

1. Updated Project Plan
 - Include an updated copy of your project plan document that was submitted earlier in the semester.

2. Functional Requirements Documentation
 - Functional requirements for non-information systems project take many forms. Use a format for expressing these requirements that is standard in the relevant industry or profession.

3. Non-Functional Requirements Documentation
 - Provide a list of known non-functional requirements and preferences for this product or service.

6. Design
 - Designs for products and services that are not information systems take many forms. Use a format for expressing the design that is standard in the relevant industry or profession.

Exercise 2 (Regular) – Team Experience

Detailed Outline for Team Experience

1. Team Composition
 - How many people made up your team?
 - What are their names?
 - What role did each team member play in the project?
2. Team Organization
 - How did you organize your team?
 - If you took an agile approach, did you identify agile roles for your team and client?
3. Tools
 - What kind of tools did your team use on the project. This includes communication tools, software development tools, project management tools, and any other tools that you think are worth discussion.
4. Discuss Your Choice of Approach
 - What issues did you consider when choosing your project approach (waterfall or agile)?
 - Having reached the end of the project, would you choose differently? Why or why not?
5. Scope
 - What were the most significant things that your team did to control the scope of the project while it was underway.
 - Having reached the end of the project, what would your team do differently to control scope? Why?

Exercise 3 (Regular) – Client Experience

Detailed Outline for: Client Experience

Rather than ask the client to complete a survey document, I am relying on your team to speak with the proper client representatives in sufficient detail to be able to author the sections of the report outlined below:

1. Environment
 - What kind of project-related environment was present in the client organization prior to your project? Was the client already familiar with problems and solutions like the one that your team was addressing? Or was this new territory for the client?
 - How great of a change did your solution represent for the client organization?
 - To what extent were various stakeholders eager or reluctant to embrace your new solution?

2. Availability of Client Personnel
 - How much time and attention were available from the client during the project?
 - Did anyone from the client serve in a role like the agile project owner (or a similar role in a waterfall project)?
 - Having reached the end of the project, are you satisfied with the way in which your client was involved in the project?
 - If you were to do the project again, what changes would you make in this area.

3. Client Satisfaction
 - To what extent was the client who you would identify as “the sponsor” of the project satisfied with project results?
 - To what extent were the client personnel who you would identify as “the users” of the system satisfied with project results?

Exercise 4 (Challenge) – Team Members Reflections on Project Management

Detailed Outline for: Team Members Reflections on Project Management

For each team member, include the following:

- Name of team member
- A 1 – 2 paragraph description of how the team member's understanding of project management has developed over the course of the project.

Document Length

There is no fixed document length expectation. The length of the document will vary depending upon the scope of your project effort. Within individual sections of the report, I expect you to fully discuss the issues. You may feel free to do this succinctly.

Format

Please submit one PDF document. This means that you will need to use a tool to combine PDF documents.

File Naming Conventions

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

teamName_project_report.pdf

Submission Deadline

The submission deadline will be indicated on the Weekly Schedule.

Grading

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

Last Revised

2023-10-24