

3375 Requirements Document Template

3375 Requirements Document – ONE JOINT SUBMISSION PER PROJECT

See Project Intro Document for deadlines

Save File as **F25_3375_S1_G#_AppName_RequirementsDocument.pdf**. For e.g., if your name is Buylt and your group number 2, then the document would be
F25_3375_S1_G2_Buylt_RequirementsDocument.pdf

Team Lead: Team lead will be responsible for submitting your joint work (e.g., Proposal, Requirements Document, Final Report, etc.). **Requirements Document needs to be submitted both on blackboard by the team lead and checked into the github repository (see intro document for github repository details).**

Note that progress reports are individual submissions.

Prepare your report professionally. Your English writing skill and the structure/composition of the requirements document is part of the marking. The length of your **proposal** should be **at least 2 pages** excluding the title page. The requirements document should contain the following:

- **Title Page**
 - Provide a concise and catchy **name for your app – this is the AppName**
 - Provide a one line description of what the app does
 - Include the team members' full name and student ID.
 - Include the course and section number.
 - Clearly state the **Team Lead** (responsible for all join submissions in the project)
- **Requirements Gathering:** Make sure that each of you watches the Requirements Gathering recording posted on blackboard prior to completing this work.
 - **Purpose or objectives for Requirements Gathering User Study:** Provide a bulleted list of objectives for your user study. This will include the purpose of why you are conducting the user study, what you are hoping to find out about your user in terms of their characteristics, lifestyle, goals, and behaviour. These objectives
 - **Choice of user study and user sample:** Provide a description of what user study you chose (survey, interview etc.). Also, identify who your target users will be specific to your user study for your application (e.g., travellers, restaurant customers, parents, Douglas students etc.). Also, indicate whether you will use dual perspective (multiple user types) for your user studies (e.g., dual perspective - student survey and faculty survey for a Douglas college app)
 - **Draft of the User Study Survey or Interview:** In this section, you will provide a draft of all the survey questions (and choices for each question), and/or interview script depending on the choice of your user study above. You may include multiple surveys if you are using different surveys for different user types
 - **Data Visualization and Analysis:** State the sample size, and visualize the data collected. Analyze the data collected by describing means/median for quantitative data. Describe any open ended question response
 - **Insights from the Results:** Based on the data visualized and analyzed, create a bulleted list of insights or findings you derived from your user study. What did you find about the users based on the user responses? How will this change the requirements for your app?

3375 Requirements Document Template

- **Requirements Generation**

- **Personas and Scenarios:** Provide at least 3 diverse personas with stories/scenarios to illustrate the motivations for your app. Instead of using text-based scenarios, you may create storyboards for a visual representation of the stories. You can mix and match with 2 text-based scenarios and 1 story board if you wish. The personas and stories must be specific to your app highlighting the utility and novelty of your app.

I recommend that each person creates 1 or 2 personas with scenarios, and you may use some sample responses from user studies you collected to create your personas and stories. Then, you analyze other team members' personas/scenarios (not your own) to generate a set of requirements. And then you combine the requirements generated in the next section.

- **Requirements Generation (done by you):** Based on your analysis of personas and scenarios, generate a bulleted list of requirements generation. This is similar to what we will generate in class but will be specific to your app. As mentioned earlier, you will swap personas/scenarios you create and each person generates requirements by analyzing others' personas/scenarios. Then, you combine these to create a master list of **requirements generated by you (designers)**.

- **Synthesis of Requirements Gathering and Generation**

- Combine the insights from requirements gathering user study and requirements generation process, to create a prioritized, bulleted list of requirements. Make sure to categorize them as needed from high priority to low priority or categorize them into Must-haves to Want-to-haves
- Any other conclusions you can draw from this requirement understanding process

- **AI Use Section:**

- **Table of AI Tools and Specific Use:** It must contain a table showing tool name (with version number, and account type i.e., free vs. premium), and the specific use of the AI tool (e.g., Loveart AI, starter account free trial, Used for creating app LOGO).

AI Tool Name	Version, Account Type	Specific feature for which the AI tool was used

- **Value Addition:** What value did you add over and above what AI did for you.
- **Appendix:** Prompt history must all be saved in the appendix

- **Work Date/Hours logs for student (or each team member):** Work logs for EACH STUDENT in the team must be included in the requirements document.

Having smaller chunks more regularly is important.

Creating broad logs with 10 hours and 12 hours in a day will be counted as inaccurate logging with insufficient granularity of work logs.

Instead create an entry for work done every day that you do the work.

3375 Requirements Document Template

WORK LOG TABLE: MUST REFLECT WORK DONE, UPDATED FREQUENTLY AS AND WHEN WORK IS COMPLETED

StudentName:

Date	Number of Hours	Description of work done
Feb 10, 2025	2	Researched on Figma
Feb 12, 2025	1.5	Created sample project based on community forum on figma to understand the workflow (<reference of forum project link pasted>)

○ **Closing and References**

- Include acknowledgement to any person or institution if needed.
- Include a list of the literature and sources that you have cited in your requirements document.

Grading Rubric given on the last page

3375 Requirements Document Template

The grading rubric for the Requirements Document (16 points = 12 points for group + 4 points for individual for work log)

Criteria	Grading
Requirements Gathering <ul style="list-style-type: none">• Purpose/objectives• User Study Survey/Interview Script• Visualization and Analysis of Data• Key Insights and Findings	3 points
Requirements Generation <ul style="list-style-type: none">• Diversity of Personas• Creativity and clarity of scenarios/stories or story boards• Requirements Generated by the designers	4 points
Final Requirements Generated, prioritized and categorized <ul style="list-style-type: none">• List of requirements created by combining insights from requirements gathering and requirements generation• Appropriate categorization and prioritization of the requirements	2 points
AI Section <ul style="list-style-type: none">• Detailed and specific use of AI tools• Prompt history and other context files in the appendix	3 points
Work logs for each student <ul style="list-style-type: none">• Work logs are detailed and are listed in small chunks of work as and when work is completed	4 points