BUDT723 Weekly Project Status Report #3
Company: Trace3

Group: 01

Overall Progress:

Status:
- We have finalized our System Analysis Phase Report integrating the constructive feedback provided by Professor Shapiro during office hours and Trace3. We will acquire approval from Trace3 for the same in the upcoming week.
- We have finished developing a detailed narrative about the DFD and ERD of the current system of Trace3.
- We have started preparing for the 3rd phase of the project - the Design phase. The deliverables for the same include the Executive Summary, Physical System Design, Feasibility Analysis Matrix, Inputs and Outputs, Implementation Plan, etc.
- Last week we worked on building the DFD and ERD of the proposed system and will continue to work on the same.
- We are waiting to acquire some dummy data/records (smartsheets, excel) from Trace3's end.
- We will initiate a conversation with Trace3 to request an Evaluation Letter this coming week.

Discussions, Next Steps, Challenges:
- Discussion on the intricate details of the CRUD matrix.
- Understanding the requirements of the executive summary.
- Understanding the timelines for the various deliverables of the Design phase.
- Understanding the sub-sections of the feasibility analysis matrix - operational, technical, economical, and assignment of weights to each sub-section.
- Incorporating all the feedback we receive from Prof. Shapiro during the lecture discussions, along with the feedback shared by the TAs via comments for various assignments.

Contribution:
Lindsey, Ellen, and all team members attended the meeting.

Meeting Summary:

Due to availability concerns on Trace3's end, our team opted to communicate with them solely via email. Some of the doubts that our team had related to the technical aspects of the implementation phase were discussed in the said email chain. We will be connecting with them in the upcoming week to discuss the deliverables for the design phase.

Feedback/Support:

We held an office hour meeting with Professor Shapiro recently, where we discussed the content that was required for the final analysis phase report and gained clarification on the fact-finding process and the idea behind narratives for DFD and ERD (by referencing the Cresent Printing Design phase report sample). The meeting was helpful in giving us an idea of how to proceed with the project.

Some additional questions regarding the project:

1. Do we require approval from Trace3 on the current system ERD and DFD that have been prepared by the team?

2. What are the guidelines to be followed in order to prepare the executive summary?

3. Does a cost-benefit analysis need to be conducted for the to-be system at Trace3? If yes, how do we plan on estimating the numbers for the profit, revenue, NPV, etc.

4. Trace3 has asked us to create wireframes for the proposed system. Which tool can be used to develop the same?

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