

### Overview

Now that you have identified your project, you should write a requirements definition document and use cases. This should be done in collaboration with your project contact(s). Note that these documents will evolve and they will be updated throughout your project. Nevertheless, you should try to elicit the functional and non-functional requirements as much as possible in your first attempt. You can use the techniques explained in the PowerPoint interviews, questionnaires, observations, etc.

### Details

1) Write a requirements definition document for your project.

Your document should include both functional and non-functional requirements. Label the functional requirements as either process-oriented or information-oriented; the non-functional in their category of operational, performance, security or cultural/political.

1a) Include the interview information used to gather the requirements. This would include (but is not limited to): Name of interviewee, position of interviewee, date and time of interview; name of interviewer; list of questions to be asked (vary the question format); a summary of the interview. You **must** interview multiple persons in various job positions.

1b) Include any observation notes you took as you studied the as-is system. This informal document will indicate current practices and possible stumbling block that may be useful as requirements for the to-be system you will be creating.

1c) Include any questionnaire you distributed, when they were distributed, response rate, etc.

1d) Include any documents you used for document analysis.

2) Perform use case analysis and produce the use case documents for your project (a use case typically covers one or more functions in the functional requirements. Note that you will be writing more than one use case. For arrows, you can simply use  $\leq$  and  $\Rightarrow$  .

**Your report should include a cover page that clearly shows the group name, student names, class name and code, deliverable name, and the date. All pages should be numbered. The editors should ensure the overall consistency and completeness, and correct any spelling and grammar error.**