

**prELIMINARY cLIENT mEETING pLAN**



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LAURA’S lAWN-mOWING AND lANDSCAPING

# Project Requirements

## ****Hardware****

* Computers with Windows, MAC and LINUX Operating Systems, including the recommended hardware specifications for developing and handling the chosen IDE and database software.
* Hardware specifically for backing up data, such as servers.
* Wired or wireless connection to servers and routers.

## ****Software****

* **An IDE (Integrated Development Environment) must be selected and used for the development of the project.**
* **Source Control Software must be chosen and utilized, protecting the project from human error and allowing multiple developers to work at a time.**
* **Microsoft Office. Allowing the team to utilize Spreadsheets and word processors for calculation and planning outlines.**
* **Database management software to store information.**
* Visual outline software such as Visio for creating flowcharts and project diagrams.

## ****Security****

* Verification of user.

## ****Stakeholders/People****

* Laura’s Lawn-Mowing and Landscaping companies CEO. The CEO determines the scope of the project.
* Laura’s Lawn-Mowing and Landscaping company employees. The employees will be positively affected by the result of this project.
* Project designers/testers in conjunction with the CEO design the project based of its requirements and scope.
* All of Laura’s clients, will find her companies services more readily available.
* Laura’s subcontractors and suppliers.

## ****Processes****

## 

## ****Data****

# Most Applicable Information Gathering Techniques

To determine what is the best techniques to use while gathering information we must discover what techniques can be applied to this project. The first technique is interviews. **Interviews** allow you to determine the scope of the project with the help of your client. It is here where you will discover what the client wants the project to do and how they want it done.

While most of the information required to understand the project can be determined through interviews with the client. To truly understand what the client wants, you need to dig deeper. That’s where **research** comes into play. Typically, your client will not fully understand how to apply what they want to an IT environment, explaining why they have hired you. As such, it is up to you through the combination of research and interviews, to extract enough information to fill in the gaps and determine the best approach.

These two techniques are the best to use with this project.

**Surveys** and **Observation** will not help you determine anything in a project like this. The projects objective is to computerize records. Surveys and observation will do nothing to help determine the approach to such a project.

# Questions

## ****Open****

* What do you want this application to achieve?
* How do you want this achieved?
* Who should we contact if we have more questions?
* Do you plan to expand your business in any way down the track and will we need to account for this?
* Do you plan to use this application on more than one computer and what operating systems did you plan to use it on?

## ****Closed****

* Will Laura be the only one using this application?
* Did you have a type of security in mind, if so what kind of security?
* Can you list the names of your suppliers and subcontractors?
* Can you also list their contact emails?
* Can you list all machinery your business owns and the suppliers you service the machinery with?
* Can you give us an inventory of what you order from each of your suppliers?
* Can you list all the equipment you hire and who you hire it from?
* Will this application send automated emails based off selected criteria?
* Do you want us to implement security in the application? Such as logins?
* May we have a copy of both your organizational standards and your documentation and development standards?
* Do you have any reports, documents or templates we may review?

# Repositories of Information

There are many repositories for us to access. For one the **internet** will be very beneficial in reviewing how to implement our code to the best effect. It will also allow us to rapidly understand any coding procedures/properties that we do not understand already.

To be more specific, the website **Stackoverflow** will be the website used primarily to obtain coding information.

**Laura’s** company itself will be another useful repository. Laura’s company is where we will learn all the required coding conventions, organizational standards and documentation standards prevalent to the company. As we are developing the application for Laura’s company, we must abide by all internal standards within the company, including external standards such as national and state standards.

# Project Brief