

# INFO3003

## Inception Iteration Brief

MS	Components	%	Due Dates
<b>BLOCK 1</b>			
Iteration 1 – Inception	<ul style="list-style-type: none"> <li>Vision &amp; Business Case</li> <li>Use Cases &amp; Models</li> <li>Supplementary Specification</li> <li>Glossary (Data Dictionary)</li> <li>Team Admin                             <ul style="list-style-type: none"> <li>Including Information About your Project Team.</li> </ul> </li> </ul> <p>The point of this phase is to determine the feasibility and scope of the project and ensure that all stakeholders share the vision.</p>	10	<b>Documents due: Sunday 18<sup>th</sup> March at 23:00</b> <p>Documents will be marked, and written feedback provided</p>

### What is Expected

The main point of this phase is to establish a good understanding of the business case/problem and to then determine the scope and feasibility of the system that will address that business case/problem. Team are also going to establish some initial information about themselves which include things like team rules, logos, and mission statements. While the course only requires digital submissions of content, teams are welcome to print out and place promotional media in the IS lab (e.g. if you design a poster you can print it and stick it up in the lab).

Each project team will need to submit a Vision, Supplementary Specification, Glossary and Team Administration File. This brief provides a summary of what is expected in each of those documents. This is not an exhaustive list and if you as a team feel there are other models, or techniques, that will assist in your understanding of the business case/problem of your client then feel free to conduct and include them. Make sure to provide a brief narrative to explain different sections in the documentation.

### Summary of Documents

#### Document 1: Vision

- Executive summary.
- Client overview.
- Business opportunity & problem statement.
  - Describe the business problem or opportunity.
- Summary of proposed system and benefits.
  - Provide a high-level overview of system features and functionality.
- Summary of project stakeholders.
- Summary of feasibility:
  - Identify any non-functional requirements and constraints that will impact project delivery.
- Summary of risks.

#### Document 2: Use Cases & Models

- Description of the system boundary.
- Overview of actors and goals.
- Use-case model:
  - List of use cases which include:
    - Six (6) core use cases.
      - The three (3) planned for refinement in iteration 2 (elaboration 1) must be in casual format (alternative scenarios).
      - The remaining three (3) must be in brief format.
    - Any maintenance (CRUD based) use cases needed to support the core use cases.
      - The create, read, update and delete use cases should be grouped into one larger use case called "Manage xxx" (e.g. Manage Products).
  - Use case diagram and narrative description
- System feature list
  - Anything not captured by, or is common across, the use cases.
- User Environment (describe current system and user tasks).

#### Document 3: Supplementary Specification

- Important nonfunctional requirements
  - Tip: consider the quality attributes (recommended to follow urps+ framework).

- usability, reliability, performance, and supportability.
- Constraints to the project:
  - Tip: consider implementation, hardware, software, and legal issues
- Business and application specific domain rules.
- Overview of potential reports.
  - List of at least four (4) reports and a brief description.
  - Dashboards do not count as one of the four reports but should be included in this section if they are being considered.
- Industry analysis
  - Investigate and summarize the business practices for the industry your client is in.
  - The analysis should include an overview of competitors and the systems they use to support business processes.
- Risk Analysis:
  - Prioritized list of risks and mitigation plan.

## Document 4: Glossary

Definitions and information that are necessary for understanding the project.

- Remember to include format, validation rules and aliases where applicable.
- Tip: Split into two sections. One focused on business terms, and the other on data terms (data terms are definitions that are important during data model design)

## Document 5: Team File

- Team Information
  - Team name, logo, and mission statement.
  - Personal statement from each team member.
  - Poster.
- Meeting minutes for each meeting
  - Any decisions taken with clients during meetings need to have been signed off by the client.
  - Chats and emails with clients should be placed in an appendix of this document.
- Detailed Work breakdown for this iteration
  - Team sign off document (located on Wits-E) needs to be signed by all members of the team.
  - In addition to the team sign off there should be a more detailed work breakdown, which display each members contributed hours and completed work.
- Development plan for next iteration
  - Clearly indicate the use cases that will be implemented in iteration 2.
    - Include a draft plan for the implementation for those use-cases.
  - Summary of requirements gathering/ analysis techniques that will be used to fully dress those use cases.
  - Timeline for meetings and completion of work for Iteration 2.

## Inception Submission Instructions

One member of each project team is required to submit each of the documents to the Assignment tab on Wits-E before the deadline mentioned at the top of the document. Please make sure you name your documents in the format outlined below. Documents that do not adhere to the naming conventions, or are not submitted individually, will not be marked.

The documents must be either a .docx or .pdf file type and be named as follows:

- **Team[x]\_[DocumentName]**
- **E.g. Team10\_SupplementarySpecification**

Each team should submit the following five documents:

- Vision
- Use Cases & Models
- Supplementary Specification
- Glossary
- Team File

**All documents mentioned above must be professionally compiled and formatted. Spelling mistakes and inconsistencies will not be accepted. Marks will be negatively affected for documents that are not in a professional format. Please include references for any sources consulted (books, websites etc.). Plagiarism will not be tolerated.**