# FIT2001 – Assignment 1: Requirements Gathering

**ASSIGNMENT INFORMATION**

**Due Dates:**

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| Assignment 1 – Requirements Gathering | Due – Interview: Will be held in Week 4 or 5 at a time organized with your tutor<br>Due – Report: Sunday 28 Nov 2021, 5pm |
| CATME Self and Peer Assessment 1 | Due: Monday 29 Nov 2021, 5pm |

**Group Assignment:** You will complete this assignment in your allocated team. If you do not have a team allocation, please contact your tutor.

**IMPORTANT NOTE:** You will receive an individual mark for this assignment, based on your group mark which will be moderated based on the CATME peer assessment and tutor observation. All team members must complete the self and peer assessment for the assignment. Failure to complete the peer assessment by the due date will most likely result in a fail mark for the assignment.

**Value:**
Assignment 1 is worth 5% of the final mark.

**Aims:**
This assignment will give you the opportunity to practice your analytical, communication and teamwork skills. Specifically, it will help you:

- Identify the business requirements for a system using data gathering techniques
- Develop your interview skills
- Identify and analyse relevant stakeholders in a project

**Assignment outline**
You have been given the task of gather information and analysing stakeholders for the development of an information system for the Secondo Store.

**Assessment criteria**
A detailed marking scheme is available in the Assignments section on Moodle. We highly recommend reviewing the marking scheme before commencing the assignment.

**Assignment help**
Students are encouraged to post questions about the assignment and the system on the Ed Discussion forum – Assignment 1 (A1) section. We will have an FAQs post pinned in the Assignment 1 section. Please read the FAQs and the Assignment 1 forum before posting your question, as your question may have already been answered. Please do not post answers for staff to review on the forum.
**NOTE:** Staff will make every attempt to answer questions promptly – NOT necessarily immediately.

**Assignment planning and management**

Assignment planning and management must be done using the **Trello** Kanban project management tool. You must create a Trello board and actively use it. Please give your tutors access to your Trello board.

To assist with setting up your team for success, and the steps for managing an assignment, please refer to the *'Organising your team for success & Assignment planning document'* available in Assignment 1 resources section on unit Moodle site.

**Extensions:**

Due to the assignment structure, late submissions will not be accepted, as solutions might often be released straight after the due date. However, if there are extenuating circumstances, please contact your campus lecturer.

**Submission process:**

- **Assignment 1 should only be submitted once via Moodle, by a single member of the team. Please note that the similarly detection software Turnitin will be enabled.**
- The file name of the submission should follow this format:
    - FIT2001_Assignment1_ Team[yourTeamID].pdf (or .zip or .rar)
    - e.g. FIT2001_Assignment1_Team96.pdf
- All team members are responsible for the final submission, and therefore every team member should review the final version, prior to its submission.
- **Each team member must accept the digital coversheet on Moodle**. Failure to do so will result in your assignment not being submitted correctly, and thus not being marked.
- Ideally, a single file (PDF) should contain the entire submission, if there is a need for multiple files, all files need to be put in a single compressed folder (.ZIP or .RAR are acceptable)
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To submit the assignment ONLY DONE BY ONE TEAM MEMBER

- Click on 'Assignment 1 - Requirements Gathering Submission'
- To submit a pdf copy of the assignment - click on 'Add submission'
- Click on 'Submit Assignment'
- When at the digital coversheet 'Confirm Submission' statement
- Tick the 'I accept student statement' box, Click on 'Continue'
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To confirm submission - MUST BE DONE BY ALL OTHER TEAM MEMBERS, otherwise the assignment submission will not be finalised

- Click on 'Assignment 1 - Requirements Gathering Submission'
- Click on 'Submit Assignment'
- When at the digital coversheet 'Confirm Submission' statement
- Tick the 'I accept student statement' box, Click on 'Continue'

Once all team members have been through this process, the assignment is deemed to have been submitted.

## ASSIGNMENT REQUIREMENTS

This assignment will help you understand the business requirements of the system desired by Secondo Store.

**Interview (References: Seminar 3, Workshop 4 Student Suggested Solutions and Workshop 4 Sample Interview Video)**

You will conduct an interview with your client – Dan Summers who is also the owner of the Secondo Store (this role will be played by your tutor) during a time organized with your tutor during Week 4 or 5. Using the preliminary system description (see Appendix A), teams need to prepare for the interview. **All team members need to be present and actively asking questions during the interview.** Dan has approx. 15 minutes for the interview.

**Stakeholder Analysis (Reference: Seminar 2 and Workshop 3 Suggested Solutions)**

- Identify the stakeholders in the proposed system.
- Analyse each stakeholder, and place in the relevant quadrant of a power/level of interest matrix.
- Briefly explain your matrix placement decision for each stakeholder.

## ASSIGNMENT DELIVERABLES

Assignment 1 should be submitted in a Report format.
Please refer to Monash Research Learning Online for resources to help with planning and presenting your Assignment. **https://www.monash.edu/rlo/home**

The report should include:

**Interview Deliverables**

- Interview Agenda
- Interview Record – This is not a 'word for word' transcript of the interview, but a summary of all the key business functional and non-functional requirements described during the interview. It is used by the client to confirm that you have understood their requirements.
- A pdf version of all communication emails (check **A1 Assessment Criteria** file for the emails that you need to send) with the client to organise and finalise the meeting (for a pdf version of an email you can print as pdf).

  NOTE: Even though these emails were sent to your tutor in their role as your client as part of the interview process, you must still submit all the specified items as part of your Assignment 1 submission via Moodle.

**Stakeholder Analysis (this is not part of the interview)**

- A completed power/level of interest matrix.
- Discussion of your reasoning behind the placement decision in the matrix for each stakeholder.

**Assumptions**

Please note any assumptions you have made about the case study – it is perfectly fine to have none.

**Self and Peer Assessment (website: https://catme.org/faculty/index)**

The system will only open for one day after the due date of the assignment, so that you can adequately reflect on your own performance and that of your team members. Failure to complete the peer assessment by the due date will most likely result in a fail mark for the assignment.

**Appendix A**
**Secondo System**
**Preliminary System Description**

Secondo Store has been operating since 2009, and is run by Dan Summers. Dan has provided the following preliminary information about the system he would like you to build, and is looking forward to meeting your team at the first interview you have organised.

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Secondo Store is my retail clothing recycle store located at Clayton Road, Clayton. We specialise in seconds, sample and pre-owned Designer, Vintage and Mainstream clothing, shoes and accessories for ladies.

Over time, we have developed a broad and loyal customer base, with most of our customers being females aged 25-60, who return to our store regularly. We have also developed a strong presence in the local area and undertake a range of advertising and marketing initiatives (such as print advertising, direct SMS communication, Instagram and visual merchandising of our windows) to further build and engage our customer base. We have also established good manual, internal business processes, but feel that the timing is right to automate some of our processes as many of the things we do are very time consuming.

We take stock from individual clients who want to sell their second hand clothing, shoes, etc. and business clients who want to sell out of season stock. We take their stock on consignment for 8 weeks, taking a commission on any sales made. Our stock is all currently managed manually. For the new system, I want to focus on automating all the processes associated with the stock. This includes automating processes such as trying to source stock from clients, marking stock down if it does not sell, returning stock to my clients if it does not get sold in the 8 week period, donating unsold stock to Salvos if my clients do not come to pick up their stock, and paying clients if their stock does sell. I would like the new system to help me manage all these processes, so I know exactly where I am with stock at any given time.