New Zealand Diploma in Information Systems

**HTCS5607 IS Application Project**

**Appendix I: PROPOSAL TEMPLATE**

**Project Name:**

**Lecturer name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Team Name(s)** | **Student ID** | **Email** | **Phone** |
| ***Project Manager***  *[Name]* |  |  |  |
| ***Deputy Project Manager***  *[Name]* |  |  |  |
| ***Team Members***  *[Name (s)]* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Client Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Client Stakeholders** | **Full name and title** | **Contact details** |
| **Project Sponsor** | Simon Dacey, Lei Song | *[phone, email]* |
| ***[add other roles as appropriate]*** | *[full name and title]* | *[phone, email]* |

**DATE OF SUBMISSION**

*dd/mm/yy*

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# 1. Document Control

## 1.1 Version History

This document has had the following revisions:

| **Version** | **Date** | **Author** | **Description of Change** |
| --- | --- | --- | --- |
| 0.1 |  |  | Initial draft |

## 1.2 Distribution List

This document is to be distributed to the following people involved in this project:

| **Project Role** | **Name** |
| --- | --- |
| Project Coordinator | Simon Dacey, Lei Song |
| Project Sponsor (if you have) | Simon Dacey, Lei Song |
| Client Team members (if you have) |  |

## 1.3 Glossary

To provide clarity, terms and acronyms used in this document are defined as follows:

| **Term / Abbreviation** | **Definition** |
| --- | --- |
| Supervisor | Technical Advisor |
|  |  |

# 2. Executive Summary

# 3. Project overview

## 3.1 Reason for the Project

## 3.2 Business Requirements

Priority Key: Must Have| Should Have | Could Have | Won’t Have

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Requirement Statement** | **Rationale** | **Priority MSCW** |
| **BR1** |  |  |  |
| **BR2** |  |  |  |

## 3.3 Resource Requirements and Costs

|  |  |
| --- | --- |
| **Description of Resource** | **Costs** |
|  |  |
|  |  |

## 3.4 Risks

| **ID** | **Risk** | **Description** |
| --- | --- | --- |
| **R1** |  |  |

## 3.5 Expected Benefits

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Benefit** | **Linked to Strategy/Objective** | **Quantified** |
| **B1** |  |  |  |
| **B2** |  |  |  |

## 3.6 Expected dis-benefit

|  |  |  |  |
| --- | --- | --- | --- |
| **ID** | **Dis-Benefit** | **Linked to Strategy/Objective** | **Quantified** |
| **B1** |  |  |  |
| **B2** |  |  |  |

**3.7 Business Options**

## 3.8 Project Goal

## 3.9 Project Objectives

## 3.10 Scope

| **In Scope** | **Out of Scope** |
| --- | --- |
|  |  |

# 4. IT METHODOLOGY

SDLC of choice: Waterfall Methodology

For this project, the targets and scope has been given to our team chose waterfall methodology. Agile Methodology can quickly detect and correct problems or defects, but the end is not certain, and if this project is short cycle, it will inevitably receive a lot of negative feedback, even if it is assumed to have finished in a short time, and if it goes to a long-term project, there will be more and more confusion in software.

The waterfall methodology should clearly define the requirements throughout the development process. This allows the group to perform as stable as possible when performing the task. It also works well to lay the foundation for business. And finally, you can set the starting and ending points for each step and measure how far you are going.

Requirements

* Collect comprehensive information about this project.
* There must be a requirement document distributed to the team.
* The requirements should be identified quickly and documented in the requirements specification document.

Design

* Sets up the language.
* Sets the same specifications as the hardware requirements.

Implementation

* Coding the application.
* Take the project requirements and specifications.
* Developed in small programs called units.

Integration and Testing

* Units developed in the previous stage are integrated through unit tests.
* Consolidate and test the entire system.
* Checking for any errors and faults.

Deployment of system

* functional non-functional test is completed, deploy the product.

Maintenance

* Review Testing results
* Client gives feedback on the progress made
* Discharge patches to address issues in the client condition.
* Product reports

# 5. Project management

## 5.1 Project Methodology

Waterfall

Projects are completely planned, then executed through phases. Waterfall methodology, also related to it as SDLC ( Software Development Life Cycle) is a principle of project management methodology with a somewhat simplistic approach that emphasises solid preparation, does it once and does it correctly, rather than the Agile approach of gradual and iterative implementation.

## 5.2 Project Governance and Responsibilities

| **Project Governance** | **Name** | **Title** |
| --- | --- | --- |
| Directing |  |  |
| Managing |  |  |
| Delivering |  |  |

## 5.3 Project Meeting Type and Frequency

| **Title** | **Reason** | **Frequency** |
| --- | --- | --- |
| Sponsor Briefing |  |  |
| Lecturer |  |  |
| Team Meeting |  | Fly-Home-Fridays |
| Coordinator |  |  |

## 5.4 Project Plan with Milestones

# 6. Impact Assessment

## 6.1 Stakeholder Impact

| **Stakeholder** | **Impact** |
| --- | --- |
|  |  |

## 6.2 Social and Culture Impact

| **Culture or Social** | **Impact** | **H / M / L** |
| --- | --- | --- |
|  |  |  |

# 7. Deliverables

| **ID** | **Deliverables** |
| --- | --- |
|  | **Outputs** |
|  |  |
|  |  |
|  | **Outcomes** |
|  |  |
|  |  |

# 8. Project Variables

## 8.1 Assumptions

| **Assumption** | **Description** |
| --- | --- |
|  |  |

## 8.2 Constraints

| **Constraint** | **Description** |
| --- | --- |
|  |  |

## 8.3 Dependencies

| **Dependency** | **Description** |
| --- | --- |
|  |  |

# References