Criterion A: Planning

Scenario

The name of my client whom I will be creating my end product for is --- and he is the ----. Upon consultation with my client, it was made clear that he has a very busy and crammed schedule; with many meetings to attend to every day, and many tasks that need to be completed. That makes it hard for my client to manage his meetings at an appropriate time, making sure he still has room for his other tasks (---).

My client's current method to manage all of his meetings and tasks is by using Outlook calendar in which his meetings and tasks are regularly added. However, it is not the most effective way to manage meetings because it ends up getting crammed due which makes it harder for my client to follow his calendar and distinguish between his more prioritised assignments and his assignments that are of a lesser priority. As such, my client spends a lot of time trying to read and understand his calendar, and it is much harder for him to locate specific assignments due to the cluttered appearance of his calendar (---). In addition, Outlook does not have the option to add a priority level to the assignments, so creating a program that has that feature and that ability to enter a priority level will be beneficial to my client. Lastly, this program will be created using Java which is free and available and can run on all computers which makes it more reliable as it can be run on all platforms.

Word Count: 264

Refer to the below screenshot for the current solution that my client uses to manage his schedule:

Proposed Product

After verbal consultation with my client, we decided on solving this issue by creating a database (a calendar/timetable) that can store all of my client's assignments, as added by him. This solution of creating a calendar/timetable will allow my client to enter information regarding his meetings and/or tasks, its level of priority, and information regarding when the assignment is due. By creating a program that will be able to store information regarding all of his assignments will make it easier for my client to organise his calendar and search for specific pieces of information of his assignments which makes it more efficient such as organising them by priority, date, keyword, etc. This solution also eliminates any miscommunications when comparing this solution to my client's current solution, which is dependent on human interaction because depending on rules prescribed by my client, the program will prevent any errors in information from being inputted.

Word Count: 154

Success Criteria

The success of the end product will be judged against its ability to meet these certain criteria:

1. The client can easily add in meetings consisting of a description, priority, and the due date
2. The client can edit his meetings and tasks
3. The client can delete meetings and tasks
4. The client can change meetings and tasks from one date/time to another
5. The client can view his entire calendar with all the meetings and tasks that were added
6. The client can go to a certain date and be shown the meetings and tasks planned on that day
7. The client can view all his upcoming meetings and tasks organised by its priority as entered by the client
8. The client can input a keyword and any assignment containing that keyword is to be outputted
9. There should be proper error management when it comes to inputs
10. The client should open the program to a menu which allows him to choose which action he wants to be executed