

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:

October 2016							November 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30	31						29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25 Sep	26	27	28	29	30	1 Oct Niki in Singapore Sin/ Sydney/ Nadi
2 Sin/ Sydney/ Nadi	3 Nadi Jessica's B'day Labour Day (Australia) Sarita's Birthday	4 Nadi/ Auckland 8:00am Out of Office	5 8:00am Out of Office 6:30pm Fernando will host 7:00pm Sin-7pm: BS&S	6 8:00am Out of Office 8:00am Vijay will proceed 9:00am Sin-9am:	7 8:00am Out of Office	8 Tisha School Holiday
9	10	11	12	13	14	15
Tisha School Holiday						
Auckland/ Sin	Singapore FYI: Anne in Paris biz trip Sin: SAP Financials 2016 Conference (Medina Bay Sands)					7:00pm Salim Sulaiman Concert - Patel, Sanjay
16	17	18	19	20	21	22
Tisha School Holiday The May Fair Hotel - Check-In: 16 Oct/ Check-Out: 21 Oct (Confirmation#LWTVGWV) (Stratton Street Mayfair, London, W1J 8LT, GB/ Tel: +44-20-7629 7111) Sin/ London 8:15am Sin-8.15am: HSBC	London FYI: Fernando London biz trip 12:00am Dep Doha Intl 12:00am Ldn-4.30pm: Join					Evening: London/ Sin Stacey's Birthday OR SLT Mtg 1:30am Ldn-6.30pm: 2:00pm Ldn-7am: Telecon
23	24	25	26	27	28	29
Singapore 8:00am Catch up on work/ 11:00am Sin-11am: Mthly 11:30am Sin-11.30am:						
Telepresence: Finance Executive Workshop (25-27 Oct) 8:00am Reminder: Today 9:00am Home to Mt E						
Hugo visits Sin Ofc (26) 8:00am Reminder: Today						
8:00am Sin-8am: Fortnight						
30	31	1 Nov	2	3	4	5
Vacation - Auckland Delhi Public Holiday						
12:45am Dep Singapore T3 Airport 28Oct at 0045hr 12:50pm Dep Sydney T1						
Deepavali (29 Oct)						

Patel, Sanjay (BSS)

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13/10/2016 6:13 PM

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