**T.Y. B. Tech.**

**CS 303: Software Engineering Laboratory**

Assignment No: 2

**Project Feature Set Description**

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| --- | --- | --- | --- |
| Project Group Information | | | |
| Roll. No. | **Gr. No.** | **Name** | **Roles** |
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**Approved By:**

**Academic Year: 2017-18 Semester: I**

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# PROJECT VISION

*A Project Vision Statement is an idealistic view of the desired outcomes to be produced for the business after successful project completion. It is a vivid description of what the business will be like to inspire the project beneficiaries to initiate the project.*

1. *The vision statement document for a project is developed at the very beginning of the project during the Initiation Phase. The creation of this document is a part of the Charter development process. A well-written project vision statement is the guarantee that the project owner (initiator) will make a decision to initiate the project. It is a document that provides the project owner with an idealized description of the project and the outcomes that will make the business change for better.*
2. *The project vision document never focuses on specific advantages or benefits. It does not show details on how to implement a solution, what technologies will be used, who will be responsible for that, what time-frames will be scheduled, what investments will be required, and so on. The purpose of writing the project vision template is to create a document that could get the project owner’s permission for initiating the project activities. The document should be created in line with the project goal statement.*
3. *The vision statement of a project should not be too long. Often it is the matter of one sentence that begins with a verb. The visions statement is closely related to the project goal, so the content of the statement should address the project goal.*

# PROJECT MISSION

*The Mission Statement is a summary of what the project is trying to achieve. Mission Statement is not a Problem Statement. If a problem is open-ended then there are multiple options for its solution. If a problem is closed-ended then there is only one possible option for its solution.*

1. *A well-fashioned Project Mission Statement allows the project team to move ahead with clarity, speed and buy-in (for a change) and, if you're lucky, enthusiasm as well. It also provides customers and other stakeholders with a clear and succinct picture of the project's essence. In the heat of battle it serves as the lighthouse in the storm.*
2. *Unfortunately, many of the great unwashed out there in project blunder and prefer longer mission statements. That's because it's easier to write a half page or more than it is to take the time to hash it out with the team and Sponsor and boil the thing down to its essence.*
3. *The 3 Sentence Project Mission Statement is a distillation of the most basic questions about the venture:* 
   1. *1st Sentence: The lead sentence contains three components. It states:*
      1. *Who is doing the project? This is typically the core team's chosen name.*
      2. *What is to be produced? That is, the output of the project; the thing, service or capability that will be delivered.*
      3. *For whom the project is being undertaken. This refers to the customer for the project's output. The customer can be an intermediate user (as in the case of another project team) or it can be the end user (as in the case of say, a web site, or the consumers of a new health food snack).*
   2. *2nd Sentence: The purpose of the second sentence is to establish a stop sign, to indicate how everybody will know that the project is over and done. It answers the question, "What will tell us that the project deliverable (in the first sentence) has been completed?" Failure to do this at the start is a major reason why a project turns into a life sentence.*
   3. *3rd Sentence: Here the focus shifts from the project deliverable to the business justification (expected benefit). By shining the spotlight on "why we are doing the project," the second sentence provides a link to the Sponsor's hopefully compelling business case, including the expected ROI. Typically, this sentence begins with the phrase: "This project supports the Blank Organization's objective(s) to:"*

# PROJECT SCOPE

*Project Scope Statement is a statement of all the work to be done to produce the final product of the project. The best written project scope statement example has a single-paragraph view describing the major characteristics of the project, such as the business need & problem (taken from the business case), the project goals (taken from the project goals statement), the deliverables, and the approach.* *The boundaries of a project are measurable and auditable characteristics that define what belongs to the project and what doesn’t belong to it. Project boundaries are closely linked to project objectives, they create a holistic perception of project work, and they define the content of the project in terms of expected results. A clear boundary statement helps direct the things that are applicable to those areas within the project scope.*

1. *The scope statement of project is the reference point for multiple documents that describe the project and its parameters. This document is written before submitting the statement of work. In contrast to the statement of work (SOW), the project scope statement example document identifies and describes the work required for producing the deliverables while never focusing on details on how to perform the work. Normally the documented project scope statement does not include any specifications for the resources and materials to be used, unless they are considered a structured component of the actual deliverable.*
2. *For example, a well-written sample scope statement template will never specify that 5 team members are expected to use equipment to accomplish the work within one week. It will never focus on specific resources, measures and requirements for accomplishing the work. As it has been said, the document can be a part of or closely linked to other project initiation documents, for example, the project requirements document, the project charter, business case, and goal statement. This document provides a simple overview of the project and its boundaries. A scope statement document example should give a description of the project in clear objective terms and focus on desired outcomes (any deliverables associated with the initial project effort).*
3. *If due to complexity, rudimentary requirements (or other factors that reduce the likelihood of project success) there is a significant probability of misunderstanding or malfunction, the documented project scope statement example template should be used to refine and clarify what information is not to be included as a part of the project.*
4. *In this connection, the content of a preliminary scope statement includes three major sections, such as a clear description of the project, its outcomes (deliverables), and approach.*
5. *Let’s briefly review each of the scope statement sections.*
   1. *Project Description. This section consists of the statement that describes the nature of the work to be done within the project. Project Description is indented for stating project boundaries and defining the extent of the project with reference to the project requirements.*
   2. *Outcomes. This section of the preliminary project scope statement document covers the results expected to be produced at the end of the project. It refers to project deliverables, so a clear statement of project deliverables should be added to Outcomes section.*
   3. *Approach. Selection of the approach(es) for implementing the project will depend on the rudimentary project requirements documents and project goals. This section of the project scope statement sample document covers the methodological foundation of the project.*

*The content of project scope statement is static and shouldn’t be changed during the course of the project. Only minor modifications are allowed but the original nature of the document will never undergo dramatic shifts and updates.*

# GOALS

*Any project requires a guiding light to achieve successful completion. A project goal statement is something like that light. A project goal statement is the basis of the project, because having a concise and clear project goal paves the way for stable project progress and ultimate project success. A project goal statement document example is to be developed at the Initiation Phase and required for creating the Project Charter.*

1. *Project Goal Statement is a clear picture view of what is to be accomplished by the project. It is a formal document to be created at the Initiation Phase showing the project context, including the project purpose, the quality focus, and the viewpoint. The project goal statement document should clearly and unambiguously point at the benefits that the sponsoring organization will gain in case the project will be successfully completed.*
2. *The goal statement document is a marketing tool that allows communicating with the sponsoring organization (aka “sponsor”, “project initiator”, “investor”) to establish relationships and request project funding. To assure the sponsoring organization that your project is worth investments, your goals statement should address a benefit for the investor based at least on three project goal statement criteria: Cost, Time and Quality. This means you need to mention about cost-effectiveness of your initiative, show time frames for accomplishment, and point at qualitative changes the project will make to the business.*
3. *A useable project goal statement template can be written by following SMART technique. SMART is one of the popular techniques used in different and various management fields for setting clear, concise and comprehensive goals. SMART abbreviation stands for Specific, Measurable, Achievable, Realistic and Time-scaled.*
4. *Take a look at the next example of the project goal statement. Following SMART technique, a company needs to state goals for a marketing campaign. This campaign will be a project that requires a statement of goals which should be specific, measurable, achievable, realistic and time-scaled. Goal setting can aid individual performance in four ways:*
   1. *Goals allow team members to be focused and committed to achieving the end result.*
   2. *Goals serve as an energizer; goals stimulate people to make an extra effort to achieve them.*
   3. *Goals encourage team members to use their initiative to make effective decisions with long-term impacts. This often results in more efficient and successful working practices that are driven from the bottom up rather than by management.*
   4. *Goals motivate employees to organize their time efficiently to maximize productivity.*
5. *Specific: Very often, when you examine a particular goal, you will find that it can be broken down into separate, more specific goals. The first step in this process is to ask the five ‘W’ questions:*
   1. *What: What do I want to accomplish?*
   2. *Why: Specific reasons for, or purpose or benefits of accomplishing the goal.*
   3. *Who: Who is involved?*
   4. *Where: Identify a location.*
   5. *Which: Identify requirements and constraints.*
6. *Measurable: The second term stresses the need for concrete criteria for measuring progress toward the attainment of the goal. The thought behind this is that if a goal is not measurable, it is not possible to know whether a team is making progress towards successful completion. Measuring progress will help a team stay on track, reach its target dates, and experience the sense of achievement that spurs it on to the continued effort that is required to reach the goal. Whatever format best suits your particular goal will enable you to judge and assess your progress, as you move towards attaining it.*
7. *Attainable or Achievable: There is little point in setting a goal that is either too difficult to achieve or beyond your capabilities, as this will only serve to de-motivate you and destroy your self-confidence. The importance of being able to accomplish a goal is equally vital when you are setting goals for others, as it is for yourself.*
   1. *When setting a goal you must use your knowledge and current skills as a barometer for ensuring that the goal is ‘attainable.’*
   2. *Setting yourself a goal that is too easily fulfilled will leave you feeling cheated once it is attained. This is because you didn’t feel sufficient, if any, ‘challenge’ was present in the process of accomplishing it. The more experience you have in setting your own goals, the more adept you will become at striking the necessary balance between your goal being challenging and it being attainable.*
   3. *When setting ‘attainable’ goals in the workplace you must also ensure that sufficient re- sources are at your disposal and that your workload can accommodate this new requirement. If you are unable to alter either your resources or workload then you will need to alter your goal to a lower level, or address the resource constraint, so that your goal is achievable.*
8. *Relevant: Goals that are relevant to your boss, your team, and your organization will receive the needed support. Relevant goals drive the team, department, and organization forward. A goal that sup- ports or is in alignment with other goals would be considered a relevant goal. In the workplace, as part of this process, you will need to review any goal you establish against the organization’s mission statement and your own personal objectives, as well as the role you perform. Any objective you set within the working environment should enhance a person’s knowledge, skills, or attributes (KSA) in some way to bring them overall benefit in terms of their competencies and behaviors. A relevant goal can answer ‘yes’ to these questions:*
   1. *Is it worth the cost & resources required?*
   2. *Is this the right time to be doing it?*
   3. *Does it fit in with our overall strategy?*
9. *Time Bound: It is essential that goals have a timeframe or target date. A commitment to a deadline helps a team focus their efforts towards completion of the goal and prevents goals from being overtaken by other, unrelated routine tasks that may arise. A time-restrained goal is intended to establish a sense of urgency.*

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| Goal-ID | Priority | Factors Addressed |
| 1 | 1 | Goal Label |
| Target Audience | Customers/ Stakeholders |
| Driver | Purpose to Exist |
| Description | Statements Describing Feature |
| Response | Agreement on Goal Statement |
| Open Issues | Discussion and Revision |

|  |  |  |
| --- | --- | --- |
| Goal-ID | Priority | Factors Addressed |
| 2 | 1 | Goal Label |
| Target Audience | Customers/ Stakeholders |
| Driver | Purpose to Exist |
| Description | Statements Describing Feature |
| Response | Agreement on Goal Statement |
| Open Issues | Discussion and Revision |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Goal 1 Description: | | | | |
| Specific Test | | | | |
| Is ‘What’ identifiable? | Is the ‘Why’ clear? | Can ‘Who’ be identified? | ‘Where’ will it be performed? | ‘Which’ resources are needed? |
|  |  |  |  |  |

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| --- | --- | --- |
| Goal 1 Description: | | |
| Measurable Test | | |
| Is the end result quantifiable? | ‘Figure’ of Measurement | Has the goal a clear end date/point? |
|  |  |  |

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| --- | --- | --- | --- |
| Goal 1 Description: | | | |
| ATTAINABLE Test | | | |
| What is your reaction to goal? | Does it feel realistic? | Is it overwhelming? | Do you find it motivating? |
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| --- | --- | --- |
| Goal 1 Description: | | |
| RELEVANT Test | | |
| Does it fit into the overall team / organization objective? | Taking overall fit is the timing appropriate? | Do you have sufficient resources / budget to succeed? |
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| --- | --- | --- |
| Goal 1 Description: | | |
| TIME BOUND Test | | |
| Does it have a clear end date/point? | Is the focus clear so you can create an action plan? | Is its position on an Urgency/Importance grid clear? |
|  |  |  |

# FEATURE SET

*It is means of providing benefits to customers. A feature is a distinctive characteristic of a good or service that sets it apart from similar items. Customers, however, want a benefit and do not care much about the features which are touted by every supplier as unique or superior.*

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| --- | --- |
| Feature-ID | Feature Description |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |

# STAKEHOLDERS

1. *This section should discuss the methodology the project team will use to identify stakeholders and how stakeholders are defined. It is imperative that all stakeholders are identified regardless of how major or minor they are. This is because they will be categorized after they’re identified. If stakeholders are omitted there is a likelihood that they may become evident at some point during the project’s lifecycle and introduce delays or other obstacles to the project’s success. Great care and effort should be dedicated to this step of the Stakeholder Management Strategy.*
2. *This identifies the sub-set of stakeholders who have been identified as key stakeholders and the reasoning for determining that they are key stakeholders. Key stakeholders are often those who potentially have the most influence over a project or those who may be most affected by the project. They may also be stakeholders who are resistant to the change represented by the project. These key stakeholders may require more communication and management throughout the project’s lifecycle and it is important to identify them to seek their feedback on their desired level of participation and communication.*
3. *This section describes how the project team will analyze its list of identified stakeholders. This discussion should include how stakeholders will be categorized or grouped as well as the level of impact they may have based on their power, influence, and involvement in the project. There are several tools and techniques that can be used to help quantify stakeholders. A description of these tools and techniques should also be included in this section.*

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder | Concerns | Quadrant | Strategy/ Benefits |
| A | Ensuring proper handover of project to operations team | Minimal Effort | Communicate project specifications as required |
| B | Resource and scheduling constraints for production once project is transitioned to operations | Key Player | Solicit stakeholder as member of steering committee and obtain feedback on project planning. Frequent communication and addressing concerns are imperative |
| C | Ensuring on time delivery of materials | Minimal Effort | Communicate project schedule and material requirements ahead of time to ensure delivery |
| D | Possible union strike may impact material delivery | Minimal Effort | Solicit frequent updates and develop plan for alternative supply source |
| E | Product performance must meet or exceed current product | Key Player | Communicate test results and performance specifications and obtain feedback on customer requirements or any changes. Provide frequent status reports and updates. |
| F | Concerns regarding resources to assist project team with product design | Keep Satisfied | Communicate applicable resource requirements early and ensure resources are released back to engineering when they’re no longer required |
| G | Questions regarding design of product | Keep Informed | Allow technical staff to work with stakeholder to answer questions and address concerns and provide test results for validation |

# ACCEPTANCE CRITERIA

1. *Deliverables acceptance criteria are defined as a formal statement of needs, rules, tests, requirements and standards that must be used in reviewing project outcome and coming to agreement with the customer on the point the project has produced the deliverables that meet the initial expectations of the customer.*
2. *The ultimate goal of deliverables acceptance management is to ensure successful delivery of expected project results in a specified time period, within budget and within scope. For achieving this goal, there some key tasks that the project manager must accomplish. These tasks are:*
   1. *Set up the criteria for accepting project deliverables, coming to agreement with the customer.*
   2. *Determine and assign a person who will review the deliverables and assure their adherence to the criteria listed in the project acceptance plan (as it’s been said, normally the project manager accomplishes this task but there can be exceptions).*
   3. *Set up any time considerations that may be required for managing the acceptance of project deliverables and adherence to customer expectations.*
   4. *Make a deliverables acceptance document report that represents all the deliverables actually accepted and approved.*

|  |  |  |
| --- | --- | --- |
| Item | Concerns | Accepted / Rejected |
| Vision Definition |  |  |
| Mission Definition |  |  |
| Goals |  |  |
| Feature Definitions |  |  |
| Deliverables definition |  |  |