

CHECKLIST

Slide 1 – Intro to project

- ☐ Information about client (name / contact / what the client does)
- ☐ The client's initial 'pitch' – what did they want students to develop
- ☐ Group details – who is in the team
- ☐ How requirements for the system were gathered (they must have spoken to client somehow – online chat is fine).

Slide 2 & 3 – Team Plan

- ☐ Epic (in the current format – see later)
- ☐ Team plan
 - ☐ Details of overall system
 - ☐ Who will complete which subsystem
 - ☐ How they intend to test the system
 - ☐ How they will integrate the subsystems
- ☐ Project requirements (what equipment / software do they need)
- ☐ Potential commercial, economic, legal, ethical, social, and professional factors

Slide 4 – Intended users

- ☐ 1 persona per person in the group.
- Personas should include:
- ☐ Age / Gender / image of person
 - ☐ Quote – that sums up the user.
 - ☐ Bio – one sentence on their background
 - ☐ What are the main requirements they want from a system
 - ☐ What are the main frustrations of their current system

Slide 5 – 14 – Individual plans

- ☐ Clear outline of the individual subsystem
- ☐ 5 user stories (all clearly connected to one of the group personas)
- ☐ Clear outline of the tasks to be completed.

FAQs

What format should the epic be in?

It should be in the format:

Example:

For: [The user group]	For Northumbria students
Who: [Problem]	Who need to find good coffee
Our: [Type of system]	Our mobile app
Is a: [Outline project idea]	Is a 'good coffee' finder
That: [How it solves the problem]	That will show students ratings and locations.

Only one person will use the system we create – how do we create lots of personas?

You might be building for one stakeholder but it's unlikely there will only ever be one user of whatever you build. Think carefully about the different potential users and edge cases (e.g. does someone have a specific access need or a disability – would this make a difference to the way they interact with the system and therefore their requirements?).

Can we add extra info to the personas?

Yes. Feel free to create detailed personas – just keep in mind that they are there to help you imagine the different users.

Can I have more than 5 user stories?

No. You need to stick to the limits – you don't have much time for your presentation (or for your eventual development) so you should prioritise the 5 key user stories for this presentation. By all means keep a list of others to use when developing but we want to see only 5 in the presentation.

Can we go over the slide limit?

No. One minute per slide is the absolute maximum within a presentation so you cannot go beyond the amount of slides or your presentation will be too long.

We haven't spoken to the stakeholder – is it ok to just write some requirements ourselves?

No. You must speak to your stakeholder. If you are struggling to get a response from your stakeholder then speak to your supervisor asap. We can help contact them or as a last resort assign you a new stakeholder.

Can we speak to the stakeholder online / over email?

Speaking to them online e.g. over zoom is fine. Speaking to them only via email is highly discouraged – it would be considered the bare minimum and while it's better than not speaking to them at all, it is definitely not best practice.