

**Quote N°**  **Référence client :**

**Raison sociale** :

**Adresse** :

**Apporteur d’affaire ou direct**

Nom de la Société :

**Nom et prénom du contact,**

**Nom, Prénom et fonction:** 

**Tél. : fixe et mobile :** /



**e.mail :** /

The present document aims at gathering requirements from the client to help scoping the project and produce a detailed brief for the team, so we can move on the feasability, estimation and proposal phase of the sales process.

The document is divided into X section. For each section a serie of question is proposed to drive the interview with the client

* Global context
* Project context
* Constraints
* Requirement gathering
* Availability of content
* Identified risks for IT projects
* Potential Solutions
* Next steps

# Global Context

* What is the client main business ?
* What is going to be the administrative body of the project ?
* Where are you in the decision process ?
* Is the budget defined and validated ?

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| --- | --- |
| Description of the client company | |
| Université enseignant la physique. | |
| Description the business application of the company | |
| Distribuer des formations aux étudiants. | |
| What are the motivations of the client | |
| Pouvoir réaliser des expériences à moindre coût.  Améliorer la qualité des cours enseignés. | |

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# Project Context

* What is the objective of the project ?
* What is the problem that we want to address ?
* Who will be the end user (social category, age, gender, IT knowledge, interests, …) ?
* What is the expected impact ?
* How can we mesure the ROI ?

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| --- | --- |
| Objectives of the project | |
| Avoir un outil de pédagogie alternatif pour les étudiants qui permet de manipuler des éléments chimiques et de réaliser des expériences sans danger. | |
| Description of the end users (social category, age, gender, IT knowledge, interests, …) | |
| Les étudiants entre 18 et 26 ans généralement.  Ils ont un background scientifique.  Ils sont à l’aise avec l’informatique.  Les enseignants entre 30 et 60 ans.  Peu de compétences sur l’informatique → pas à l’aise | |
| Which is the impact expected by the client (societal, environmental,strategic, economic, management, communication, …) ? | |
| Amélioration du taux de réussite aux examens finaux.  Réduction des coûts liés aux produits chimiques, etc.  Amélioration de la qualité des cours.  Amélioration du retour d’expériences. | |

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# Constraints

* What is the criticality level ?
* What is the confidentiality level ?
* Will you communicate on this project ? can we communicate on this project ?
* What is the current timeline of the project ?
* Is the project linked to an event ?
* What is the targeted hardware ? Is it already purchased ?

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| --- | --- |
| On client side (regulatory constraints, input data integrity, deadline, budget, graphic framework, supplier, current hardware…) | |
| Pour la rentrée 2018.  Budgets faibles car il s’agit de l’éducation nationale → budgets limités  Graphismes moyens | |
| EON side (iOS publishing, lead time delivery/supply, shipping …) | |
| En fonction de la planification des ressources  Maintenance de l’application | |

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# Requirement gathering

* Do you have specific hardware to target ? (PC, mobile, HMD, …)
* How will you distribute / deploy the application ?
* What kind of interaction need to be implemented ? AR / Touch / VR
* What language ?
* What platform ?

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| --- | --- | --- | --- |
| Category | Name | Description | Priority |
| Functional | Fonctionnement sur PC avec un casque VR |  | * High * Medium * Low |
| Accessibility | Langue | En Français dans un premier temps | * High * Medium * Low |
| Publishing | Aucun |  | * High * Medium * Low |
| Deployment | Sur les environnements de cours. | Internal ad hoc deployment | * High * Medium * Low |
| User Experience |  | Casque de VR et manettes | * High * Medium * Low |
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# Availability of content

* Are there 3D models available ? what format ? are they textured ? optimised for real time ?
* Is there a need for 3D creation (avatars ? furniture ? …) ? describe the type of 3D models to create and the quantity.
* If no 3D model available, is there 2D plan ? pictures ?
* Is there other content to be integrated in the application (pdf ? vidéos ? brochures ? images ? text ? sound ? voice over ? 360 content?
* Do you have a prefered supplier to produce your content ?

Use the table bellow to list and describe the content that is available or that need to be produce ?

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Name | Description | Priority |
| Model Accuracy | Art atmosphere |  | * High * Medium * Low |
| Model Accuracy | Characters |  | * High * Medium * Low |
| Model Accuracy | Objects |  | * High * Medium * Low |
| Model Accuracy | Animation |  | * High * Medium * Low |
| Model Accuracy | Lights |  | * High * Medium * Low |
| Model Accuracy | Texture |  | * High * Medium * Low |
| Video |  |  | * High * Medium * Low |
| Images |  |  | * High * Medium * Low |
| Texts |  |  | * High * Medium * Low |
|  |  |  |  |

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# Identified Risks for IT Project

Identify most critical risks (see the risks spreadsheet) and questions for guiding tech sales guy.

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| --- | --- | --- |
| Risk type | Example | Comment |
| Schedule | - Is this project linked to a special planned event?  - Has this app to be available on mobile stores at a specific date? | La rentrée |
| Suppliers | - What are the delivery leadtime | 3 Days |
| Hardware | - Is this project to be delivered on a - specific hardware system? | yes |
| Maturity | - Where are you in terms of maturity in this project realisation? |  |
| Communication | - Is there an identified contact all along the project? |  |
| Others |  |  |
| Mauvaise compréhension du besoin |  | Domaine large, on ne peut pas tout représenter |
| Retard dans la livraison de matériel |  |  |
| Difficulté d’utilisation de l’application |  |  |

# Potential solutions

Describes the potential solutions in a few words.

Order solutions by preference/priority on client side.

# Next Step

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| --- | --- |
| Next meeting | [Internal Scri](https://drive.google.com/open?id=0B71Dp6-If4atbm8zQTZ3al9YVVk)pt Meeting and Risks Analysis |
| Next document | [Script I](https://docs.google.com/a/eonreality.com/document/d/1ZXQOcuLLU1KS9BxzsfCjNyUrNPSp3LhA92QYtLWV-t0/edit?usp=sharing)nternal Document |