

Criterion A – Planning

Brainstorming for initial interview with the client

What you should/may want ask the client:

1. Who is the client (job/role, company they work for, address/website?)
2. What does the client do (explain job/role duties)
3. What needs to be recorded, in terms of information
4. What is the current system (spreadsheet, pen and paper, memory, etc.) used to keep track of the information that is meaningful/important to the client
5. What the current system is able to do
6. What the current system is *unable* to do
7. What are the issues with the current system/problems the current system causes the client (i.e. loss of efficiency, efficacy, time, money, customers, opportunities, etc.)
8. What the client would like a new and improved system to be like (in general)
[optional question]
9. What are the specific functions that the new system needs to have (these would be the criterion for success, you need from 10 minimum to 15 at most), this is basically:
What does the new system have to be able to do in order to be better than the old one?

Mind the fact that the answer to #9 should focus on SMART* IT goals, such as calculate results, sort, search, validate, etc.

*SMART = Specific, Measurable, Achievable, Relevant, Time-Oriented.

More at <https://hr.wayne.edu/leads/phase1/smart-objectives>

Structure

Taken from your student checklist, we have:

The scenario

Client and problem

- Identify the client and/or adviser.
- Describe the problem requiring a solution or the unanswered.
- Initial consultation with client and/or adviser.
- Use in-text reference, screenshots, photos, etc. as evidence of consultation.

[Word count: 175~250]

The proposed product

- Identify your proposed product and justify it.
- How does your proposed product resolve the client's problem?
- How is your proposed solution better than the client's existing solution?
- You may want to add technical information about:
 - your development environment and tools (IDE, JDK, UML diagram applications, HTML editor, office suite, etc.)
 - the client's hardware and software where the proposed product will be implemented/run

[Word count: 175~250]

Specific performance (success) criteria

- Use a numbered or lettered list with specific criteria referring to functions or tasks that the proposed solution will perform.
- This is **not** included in the word count.

Evidence of consultation with the client

- Screenshots or photographs of the client's existing solution
- Photographs of the client's workplace/workspace
- Transcript of interviews with the client
- As stated above, the client's hardware and software specifications of the computer where the proposed product will be implemented/run

Remember to use paragraphs to structure and present your ideas!