CST8225 – Software Engineering: Specifications Analysis and Design

**Letter of Transmittal and** **Preliminary Investigation Document Template**

The following paragraphs contain the ordered outline that will be used for your project group's System Engineering Assignment and Student Project Preliminary Investigation Assignment submissions.

# Letter of Transmittal

The *Letter of Transmittal* is a one page cover letter (not a memo) addressed to the client that identifies and briefly explains the Preliminary Investigation document enclosed, requests the client to review the document, and to return his/her comments to the project group, along with his/her approval to proceed with the project. Ensure that you ask the client that should he/she find any discrepancies or misconceptions, to bring them to your immediate attention. Be polite – the client does not work for you! As a guideline, use the letter format given to you in ENL1819T, and adapt it to make sense for your project. Here is a link to assist you with this: <http://academic.algonquincollege.com/staff/galwayd/resources/barclay/index.htm>

# Preliminary Investigation Document

The Preliminary Investigation document immediately follows the *Letter of Transmittal.* Its purpose is to demonstrate the project group’s understanding of the project as currently defined by the client, and to present the client with their recommendations for the project. The PIECES Framework for Problem Identification on page 77 of Whitten 7th edition should also prove very useful as a practical framework for your project work.

# Title Page

The *Title Page* contains the following information:

* The Project Group Name
* The Client's Company Name
* The Project Name
* The title "Preliminary Investigation"
* The block "Prepared For:" followed by the client's(s') name, and company.
* The block "Prepared By:" followed by the project group members – Project Leader listed first (with "Project Leader") after his/her name, followed by other group members' names listed in alphabetical order of surnames (last name).
* Submission Date

# Non-Disclosure Agreement (NDA) (if applicable)

If the client requires NDAs, then at a minimum a copy of the following signed NDAs shall be included in this document (and all other project documents):

* Signed NDA for CST8151 Software Design, Testing, and Quality Assurance Course Professor and Project Advisor (Mrs. Patricia Murphy)
* Signed NDA for CST8151 Software Design, Testing, and Quality Assurance Project Professor (Mr. Mel Sanschagrin)
* Signed NDA for CST8160 Project Course Professor (Mr. Ed Strange)

Documents that are NDA protected have the following additional documentation requirements:

* The Title Page must have “Non-Disclosure Agreement (NDA) Protected” on it after the project's name
* Each page of the document must have “NDA Protected” in the Header
* A “numbered” separator page must be included in the Table of Contents for the copies of the signed NDAs

# Table of Contents

The *Table of Contents* shows the order of the sections in your report and contains the following, as applicable:

* List of Figures, showing page numbers
* List of Tables, showing page numbers
* List of Report Sections, showing page numbers
* List of Appendices. The appendices do not have their page numbers listed in the Table of Contents.

# Contact Information

The *Contact Information* contains a list of the key participants in the project.

* Client

Name

Company Address

Company Telephone Number

E-Mail Address

* Project Group Members

Name

E-Mail Address (non-Algonquin College e-mail address preferred – keep your email addresses *professional*)

* Project Advisor

Name and Title

College Mailing Address

College Telephone Number and Extension

E-Mail Address

* Project Professor

Name and Title

College Mailing Address

College Telephone Number and Extension

E-Mail Address

# *Introduction*

Use the following format for this paragraph, filling in the blanks, as required:

“This Preliminary Investigation outlines our project group’s understanding of <insert your project title – i.e. Monetary Counting System>, proposed by <insert your project group name – i.e. The Pizza Lovers Consulting Firm> sponsored by <insert client name>, <insert company name>." The project group leader is <insert project group leader’s name>, and the project team members are <insert alphabetized list of project team members>.” Finally, close this paragraph with a sentence that indicates the completion date of the project.

# *Purpose of the Project*

This paragraph outlines your understanding of the client’s requirements to initiate the project – problems, opportunities, and fulfilling directives. The project is placed in a business, scientific, technical or product line context as applicable, with strategic issues relevant to context discussed:

* Start the paragraph with a system request summary of the client’s problem statement
* Include a brief history of the current system, its users, and what led to this project. The key word here is HISTORY. Describe the history of the system. How did the current system come about? How well did it fulfill the client’s needs? Over time, did anything take place (growth, government regulations, etc...) that caused the system to become obsolete or ineffective - subsequently leading to the submission of the project request
* State why the project is required – what problem, opportunity, and/or requirements directives does this project address?

# *Users of the Project*

The profiles of all user categories are described here. This paragraph, at a minimum, answers the following questions/provides the following information:

* Describe who will be using the system.
* Describe the user profile.
* Describe skill levels required to use the system.
* Describe any special needs required for the system.

# *Project Scope*

In some respects, this is the most important portion of the Preliminary Investigation – it is your understanding of the *scope of the project* as the client currently defines it.

Create a bulleted list of the high-level functionality that the project will address:

* <insert item one description>

Create a bulleted list of the high-level constraints that the project must adhere to:

* <insert item one description>

# *Recommendations*

Provide a brief statement that the project group should proceed to undertake a detailed requirement analysis, plus any other relevant recommendations. Briefly discuss the project group’s plan to address the project scope, referring to Appendix A and Appendix B, as applicable.

## Appendix A: Project Gantt Chart

This appendix contains a high-level Gantt chart that details the project from the date you were assigned it to the project completion date, updated to reflect actual timelines. There is no requirement for *Resources* to be illustrated on this Gantt chart. See the (incomplete) example on Blackboard.

## Appendix B: Detailed Gantt Chart expanding the Preliminary Investigation Assignment

This appendix contains a comprehensive Gantt chart for the Student Project Preliminary Design Assignment phase of the project. It must explicitly illustrate your working level work breakdown for the Preliminary Design phase of the project including the assignment of resources.

## Appendix C: Detailed Gantt Chart expanding the Software Requirements Assignment

This appendix contains a comprehensive Gantt chart for the Student Project Software Requirements Assignment phase of the project. It must explicitly illustrate your working level work breakdown for the Software Requirements phase of the project including the assignment of resources.