

## CSE 578: Data Visualization

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# Systems Documentation Report

This is Milestone 4 of your team project, and it will be submitted in Checkpoint 2. In addition to the Executive Report presentation, your team must also provide a Systems Documentation Report. This 6-8 page report will describe the work that has been done to answer the question posed by UVW. You are writing this report for your co-workers who will be in charge of building and maintaining the application that the marketing department will use based on your findings.

## Directions

In 6-8 pages, describe the work that has been done to answer the question posed by UVW. You will also include your Python code with your submission.

Provide a detailed description of why your team chose to create the visualizations you produced, including all steps of the design process and what the visualizations demonstrate.

We recommend that you follow this format when writing your report:

1. **Roles and responsibilities.** Start your document with the information about project participants including a product owner, team members, and stakeholders. These details will clarify responsibilities and communicate the target release goals for each of the team members.
2. **Team goals and a business objective.** Define the most important goals and the business objective.
3. **Assumptions.** Create a list of technical or business assumptions that the team might have.
4. **User Stories.** List or link user stories that you prioritized for the project.
5. **Visualizations** Link the visualizations created to the business objective. Explain what each visualization tells you and why you choose to create the visualization.
6. **Questions.** As teams solve problems during the project progression, many questions inevitably arise. Report the questions your team had and the solutions you implemented.
7. **Not doing.** List the things that you are not doing now but plan on doing in the future. Such a list will help the developers prioritize features.

Source: <https://www.altexsoft.com/blog/business/software-documentation-types-and-best-practices/>

## Submission Directions for Checkpoint Deliverables

Upload a PDF file of your Executive Report presentation in the Unit 6 submission space. Upload one report per group. Include each group member's name on the report.

Include your Python code in your submission. In the past, students have uploaded a zipped folder containing the report and the code files, or a single PDF that includes the report and links to the code files.

## Grading Criteria

	0	3	5
<b>Systems Documentation Report:</b> <i>Is the report well written, and can it be used by other team members to fully understand the project design process?</i>	There is no systems report, or the system report is not detailed enough and is missing all recommended sections.	Systems report contains all recommended sections, but may not be detailed enough that team members fully understand the project design process.	Systems reports are well organized, contain all recommended sections and are detailed enough that other team members thoroughly understand the design process.