

ISDS-406: Systems Analysis & Design -- Project Mid-Semester Deliverable

Background: You should now be very familiar with the semester project. You have already completed several milestones for this project, both individually and in teams. The mid-semester deliverable is a team-based assignment where you will bring together your work.

Instructions: You will create a draft of your *system proposal* document to submit to the course instructor, who will evaluate your progress on the project. You should also provide a copy of your deliverable to your project sponsor to demonstrate to him/her that you are making progress. (For some teams, the instructor will fulfill both roles. For the remaining teams, you could provide your copy to the real project sponsor after receiving feedback from the instructor.)

Because this draft is an opportunity to interact with the instructor and/or project sponsor and make final Analysis Phase clarifications, some of the *content* of your system proposal draft will not be thoroughly graded at this time and can be in draft form (see grading rubric). (However, your final system proposal document will be roughly half of the final project deliverable at the end of the semester, so the better you do on it now, the fewer changes you will need to make to it later.) Your system proposal draft should include all components listed below:

Table of contents	New
Executive summary	New – see tips and hints below
Systems request	Combine and update from HW#1 (optional for teams doing “real world” project)
Project work plan	Combine and update from HW#2 – update dates and tasks as necessary
Feasibility analysis	Combine and update cost/benefit from HW#1 (optional for “real world” projects); PLUS: Add a paragraph each for <i>technical</i> , <i>economic</i> , and <i>organizational</i> feasibility (3 paragraphs total) (NOT optional for “real world” projects)
Requirements Definition Document	Combine and update from HW#7
Set of use cases	Combine and update from HW#5; should be comprehensive
Process model (DFDs)	Combine and update from HW#6; should have all Level 1 diagrams
Data model (E-R)	Combine and update from HW#7
Appendix	Interview summaries from HW#4 + any other documentation you want to include

You will submit your system proposal draft as a single PDF on Canvas before 11:59 p.m. on the deadline stated in the syllabus and on Canvas.

You will be required later in the semester to fill out a detailed form that I will provide you, informing me of details of participation within the team. This will affect your individual grade, and if you cause problems with your team, it could be a significant portion of the grade deducted.

Remember the principles of teamwork we learned about in Chapter 2 and apply them.

The instructions for this assignment are very open-ended, but the rubric below should be clear and I welcome any questions you might have about this assignment. Further, as a good analyst, you should anticipate asking any questions of the project sponsor about things that are still not clear to you at this point in the project before submitting the deliverable.

Good luck!

Grading Rubric (100 points possible)

<i>Component</i>	<i>Points</i>
Draft complete	50
Submit single document before deadline. 10 parts x 5 pts for each part being in fairly good shape. I will not be picky about grading most parts, since this is a “draft”, but I reserve the right to deduct points on any part of the deliverable if I determine that the draft is missing key information, has major errors, etc.	50
Executive Summary	40
Refers to each subsequent piece of the document (2 pts each)	14
Briefly summarizes main requirements of system	8
Clearly summarizes overall feasibility of project	12
Demonstrate that you have a fairly complete knowledge of requirements and you are ready to move on to the design phase (in other words, after reading your executive summary, it should be evident that you have all the information / requirements, etc. that you need, and no further major requirements elicitation will be necessary)	6
Formatting and Professionalism	10
Table of Contents lists correct pages for remaining elements	5
Executive Summary is easily readable and error-free (grammar and otherwise)	5
Total	100

Tips and hints on the executive summary:

The *Business Writer's Handbook (10th edition)*¹ says the following: “An executive summary consolidates the principal points of a formal report. Executive summaries differ from abstracts in that readers scan abstracts to decide whether to read the work in full. However, an executive summary may be the only section of a longer work read by many readers, so it must accurately and concisely represent the original document. It should restate the document’s *purpose*, *scope*, *conclusions*, and *recommendations*, as well as summarize how results were obtained or the reasons for the recommendations. Executive summaries tend to be about 10 percent of the length of the documents they summarize and generally follow the same sequence.”

I find it helpful to refer to subsequent pieces of the document when writing the executive summary. For example, “The use cases in this document demonstrate that...” However, the purpose of the executive summary is NOT to define the different elements of the proposal, but to summarize the content and requirements of the proposed system.

¹ Allred, G.J., Brusaw, C.T., Oliu, W.E. (eds.). 2003. *The Business Writer's Handbook*, 10th edition, Boston: Bedford, pp. 193-194.