***[Cover Page to be replace with PDF]***

**Checklist:**

• Use same design layout as deliverable 1

• Must have UPDATED date, signature, and consent statement for each member.

***[ insert Table of contents page]***

**Front Matter  
  
  *Cover Page***

***Table of contents***

***Statement of Previous Works (if any)***

**Executive Overview (updated)**

**Identify of Client (updated)**

***Description of client   
 Business Problem*   
 *Business Domain   
 Business Environment***

**The Questionnaire**

***Open Questions***

***The Questionnaire***

**Appendices**

***Appendix 2.1 – the questionnaire***

***Appendix 2.2 – if any***

***Appendix 2.3 – if any***

***[ insert “Updated Executive Overview” statement – max 1 page]***

[text]

**Checklist:**• (5 marks) An executive overview (maximum 1 page) summarizes the major findings of the project to-date and highlights (in words) the elements of the report being submitted. It is more than a table of contents in narrative form. It summarizes the contents of the document and contains all the essential information a business executive who does not necessarily have time to read the whole document needs to know to understand the crucial elements of your project at that point. Typically, it is written after the rest of the report is completed.

***[ insert “previous work” statement]***

[text]

**Checklist:**  
• (2 marks) A statement about using previous work in the deliverable. It is possible that your project will use code and ideas that you developed in another course, or at your place of work. Identify any previous (or concurrent) course project work on which your current project will build. If none, say so.

***[ insert “Identify Client” section]***

[text]

**Checklist:**• (5 marks) Description of the business domain – this is a description of the industry, based on your research

• (5 marks) Description of the business environment – this is a description of the world in which your client operates, based on your research and observations

• (3 marks) Description of the client – especially computer skills and attitudes

• (5 marks) Business problem – what is the business problem that the new system will resolve?

***[ insert “Open Questions” section]***

**Checklist:**

• (10 marks) Open questions (things you don’t know but wish you did). This should be a narrative; that is,

it should read like a story. For the example above (the small restaurant), part of the narrative could read

**Miscellaneous Checklist:**  
• (2 marks) Proper use of references

• (2 marks) Bibliography/Works cited (APA Style)

• (3 marks) Spelling, grammar and formatting.

**Appendix 2.1 – The Questionnaire**

*[replace with PDF file]*

**Appendix 2.2 –**

*[replace with PDF file]*

**Appendix 2.3 –**

*[replace with PDF file]*