Project Requirements Analysis – Summary Notes

1. Key Concepts

Data: Raw facts or figures collected for analysis.
Information: Processed data with meaning and context.
Pain Points: Problems or frustrations users or businesses face.
User Story: Short description of a feature from user's view (e.g. "As a student, I want to…").
Research: Systematic investigation to gain knowledge.
Project: Temporary task with defined goals, time, and cost.

2. Work Communication Process

Definition: The flow of information between sender and receiver in a workplace.
Components:
- Sender: Creates the message.
- Encoding: Converting ideas into symbols/words.
- Message: The content.
- Channel: Verbal, Written, or Visual.
- Receiver: Gets and interprets the message.
- Decoding: Understanding the message.
- Feedback: Receiver's response.

3. Data Collection Methods

Interview: Asking questions to gather data (structured, semi-structured, unstructured).
Questionnaire: Written tool with open or closed-ended questions.
Observation: Watching people/events (participant, non-participant, structured, unstructured).
Tools: Questionnaire forms, checklists.

Concept	Meaning	Example/Tool
Data	Raw facts	Numbers, text
Information	Processed data	Report
Pain Points	Problems faced	Long waiting time
User Story	User feature need	"As a student, I want to…"
Research	Systematic study	Market study
Project	Temporary goal-based task	System development