Software Project Assignment 1 REQUIREMENTS ELICITATION

Objectives

- Learn to collaborate with the customer to explore the problem space and understand what they want you to build;
- Learn to design an interview script and conduct the interview;
- Learn to elicit requirements by researching existing solutions in the market.

Assignment Deliverable

This assignment has several parts.

Part 1: Forming Teams
- Meet your team
- Discuss the project
- Arrange a meeting with the customer
- Discuss approximate roles each one of you can take
- Setup Gitlab accounts.

Part 2: Prepare the script
With your customer in mind, design an **interview script** with closed- and open-ended questions that cover the project background and goals. The questions should also explore in depth how that person conducts their business in the problem space.

The suggested process for creation: Start separately, every team member writes his own version of questions they want to ask. Then merge the individual scripts and proceed to a team discussion.

Part 3: Conduct the interview.
Plan for 20-30 minutes, but ask for a 60-minute slot if they are available. The whole team must attend. Take detailed notes during the interview. Also, we highly recommend making an audio or video recording so you don't miss anything if the person is okay with it (ask permission). If you are using a recorder, test it before the meeting with your customer, and test the recorder at the start of your meeting to make sure that the setup is working properly.

Part 4: Research existing solutions

At this point you should have a more or less clear idea of what is required from you.

Now it's time to research existing products:
- Pick and explore 3 products similar to yours.
- Take screenshots along the way and merge them on a board that fits on a third of an A4.
- Make a qualitative analysis table for app features.

Part 5:
Write a **1-page report** based on your **interviews** and **research**.

Describe the most significant learning points:
- The interview reflection points. Include the user's goals, and why they pursue those goals.
- The research results. What you learnt, how it affects your way forward.
- Questions you still have and need to clarify with the customer
- What you think should be your next steps to deliver the most value to the customer.

Submission

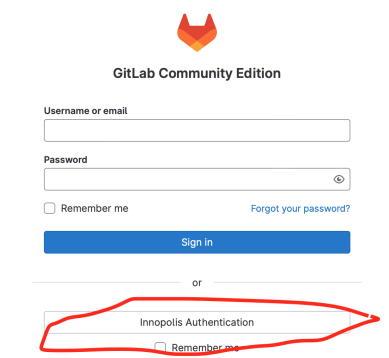**1. A PDF including following sections:**
- team members, roles;
- interview script;
- the interview notes/transcript;
- screenshots board;
- qualitative analysis table;
- the **1-page** report;
- link to the recording (if available).

The overall length of your PDF-file should not exceed 4 pages. Keep it structured, easy to read and to the point. Take this assignment as an example, we tried to make it easy to read. There should be only 1 submission from any team member.

2. Login into the university Gitlab using the university login.

We'll use the university Gitlab as our git system for the projects.
Link: https://gitlab.pg.innopolis.university

Further Guidance

Don't just limit yourself to the project description. You may propose your solutions. During the interview, allow yourself to deviate from the script as needed to follow-up on an important idea or line of inquiry that you had not anticipated. Review the notes or recording to identify relevant topics of discussion and to prioritize segments for transcription; this will save you time. When transcribing, do your best to follow the exact wording of the conversation. The key idea is to prevent any ambiguities and avoid summarizing or re-interpreting what the stakeholder says during the interview.

Evaluation Criteria

Your results will be evaluated based on:
- how well you apply closed- and open-ended questions to understand the customer
- the depth of your understanding of the customer's needs and goals
- the quality of the learning points
- the ingenuity and effectiveness of your customer collaboration and results analysis