**New Zealand Diploma in Information Systems**

**HTCS5607 IS Application Project**

**TECHNICAL REPORT TEMPLATE**

**Project Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Team Name(s)** | **Student ID** | **Email** | **Phone** |
| ***Project Manager***  *[Name]* |  |  |  |
| ***Deputy Project Manager***  *[Name]* |  |  |  |
| ***Team Members***  *[Name (s)]* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Client Stakeholders**

|  |  |  |
| --- | --- | --- |
| **Client Stakeholders** | **Full name and title** | **Contact details** |
| **Project Sponsor(s)** | *Lei Song, Simon Dacey* | *[phone, email]* |
| ***[add other roles as appropriate]*** | *[full name and title]* | *[phone, email]* |

**DATE OF SUBMISSION**

*dd/mm/yyyy*

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# 1. Document Control

## 1.1 Version History

This document has had the following revisions:

| **Version** | **Date** | **Author** | **Description of Change** |
| --- | --- | --- | --- |
| 0.1 |  |  | Initial draft |

## 1.2 Contribution to Report sections

| **Project Team Member name** | **Student ID** | **Report Section** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 1.3 Glossary

To provide clarity, terms and acronyms used in this document are defined as follows:

| **Term / Abbreviation** | **Definition** |
| --- | --- |
| Supervisor | Technical Advisor |
|  |  |

# 2. Executive Summary

# 3. Introduction

# 4. Technology Review

# 5. IT Methodology

# 6. Project Management

## 6.1 Project Management Narrative

*Details with evidence how the development of the project followed the selected systems development lifecycle*

## 6.2 Project Plan with Milestones

*Include an overall plan here and attach a detailed GANTT chart to the appendices*

## 6.3 Project Governance Responsibilities

*Explain who was responsible for project management and quality assurance, and explain how these tasks were carried out*

## 6.4 Project Meetings

*Include a schedule of your meetings (date, duration, participants, and type) and attach the minutes of each meeting to the appendices*

## 6.5 Project Reports

*Discuss the project status reports and attach your project status reports to the appendices*

## 6.6 Project Risk and Issue Analysis

*Discuss project risks and issues and attach your project risk and issue register to the appendices*

# 7. Requirements Analysis

## 7.1 Introduction

## 7.2 Use Case Diagram

## 7.3 Business Use Case Narratives (Descriptions)

## 7.4 Activity Diagrams

## 7.5 Overall Class Diagram

# 8. Project Design

## 8.1 Introduction

## 8.2 Software List

## 8.3 Version Control Software

## 8.4 Design Use Case Narratives (Descriptions)

## 8.5 Sequence Diagrams

## 8.6 Deployment Diagram

## 8.7 Database Design

*Include ERD and data dictionary*

## 8.8 Annotated User Interface Designs

## 8.9 Test Plan

# 9. Project Training

## 9.1 End User Background and Training Objectives

## 9.2 Training Materials

## 9.3 Training Deliverables

## 9.4 Evaluation

# 10. Conclusion & Lessons Learned

# References

# Appendices