School of Computer Science
Masters of Computing & Innovation

Business Case + draft Plan

Objective

You are to prepare

- **a business case** for your project: a short written document describing *WHAT* your project is about, *WHY* it is important and worth doing, and identifying the *GOALS* that your project aims to achieve in order to be a success.

- **a draft plan** of the 1st iteration: a short document describing the first goal or *milestone* you intend to complete in the first iteration. Your plan should include a baseline *SCHEDULE* identifying the tasks you need to undertake. It should also briefly describe your team organization, including roles and responsibilities and communication plan.

Deliverables

You will submit a 4 page PDF format document through MyUni. The document should have two parts as described below, each part taking approximately 2 pages. The deadline is Monday of week 6.

Part 1

Similar to the pitch presentation, the most important thing here is to introduce your project to the reader. You should aim for a concise, clear and accessible (easy to understand) presentation: you should not go into excessive detail (several of the other assessed activities will provide scope for detail). Make sure you include an executive summary as your first paragraph. A diagram may be helpful, but you must stay within the two page limit. Stay focused on the criteria (*WHAT*, *WHY* and *GOALS*) described in the objective: what problem will your project solve, why does that problem need to be solved and how will you know that you have solved it?

The deadline for this assignment is after you present your oral pitch. Therefore, you have the opportunity to edit your business case to address any questions or problems that arose during your pitch.

Part 2

Each team should write a iteration 1 plan: a short document describing your first iteration milestone and the *SCHEDULE* your team intend to follow in order to get complete the iteration on time. Your plan should break done the work into a list of well-defined activities and make use of a Gantt chart to illustrate the schedule, which will serve as a reference point to measure team progress.

You will need to think about how *TEAM* organization is working, describe current roles and responsibilities and have a *COMMUNICATION* plan in place, both internally within the group and externally to stakeholders, to support the rest of your project. Make sure these sections are clearly labelled in your plan.

Ethics

The *GOALS* are critical; choose them wisely and make sure they are achievable. If a few of the *GOALS* are ambitious and you are not sure whether they are achievable, make that clear.

Your *PLAN* should describe what you are actually going to do, not just be something that looks good on paper! You can end up in a terrible mess trying to explain why something has gone wrong when planned activities would have prevented it.

The team should prepare and send a PDF format draft of the 2-part document to their project supervisor at least a day before this meeting, so that he/she can provide the team with feedback.

Assessment

This document is worth 5% of the marks for the course. 65% of those marks will be awarded for content *i.e.* the extent to which you addressed the objectives. The remaining 35% of the marks for this assessment activity will be for presentation style, including how effective you are at communicating in written form and using diagrams.