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Software Engineering Web Project

HandBook

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# Introduction – Requirements Analysis Document (RAD)

The results of the requirements elicitation and the analysis activities are documented in the Requirements Analysis Document (RAD).

This document completely describes the system in terms of functional and nonfunctional requirements and serves as a contractual basis between the customer and the developer.

Requirements provide a crystal clear picture of the work that needs to be done so you can plan your project appropriately. It will enable you to gain a solid understanding of your project, its goals, your stakeholders, and their business.

Every new project in the workplace is created in response to a business need.  Detailed requirements is the process of discovering, analyzing, defining, and documenting the requirements that are related to a specific business objective. It is the process by which you clearly and precisely define the scope of the project, so that you can assess the timescales and resources needed to complete it.

The RAD must be written in the language of the customer's domain of business/expertise.

# RAD document template

1. **Introduction** 
   1. **Purpose of the System**
   2. **Scope of the System**
2. **Current System**
3. **Proposed System**
   1. **Overview**
   2. **Functional Requirements**
   3. **Non functional Requirements**
      1. **Usability**
      2. **Reliability**
      3. **Performance**
      4. **Supportability**
      5. **Implementation**
      6. **Interface**
      7. **Legal**
   4. **System Models**
      1. **Scenarios**
      2. **Use case model**
      3. **Analysis object model**
      4. **Dynamic model**
      5. **User interface navigational paths**
      6. **Screen mock-ups**
4. **Glossary**

**Note:** documentation delivered for assessment purposes should be consistent in style, layout and appearance, as far as possible. For example, in a word document, each member of the group should use a common header/footer, consistent font, size etc. for their contribution to the document.

# Project Folder

Each group must create a project folder for the group. This folder will serve as an important repository for information gathered. The project folder may contain sample documents , reference material supplied by the customer, minutes of meetings with the customer, records of e-mail exchanges with the customer, directions or recommendations from the supervisor and any other critical data relevant to the requirements, analysis and design information gathered.

This folder must be available to **all members** of the group.

The project Supervisor may ask to inspect the project folder at any time.

# Allocation of tasks - Introduction & Current System

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **4 Person** | **3 Person** |  |
| 1 | **Introduction** | | |  |
| 1.1 | Purposes of System | A | A |  |
| 1.2 | Scope of System | C | C | Narrative form – What does the business do. What systems does the business currently use. Problems discovered while defining the characteristics and operation of the current system. |
| 2 | **Current Services Description** | | |  |
| 2.1 | Context Diagram | D | C |  |
| 2.2 | External Entity List with Description | A | B |  |
| 2.3 | Outputs (with Recipients) | C | A |  |
| 2.4 | Inputs (with Sources) | D | C |  |
|  | **Documents & Requirements** | | |  |
| 2.5 | List of Documents | B | B | Give formal document name used in the business and any alias names, and descript the content |
| 2.6 | Initial List of Requirements | B | B | Describe the “functionality required” |

Each page of the document must be identified by the group member responsible for its production – Print student id and member name in Block letters.

# Appendix A

## Minutes of Meetings – Sample Document

**<Project Name>  
Meeting Minutes**

|  |  |
| --- | --- |
| Meeting Purpose: |  |
| Meeting Date: |  |
| Meeting Time: |  |
| Meeting Location: |  |
| Meeting Facilitator: |  |
| Attendees: |  |
| Minutes Issued By: |  |
| **Discussion** | |
|  | |
| **Actions** | |
|  | |

| **Signatures** |
| --- |
|  |

There are many formats in which minutes of meetings can be documented. The above is one such example but other formats may be used.

Refer to the following link for information on how to write minutes of meetings

<https://www.nuclino.com/articles/meeting-minutes-template-example>