

## Group Assignment Specification – Part A (10%)

### Project Specification Document

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#### Note:

This is a professional writing assignment. This means the presentation and quality of your writing must be at a professional standard – consistent formatting, title page, page numbers, headers footers, executive summary, etc.

In this assignment, you are not to present your comprehension like you would in an academic written assessment. Instead, you are to **apply** your comprehension to create a professional report that achieves an objective.

If you need to provide references, you do not cite as you would with academic writing. Instead, you provide footnotes and/or appendixes.

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### Your mindset for this assignment

You are working in the Development Division of **Pinnacle Software Inc.** Your company creates *tailor-made software solutions* for corporate clients. Pinnacle Software's head office is in Sydney, Australia and the company has development teams in Brisbane (Australia), Perth (Australia) and Bangalore (India). The main business of your organisation is to develop tailor-made software solutions based on the client requirements. In your division, you work in a team that has experts in various technical aspects such as database design and development, systems analysis and design and project management.

Providing tailor-made software solutions is a very competitive business, with many companies providing such services. In this competitive market, it is vital for Pinnacle Software to win as many clients as possible and provide them with quality software solutions, which are delivered on time and within budget.

The marketing division of Pinnacle Software seeks client projects and consults your division before signing any contracts with the client. They put together a client outline for your review and analysis based on a tender they are vying for. This client outline is a result of initial discussions with the tender contact.

At this point, the main responsibility of your team is to undertake an analysis of the client outline and to prepare a **Project Specification Document & a Project Proposal** to submit in response to the tender. If the tender is won, the agreed project is then handed over to a development team in one of the branch offices and managed by your team at the head office.

As experts in the area and to win the tender, your team is required to **provide a professional level specification document and a project proposal** with a recommended solution chosen from 3 alternative solutions that have been evaluated.

## Instructions – Project Specification Document - Part A – 10%

For the first part of this assignment your team is to Project Specification Document for your group's case study (project brief). **You MUST complete this assignment with the case study assigned to your group.** The case studies are separate to this document and are provided on vUWS. If your group creates a Specification Document for the wrong case study you will receive zero (0) marks and will fail the assessment.

A template is given on vUWS outlining the different sections of the specification document (*part-A-template.docx*). In this template is guidance for the required sections. The outline contains master headings (sections) of your assignment, you may give these sub-headings if you feel you need to break each master heading down into smaller sections.

The case studies given are incomplete. There are some questions you must ask to provide a valid project proposal. Work with your team to formulate questions (**3 only**) to ask, just like you would ask a real client, to ensure you have enough information to provide a feasible project proposal. This means you need to have a thorough understanding of what is required for every section of the project proposal, in relation to your particular case study.

It is vital to understand the answers to your questions will be from a *client perspective* and the client is only *considering* your company for its expertise and capability (your company has not yet been engaged to complete the project). Poorly formulated or irrelevant questions could lead to an unfeasible project proposal (Part B) for the client. An unfeasible project proposal will lead to significant loss of marks for Part B. The questions will be answered by the marker who will be acting as the client.

The questions are to be in a **professionally** written email to the client, asking the client to review the attached specification document, and if they could address the questions you have in relation to their project. This email must be **professional**. The questions cannot just be bullet points, but must explain to the client why you are asking them, and to provide context and understanding why the answers are required for your proposal. This email is to be submitted along with the specification document – it must be **added** as an additional page before your specification document title page.

The specification document will outline all the functional and non-functional requirements of the project derived from the case study allocated to your group. The document must be of a professional standard. Your group will use this specification document to show your understanding of the requirements of the project described in the case study.

For feedback, the marker will provide a client email in return (as part of the marking feedback) which will answer your questions, together with their judgement of the specification document. This feedback must be acted upon and any changes incorporated into the requirements sections in the final project proposal.

## Submission Requirements of Part A

**Due: 11:59pm, 25<sup>th</sup> of April 2020**, to be submitted through the “**Part A: Case study Questions and Specification Document**” submission link on vUWS. **Only one group member can submit.** The team will nominate a delegate for the team submission.

This delegate must be given to the Unit Coordinator on or before **Monday 19<sup>th</sup>** of April 2020 via email. The email must be carbon copied (CC'd) to all group members, and the subject line of the email must be “**300578 group delegate**”.

Failure to notify the Unit Coordinator of the delegate could result in a fail-non-submit (FNS) grade as no one in the team will be able to submit. Only the nominated group member will get access to the submission link.

The submission is to be a text-based PDF. An image-based PDF will be deemed as a Non-Submit. A text-based PDF is a PDF that allows text to be selected with your cursor.

Part A Peer Review: Every group member must submit a Part A Peer Review through the “Part A Peer Review” submission link on vUWS by the due date of Part A.

## Student Contributions

This assignment will be developed by student teams. All team members must make a commitment to themselves and each other that they will make every effort to fulfil their allocated responsibilities in this group assignment, to the best of their ability, at all times. It is expected that students set time aside each week to work with their team to complete this project. The nature of this assignment requires cooperation and collaboration with group members. This assessment is not an assignment where you divide up the work and complete it individually without discussion and review within the team. When this happens, it is reflected in the marks. This is because the team submits an incoherent and infeasible proposal. **The team as a whole is responsible for what is submitted.**

The student peer review form favours those students who do the work. This means if you do not actively take part or ‘pull your weight’ in terms of workload you will lose marks. This also means, if you find that one student is encroaching on your workload, and you do not address this, then this will reflect in your marks not theirs. This is a common scenario in the workforce where a colleague will steal your workload to either make you look bad, is not a team player, or is trying to earn a bonus or a promotion.

If there is a problem within your group which you can't resolve after a proper attempt to (keep records), please contact the Unit Coordinator earlier rather than later.

## Student Peer Review Submission

You will be required to submit a *Part A Peer Review* form for Part A. The peer review will be due at the same time as Part A: Case study questions and specification document is due (see details above).

To receive your final mark for this assessment, you must submit your peer review containing a review **yourself and your group members**. Failure to submit this will result in a possible Fail Non-Submit grade for the unit. This peer review will be submitted individually (not with your group project) through vUWS. It is advised that you discuss with your team members who is responsible for each section as early as possible – possibly get each member to sign the form and take a photo. Differences in the distribution of responsibilities between team members reflects the coherence of the team (and shows the team members

level of competency of some of the learning outcomes of the unit), therefore you all must ensure everyone agrees to and has the same responsibility list.

For details on how to fill out and complete your peer review please refer to the peer review instructions within the peer review.

Late submission or non-submission of the peer review will lead to a Fail-Non-Submit Grade for you only, not your team.