



MEIC
GPI 1º Sem.
2017/18

Purpose:

In this Third delivery, it is intended that students elaborate two documents: (Doc1) the final proposal and (Doc2) the internal proposal evaluation document, both documents associated to the m MyTGuide Project.

Layout of the document to deliver:

Cover with the identification of the shift, responsible faculty, group number, and its elements (only the students who performed the work);

(Doc1) Proposal Layout:

[You may consider this document as Your “Proposal” to be sent to FreeTime company in response to its previous invitation]

- Introduction: the document purpose with a brief presentation of your fictitious organization (max 1 page);
- Executive Summary: including the project purpose (what and why), success criteria, success factors, the total price, the total project duration and respective schedule (max 2 pages);
- Project Scope: including the WBS and the list of deliverables (max 2 pages);
- Project Schedule: including the simplified Gantt chart with only the phases, work packages and milestones (max 2 pages); (the detailed Gantt chart shall be presented as an annex);
- Project Organization, Communication and Resources: including the OBS, Responsibility Matrix, and Communication plan (max 4 pages);
- Price and Supplier Conditions: with your price; the invoice plan and payment conditions (max 2 pages);
- Annex: Gantt-chart with the detailed schedule (check the option to show the critical activities), including the resources-tasks allocation.



(Doc2) Internal Evaluation Proposal Layout:

[You may consider this document as an internal and private document to be used exclusively by the managers of your own fictitious organization]

- Project Risks: including the risks register resulting from the risks identification, risk assessment, risk treatment procedures (max 3 pages);
- Project Financial evaluation (costs (labor cost extracted from MS-Project), profits and cash flow analysis)
- Resources Pool prepared and produced from the MS Project.

General instructions and assumptions:

- Consider the instructions, assumptions and feedback given in previous deliveries.
- The proposal shall include the cost for a DBMS server license of 5000€ plus VAT.
- The proposal shall include the cost for some (at least 4) meetings in other places in Portugal,
- namely in South and North regions of Portugal where FreeTime has some delegations. The training of end-users (partners and other key-users) shall also include two 2-days sessions, one in South and other in North delegation.

Delivery instructions:

All groups must deliver a hard copy of their work, until 15:00 on 17th November of 2017: groups of IST-Alameda campus must deliver it at the INESC Entrance (Portaria do INESC); whereas groups of IST-Taguspark campus must deliver it at the campus' reception, clearly identifying the respective target professor, namely "Alberto Silva", or "Rosário Bernardo".

In addition to the delivery of this printed report (as referred above), each group shall also submit the respective ZIP file in the Fenix system. This ZIP file should contain the PDF file of the printed report, as well as the companion XSL and MPP files. All these files (PDF, DOC, XSL, MPP etc. and the ZIP file) must have a name satisfying the following syntax: "GPI2017_cc_Gxx_D3.yyy", where "cc" is the campus ("AL" or "TP"), "xx" is the group number, and "yyy" the extension type file.

Note: For all of those whose reports are not delivered on time and under the conditions mentioned above, their delivery will not be classified, nor will the students receive any feedback regarding their work; there will be no exceptions.