



Purpose:

In this first delivery, it is intended that students elaborate a document that includes elements/artifacts regarding the scope definition for the MyTGuide Project. For more information see the project description document.

Students may organize their report based on the GPI1E.xlsx

Notes: Students should carefully read the above mentioned document that describes the business context from which arose the need for this endeavor and, based on that analyze, extract all the relevant information to this project.

Layout of the document to deliver:

- ✓ Cover sheet, with the identification of the group, that is the group number, and its elements (students who actually performed the work) [GPI1E sheet “index”];
- ✓ The purpose of the project, that is, a descriptive paragraphs to answer the questions "what" and "why" the client company needs the new information system (and complementary services), according to a business-related perspective [GPI1E sheet “int.charter”];
- ✓ The project’s success criteria, success factors, project constraints and major project stakeholders [GPI1E sheet “int.charter”];
- ✓ Work Breakdown Structure (WBS), showing clearly the phases and work packages using an Office tool such as PowerPoint, Visio, or Word; additionally specified the WBS dictionary, including Milestones identification [sheet “scope.wbs.dictionary”];
- ✓ Deliverables table, with a brief description of each deliverable, type, and its respective WP [sheet “scope.deliverables”];

Delivery instructions:

All artifacts produced for the resolution of this work should be delivered in a bound report (paper print report).

All groups must deliver a hard copy of their work, until 15:00 on October 6th, 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”.

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.