FIT2001 – Assignment 1: Requirements Gathering

ASSIGNMENT INFORMATION

Due Dates:

Assignment 1 – Requirements Gathering	Due – Interview: Will be held in Week 4 or 5 at a time organized with your tutor Due – Report: Sunday 4 April 2021, 5pm
Self and Peer Assessment 1	Due: Monday 5 April 2021, 5pm

Group Assignment: You will complete this assignment in your allocated team. If you do not have a team allocation, please contact your tutor

IMPORTANT NOTE: You will receive an individual mark for this assignment, based on your group mark which will be moderated based on the CATME peer assessment and tutor observation. All team members must complete the self and peer assessment for the assignment. Failure to complete the peer assessment by the due date will most likely result in a fail mark for the assignment.

Value:
Assignment 1 is worth 5% of the final mark.

Aims:
This assignment will give you the opportunity to practice your analytical, communication and teamwork skills. Specifically, it will help you:

- Identify the business requirements for a system using data gathering techniques
- Develop your interview skills
- Identify and analyse relevant stakeholders in a project

Assignment outline
You have been given the task of gather information and analysing stakeholders for the development of an information system for the Monash Art, Design and Architecture (MADA) Graduate Research Team.

Assessment criteria
A detailed marking scheme is available in the Assignments section on Moodle. We highly recommend reviewing the marking scheme before commencing the assignment.

Assignment help
Please watch Assignment 1 video. Students are encouraged to post questions about the assignment and the system on the Ed Discussion forum – Assignment 1 section. We will have an FAQs post pinned in the Assignment 1 section. Please read the FAQs and the Assignment 1 forum before posting

your question, as your question may have already been answered. Please do not post answers for staff to review on the forum.
NOTE: Staff will make every attempt to answer questions promptly – NOT necessarily immediately.

Assignment planning and management

Assignment planning and management must be done using the Trello Kanban project management tool. You must create an Assignment 1 Trello board and actively use it. Please give your tutors access to your Trello board.

Extensions:

Due to the assignment structure, late submissions will not be accepted, as solutions might often be released straight after the due date. However, if there are extenuating circumstances, please contact your campus lecturer.

Submission process:

- **Assignment 1 should only be submitted once via Moodle, by a single member of the team. Please note that the similarly detection software Turnitin will be enabled.**
- The file name of the submission should follow this format:
    - FIT2001_Assignment1_ Team[yourTeamID].pdf (or .zip or .rar)
    - e.g. FIT2001_Assignment1_Team96.pdf
- All team members are responsible for the final submission, and therefore every team member should review the final version, prior to its submission.
- **Each team member must accept the digital coversheet on Moodle**. Failure to do so will result in your assignment not being submitted correctly, and thus not being marked.
- Ideally, a single file (PDF) should contain the entire submission, if there is a need for multiple files, all files need to be put in a single compressed folder (.ZIP or .RAR are acceptable)

To submit the assignment ONLY DONE BY ONE TEAM MEMBER

- Click on 'Assignment 1 - Requirements Gathering Submission'
- To submit a pdf copy of the assignment - click on 'Add submission'
- Click on 'Submit Assignment'
- When at the digital coversheet 'Confirm Submission' statement
- Tick the 'I accept student statement' box, Click on 'Continue'

To confirm submission - MUST BE DONE BY ALL OTHER TEAM MEMBERS, otherwise the assignment submission will not be finalised

- Click on 'Assignment 1 - Requirements Gathering Submission'
- Click on 'Submit Assignment'
- When at the digital coversheet 'Confirm Submission' statement
- Tick the 'I accept student statement' box, Click on 'Continue'

Once all team members have been through this process the assignment is deemed to have been submitted.

ASSIGNMENT REQUIREMENTS

This assignment will help you understand the business requirements of the system desired by the MADA Graduate Research Team.

Interview (Reference: Seminar 3 and Workshop 4)
You will conduct an interview with your client – Charli who is the Manager of the Graduate Research Team at MADA (this role will be played by your tutor) during a time organized with your tutor during Week 4 or 5. Using the preliminary system description (see Appendix A), teams need to prepare for the interview. **All team members need to be present and actively asking questions during the interview.** Charli has approx. 15 minutes for the interview.

Stakeholder Analysis (Reference: Workshop 3 Student Support Material)

- Identify the stakeholders in the proposed system.
- Analyse each stakeholder, and place in the relevant quadrant of a power/level of interest matrix.
- Briefly explain your matrix placement decision for each stakeholder.

ASSIGNMENT DELIVERABLES

Assignment 1 should be submitted in a Report format.
Please refer to Monash Research Learning Online for resources to help with planning and presenting your Assignment.
https://www.monash.edu/rlo/home

The report should include:

Interview Deliverables

- Interview Agenda (include what it has is it covered in the lecture)
- Interview Record – This is not a 'word for word' transcript of the interview, but a summary of all the key business functional and non-functional requirements described during the interview. It is used by the client to confirm that you have understood their requirements.
- A pdf version of all communication emails with the client to organise and finalise the meeting (for a pdf version of an email you can print as pdf).

  NOTE: Even though these emails were sent to your tutor in their role as your client as part of the interview process, you must still submit all the specified items as part of your Assignment 1 submission via Moodle.

Stakeholder Analysis (this is not part of the interview)

- A completed power/level of interest matrix.
- Discussion of your reasoning behind the placement decision in the matrix for each stakeholder.

Assumptions

Please note any assumptions you have made about the case study – it is perfectly fine to have none.

Self and Peer Assessment

Please see the Assignments section of the Moodle page for details of how to do this using the CATME system. The system will only open for one day after the due date of the assignment, so that you can adequately reflect on your own performance and that of your team members. Failure to complete the peer assessment by the due date will most likely result in a fail mark for the assignment.

Appendix A MADA Graduate Research Team System
Preliminary System Description

The MADA Graduate Research Team has been looking after PhD students for many years. Charli is the manager of the team and has provided the following preliminary information about the system s/he would like you to build for the team. Charli has provided the following preliminary system description, and sis looking forward to meeting your team.

The MADA Graduate Research Team look after all the PhD students in our Faculty. We currently have 78 PhD students. Our main goal is to support our PhD students so that they successfully complete their PhDs.

A PhD student is either full-time (up to 3 years) or a part-time (up to 6 years), and is allocated one or 2 supervisors to assist them during their PhD. Throughout this time, regular and thorough reviews of progress help keep candidates and supervisors on track. To assist with this review process formal progress meetings called milestones are compulsory for all PhD students. There are three milestones at set times during a student's PhD:

- Confirmation
- Progress Review (Mid Candidature Review)
- Final Review (Pre Submission Seminar)

These milestone meetings are with the PhD candidate, the supervisor and a panel of 3 expert academics. We currently have a manual system and a few different spreadsheets to manage this process. It is chaotic and very time consuming and it is very difficult to manage. At busy times milestone meetings are delayed and we often have no idea of where we are in the process. There are lots of issues with staff and candidates not being notified about the milestone meetings in a timely way, and the information required to check progress is all over the place – often in the email inbox of staff.

We want to be able to automate and streamline the process as much as possible so that the whole milestone meeting process from start to finish is very smooth, including when a candidate does not meet the requirements and we have to organise another milestone meeting. There are so many aspects – organising the meeting date, time, location and confirming availability of all attendees, selecting suitable panel members, making sure all the admin aspects of the meeting (catering, tech set up, etc.) are done, sending emails and reminders and managing cancellations to name just a few.

We want all the documentation and feedback associated with a milestone meeting to be in one spot online. Students should be able to upload all the required documentation for a milestone meeting, supervisors should be able to add any comments, and panel members should also be able to add comments and their final decision as to the meeting outcome. All the stakeholders should have access to the system for what they need to do with it. We also really want help with managing panel members suggestions from the supervisor and the student and the selection of suitable panel members.

We don't currently have any overall reporting or analysis of the progress of our PhD candidates across our Faculty, but we would really like this feature in future. It would also be interesting to see this progress breakdown by Supervisor, to see if there are issues with particular supervisors.