# FIT3048 2022 sem 2 V1 UG IE – Business Vision **with content for iteration 1** (10%)



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## 1. Important notes

The report should be completed first. It should…

- Form the basis of your presentation to your clients of your understanding of their business and their requirements and how you will add value
- Be completed before any development begins
- Be presented to the client (in the formal presentation) and sent with any notes added about changes and feedback gained from the presentation
- Be designed appropriately for your most important audience, your client.

For the formal presentation…

- All team members must present and contribute
- All teams should be prepared for questions and feedback from the staff and fellow students when presenting in class, and the client. You should take note of all feedback.
- Take minutes of agreement obtained from the client or their representative, document changes. You must share this documentation with the client by emailing minutes.

## 2. Aims (of this deliverable)

Students **successful** with this assessment will…

- Document the background to a project proposal;
- Provide the justification for undertaking a project;
- Identify and document the client's business description, offerings, goals, operations and nuances of conduct;
- Interview, interact and negotiate with real-world external stakeholders as well as academic mentors;
- Design a project plan suitable for an iterative system development project;
- Understand the value of using a range of models and tools to help identify, document and understand user requirements;
- Understand the value of the review process and feedback to improve the quality of a deliverable.
- Develop and practice presentation skills;
- Practice summarising, reporting and use of feedback skills;
- Present to a variety of audiences including real world external stakeholders; and
- Demonstrate understanding of various designed problem spaces and solutions.

The project aims of this deliverable are to:

- Negotiate with stakeholders to get agreement on the initial scope of the business;
- Identify and describe general problems and needs;
- Provide a basis for the incremental development of the system;
- Obtain feedback to ensure that the client's business is accurately understood.

- To prepare for the client presentation the 'System Overview' for acceptance and sign-off;
- To gain feedback in order to improve the Systems Overview Report and problem space and solution.

## 3. Due dates / Weight and Submission - 10%

(see assessment guide on Moodle for any changes)

**Submission requirements:**

- Presentation, presented to clients in the studio (if clients are not able to attend, speak to your mentor, before the due date)
- Report should only be submitted once (by any member of the team)
- Report must be submitted in Moodle by the due date, and after feedback given which is noted in the PGP, a changed report must be submitted to the PGP by the following studio.

### 1. Report and Presentation

| Business Vision | When | Requirements | Where to submit |
|---|---|---|---|
| Report | Week 2 (Wednesday) 11.55pm<br>for review in Week 2 studio2 | Report<br><br>Feedback, noted in PGP | Moodle - graded<br><br>PGP |
| Presentation | Week 2 studio 2 | Presentation to studio and client<br>Slides into PGP before studio | Graded<br>PGP |
| Fixed report | Week3 studio 1 | Fixed version of report | PGP |

### 2. Governance Portfolio (see 5.3) and Trello up to date

| Supporting artefacts | When | Requirements | Where to submit |
|---|---|---|---|
| including ER Model, minutes, feedback notes from mentors, fixed report, details from presentation with feedback, any agreement obtained, all changes documented, Backlog on Trello. | Week 2 (Wednesday 11.55pm<br>for review in Week 2 studio 2<br><br>Week 2 studio 2 | Feedback, noted in PGP<br><br>Fixed version | PGP - Graded<br><br>PGP |

## Extensions and late submissions

- Organise extensions through your mentors. Otherwise [in-semester special consideration process]
- Late penalty: **10% per day** (inc. weekends) of marks received.

## 4.Stakeholders for this deliverable

### 4.1. Client

The client will use the deliverable to…

- Understand the way in which the project will be conducted (changes are allowed at any time)
- Ensure that their business has been understood
- Prioritize needs in order that an agile approach to development can be used appropriately

- Provide detailed feedback

### 4.2. Academic supervisors

The academic supervisors will...

- Check the work performed is of appropriate quality
- Check the work has incorporated appropriate feedback
- Check that the work suggested is valuable and achievable
- Assess the final version of the deliverable

### 4.3. Development team

The development team will use the deliverable as the basis for**...**

- Ensuring or changing their understanding of the requirements of the client
- The management of the continuing project
- The development of the first iteration

## 5. Guidelines/template

### 5.1. Organisation Business Vision (written report)

### 5.2. Powerpoint presentation for the client (10 min max.)

### 5.3. Project Governance Portfolio

### 5.1. Organization/Business Vision (written report)

LENGTH: max *approx* 4 pages, plus a cover page

A brief overview of the client and their business, the background and rationale for the project..
All analysis and design **artefacts will go in your Project Governance Portfolio.**

<u>1 The client's business, and what they wish to achieve here. (1 page)</u>

1a Who, what, why, where, when and how? - about the client
1b. An **overview** of requirements as seen at this time.

**Not** Epics nor User stories! These will go on to your Trello backlog

1c. An elevator pitch agreed between your team and the client

2. <u>Iteration 1 expectations</u> (.5 page)

Priority 1 will be the most important of those, in the first iteration, designed and then built. These top priority items will be presented in your presentation as content for iteration 1. They will **NOT** be epics, nor user stories. Remember your audience.

3. <u>Personas (.5 page)</u>

of who be expected to use the system, in this iteration (maybe clients/customers)

<u>4. A high-level timeline of whole unit</u> (.25 page)

It will not have much detail beyond the tasks such as iteration 1, analysis of needs, testing/acceptance date, delivery date, iteration 2. analysis of needs, testing etc. This timeline is merely there to inform your client of important milestones, events, and formal input/ assessment they will take part in. Remember your audience.

5. Any considerations or risks (.25 page)

There may be no risks that you see at that time and that is fine. Just say so.

6. Project team (with photos) (.25 page)

7. Detail the iterative nature of the process (.5 page)

highlighting the incremental nature of each iteration and the vital role played by the client in providing detailed information and feedback for each iteration, allowing for changing priorities and changing of requirements as the system unfolds.

Note: *The Business Vision report will be used for your presentation to gain your client's agreement (or otherwise)*

## 5.2. Powerpoint presentation for the client (10 min max.)

**MAXIMUM LENGTH:** 6-7 slides, 8-10 minute presentation, 10 minutes for feedback

**FORMAT:** face to face presentation via zoom

**AUDIENCE:** Client

**OVERVIEW:**

- a short presentation to be given after you have updated your overview report that you submitted to Moodle, and now submitted to the project governance portfolio .
- All normal rules of presentations must be followed.
- Your mentor will be present and the presentation will be recorded.

**CONTENTS (suggested):**

1. Introduction – all the usual aspects of an introduction, including who you are and why you are here
2. A brief (very brief - they know who they are) overview of your client and their business and circumstances leading to the project,
3. Elevator Pitch - (your understanding of what you are doing)
4. Major ideas/business processes for iteration 1 **(in client language, NO user stories!)**
5. Named (short) description of expected users
6. High level timeline (expectations of the team and the client) of the complete semester
7. Conclusion and questions/feedback

Presentation style considerations:

- Collaboration is essential to ensuring that your presentation is well structured and professional
- Know your material well, and practice enough times as a team so that your presentation is smooth and confident.
- Remember your audience is your client and prepare the presentation accordingly
- Clear, concise description of each area, in a form suitable for a business audience
- No jargon, not too detailed, only necessary information
- Clear-high level description of the items in your report focussing on the proposed solution
- Length of presentation matches time constraints (15 minutes)
- Be prepared to handle questions and get feedback, which you will need to note
- Beware of using too many or too few slides (different presentation styles warrant different slide decks)
- You will be stopped after 10 minutes.

## 5.3. Project Governance Portfolio - Business Vision folder

1. **A conceptual data model** (Logical Business Entity relationship model) to show business rules, submit to PGP. This will show your understanding of the domain of the client's business. Its purpose is to make sure everyone on the project understands the problem space. Business rules are depicted by relationships and cardinality. Attributes are not normally required at this stage but may be defined if it makes your modelling easier and makes understanding by your client easier. You will question each relationship face to face with your client so that you understand the business.
**Note:** ***Do not show the diagram to your client***.

2. **Backlog on Trello Board** (*link to Trello in PGP)*
Requirements that can be seen now, a list of things that will help your client, as ideas/general needs,
**USE THE TERMS YOUR CLIENT UNDERSTANDS** with priorities (1-3) (these may and can change, as the client sees the system being produced). Use MOSCOW.
**It is assumed that non-functional requirements –such as usability, reliability, performance, security will automatically be provided, together with mobile device responsiveness**

3. **Client Interactions** (minutes of meetings with clients) for mentor use
Include any documents that you have used to help achieve this deliverable such as meeting minutes, client interaction notes, client weekly updates, etc. it is presumed that the client will already have copies of minutes and/or have seen mock-ups etc that you are describing here**.**

4. **Development artefacts**
Analysis and design artefacts, how did you get to your solution, may be user story mapping, flowcharts, procedure diagrams, activity diagrams,Interface mock-ups, rough sketches, user stories, mind maps etc. used to facilitate understanding of client’s requirements and achieve this deliverable: what you used to get to this document. Photos of drawings are fine.