

Request for Information

Cover letter

From: Team G – Business Analyst

To: Senior BA /OHT Management

Date: 1/21/2022

List of documents: W22_INFO8440_Project1_TeamG_RFI Questions

Major sections:

Document History

RFI Questions

Executive Summary

Reason for submission: To collect information on current issues organization is facing using different technology and more clarification from OHT management regarding implementation of Executive Dashboards. As a team will record questions in this document and expect OHT management to come up with detail answers to prepare effective executive dashboard.

Following BA's working as a team:

Prajwal Pundalika Nayak

Mayurkumar Rafaliya

Jigeesha Kocher

Anusha Ashokan Palat

Cathleen Matthew Mundat

Chaitanya Keesari



REQUEST FOR INFORMATION

Project1

Prepared by:

Prajwal Pundalika Nayak
Mayurkumar Rafaliya
Jigeesha Kocher
Anusha Ashokan Palat
Cathleen Matthew Mundat
Chaitanya Keesari

Date: 1/21/2022

Version: V1.0

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1.0 Document History

RFI questions along with dates, version, person responsible for question creation is mentioned in the attached excel sheet

W22_INFO8440_Project1_TeamG_RFIQuestions

Assembly of final document:

Prajwal Pundalika Nayak

Anusha Ashokan Palat

Cathleen Matthew Mundat

Verification of Final document:

MayurKumar Rafaliya

Jigeesha Kocher

Initials of Team members:

PN	Prajwal Nayak
MR	Mayurkumar Rafaliya
CM	Cathleen Mundat
AP	Anusha Palat
JK	Jigeesha Kocher
CK	Chaitanya keesari

This is version 1.0 of the RFI document and we have created this document by analyzing the requirement from OHT management and came up with a set of questions individually and combined all questions removing duplications.

2.0 Executive Summary

This project provides Oury Health Tech Ltd (OHT) with an Executive Dashboard to make better decisions and refrain from going bankrupt in a couple of years. In order to build an effective Executive Dashboard, additional information and clarification are needed on the business, procedures, people, and technology of the organization. As a team, we have come up with some questions and recorded the same in the “Request For Information (RFI)” document. The organization is expected to go through every question in the RFI document and provide responses accordingly to enable the team to develop an effective dashboard.

3.0 RFI Questions

For RFI questions Please refer attached excel sheet
W22_INFO8440_Project1_TeamG_RFI Questions

4.0 Statement of Academic Integrity

Purpose: To assess academic fairness to all students and ensure impartial validation of our knowledge and demonstration of the abilities, the Student Academic Integrity Contract is signed.

1. Ensure a complete APA reference for each source we have used is contained within every assignment and exercise in class or submitted, including the eConestoga assignment/exercise associated with the submission.
2. Ensure when we cite works, the content of the assignment and/or exercise have not been “cut” or copied from another source. The actual content is in our own words.
3. Ensure all our submitted assignments and/or exercises are our original work and we have not copied or had any unauthorized collaboration with any other student in this semester or any other previous semester.
4. Ensure we have attended and understood the APA formatted reference webinar by Writing Services provided on the first day of class and/or have

reviewed the link found in Week One for Writing Services Webinar. I understand the consequences of each and every above incident will result in penalty in accordance with Conestoga College Academic Integrity Policy
<https://lib.conestogac.on.ca/academic-integrity>

We, Team G, hereby declare on this date 01/21/2022, that we agree to do the above.

Team G Members:

Prajwal Pundalika Nayak
Mayurkumar Rafaliya
Jigeesha Kocher
Anusha Ashokan Palat
Cathleen Matthew Mundat
Chaitanya Keesari

5.0 Statement of Confidentiality

This is to certify that we, Team G understand that any information created, obtained during the execution of the Executive Dashboard Project should remain confidential. The information includes the transmission of files, planning of the project and exchange of data by the team to complete the project on time with the inputs and suggestions from the professor working unanimously for the successful deliverance of the project.

We understand that any unauthorized access to project data or project release will be considered as information breach for the Executive Dashboard documentation. Ultimately, we understand the violation of project information could take the project to immediate dismissal, and the same will be informed to the respective professor as an immediate action.

We assure you that the details collected from the organization for the project development purpose will be kept in complete confidentiality.

Upon request, each party has signed this Agreement through its authorized representatives.

Disclosing Party – OHT Management

Name: Bill Nixon

Designation: Senior BA

Date: 1/21/2022

Receiving Party – Group G

Team: Team G

Designation: Junior BA's

Date: 1/21/2022

6.0 References

- 1.Conestoga. (2022, January). The Case Studies. Retrieved from <https://conestoga.desire2learn.com/d2l/le/content/539481/Home>
2. EConestoga. (2021, September 7). Student Academic Integrity Contract. Econestoga. Retrieved January 21, 2022, from <https://conestoga.desire2learn.com/d2l/le/content/491907/viewContent/10590670/View>
- 3.Williams. (2021, June 3). 17+ Basic Confidentiality Agreement templates - free sample, example format download. 17+ Basic Confidentiality Agreement Templates - Free Sample, Example Format Download | Free & Premium Templates. Retrieved January 21, 2022, from <https://www.template.net/business/agreements/sample-basic-confidentiality-agreement/>