# *Development Project I (420-E50-HR)*

# *Assignment 6 – Requirements Analysis and confirmation*

Date assigned: Monday, September 18, 2017

Date due: **Monday, September 18, 2017, 10:50 am Part A,B,C(draft)**

**Thursday, September 21, 2017, 11:50 a.m. Part C(reviewed)**

**Late assignments will not be accepted**

**Learning Objectives**

Upon successful completion of these tasks, the project team will have:

* Completed a group retrospective for their first task as a team
* Analyze information received from the user and generate user stories from a user meeting
* Confirm user stories and initial sketches with user

To do:

Projects are assigned to teams

# Part A - Group Retrospective – research the process (individual effort)

You had your first task as a team last week. How do you think your team performed?

Review feedback/marks from that assignment.

Reference reading [here](https://dzone.com/articles/%E2%80%9C-4-questions%E2%80%9D-retrospective). This is the general team retrospective process you will follow once sprints start.

Answer the following questions:

1. What was the inspiration for retrospectives?  What is the core of the Method?

* The method was inspired by the work of Virginia Satir who developed a technique to help coupled in their relationships. The core of the method is reflecting on what has happened in the past and deciding what to do to improve in the future.

1. What are the two key points in responding to “What went well?
   * While people often tend to focus on the negative, asking what went well allows the team to start off on a positive note.
   * Think big and be specific. You don’t need to focus on the project as a whole, you can focus on individual interactions with your teammates during that meeting.
2. What is the distinction between the following:  “We spent a long time making the decision on the ordering process” rather than, “It shouldn’t take us so long to decide the ordering process”, during the “What didn’t go so well?” question.
   * The distinction is subtle, but significant. The first version states an observation of something that didn’t go well, which invites the question “How could we improve that?”, while the second version implies a judgement as well as a preferred solution. The first version, which looks back on the past and states what actually happened, puts us in the right mindset for making improvements.
3. Rather than focusing/identifying solutions, what is the key goal of “What didn’t go so well?”
   * The goal should be in focusing on the facts of what didn’t go well before making suggestions on how they can be improved.
4. What question address things you which you had answers for?
   * What still puzzles me? ​

# Part B - Group Retrospective & Minutes (group)

Prepare for this meeting by considering your own answers for the retrospective questions.

Get together as a group. You’ll apply the general retrospective process to our task of last week to familiarize yourselves with the process and to gain insight on project and team issues.

Have a group retrospective and capture the following in minutes to your Project Manager:

What went well?

* I think that the team dynamic was really good

What didn’t go so well?

* It took us a little while to get stared

What have we learnt?

* How we work as a team and more details of the system

What is still mysterious?

* Where exactly the system life ends

What bugs us?

Note: There must be some indication in the minutes that the minutes were reviewed and approved by all attendees before submitting it.

# Part C – Prepare for User Confirmation meeting (group)

Your deliverable is a Powerpoint presentation.

Your audience is the user that presented his requirements to you.

You, as a team, will present this back to the user to confirm your understanding of the requirements.

Remember: Coverage is more important than depth. If you don’t understand what that means, ask me.

During the presentation, you will

1. Thank him for meeting and introducing us to his needs
2. Indicate the purpose of the meeting:
   1. Confirm you’ve captured (and understand) the key requirements
   2. Understand the priorities
3. To accomplish this, present your capture of the requirements and get feedback from the user. (elevator pitch, user stories, use case diagram)
   1. Be sure to capture any open questions that you need to ask the user
4. Once you think the requirements are generally understood: What are the priorities?
   1. i.e. what user stories, use cases or features which form the top ‘3’? Assure the user that this is just a quick initial analysis of the requirements. You might not even do an explicit sort of all requirements, but just group into ‘must have’ vs ‘nice to have’, then identify the top 3. We will use this for our initial (release/sprint) planning later.
   2. Have some nice way of doing this interactively and visually with the user.
5. Thank the user for his time and clarification. Explain next steps. As a follow up, we will:
   1. Research the technical architectural, design and implementation issues so that we can better size and scope the project.
   2. Respond with a Project inception deck that summarizes our understanding of the project and scope.
   3. (Explain our iterative process. ) We might need to break down your top priorities into sub-tasks and get details and priorities on these before putting together our first prototype for feedback within the next 2 weeks.

You will put together your presentation and book a walk through with your project manager (Richard) during E50 lab time before 11:50am Thursday, September 21.

# Part D – Peer Review (Individual)

Your contribution to the team is important. You will rate your team mates with an online tool. Richard will provide a link to do this. You will also get feedback from this review.

## **To submit**

**Group**:

Upload a zip file **Team*X*\_E50\_A06.zip** to Moodle with the following contents:

1. **Team*X*\_E50\_A06\_ GroupRetrospectiveMinutes.docx –** Part B minutes.
2. **Team*X*\_E50\_A06\_ Requirements\_Draft.pptx –** Part C
3. **Team*X*\_E50\_A06\_ Requirements\_DraftReviewMinutes.docx –** Part C
4. **Team*X*\_E50\_A06\_ Requirements\_Reviewed.pptx –** Part C

You will submit on Monday, 10:50am to show the work in progress to date and also again on Thursday to show the completed deliverables.

**Individual**:

Upload a zip file **Team*X*\_E50\_A06.zip** to Moodle with the following contents:

1. *YourUName***\_E50\_A06\_ GroupRetrospectivePrep.docx –** Part A completed – due Monday.
2. Part D Peer feedback online via TeamMates- Due Thursday 9pm