**FACULTY OF COMPUTING**

UTM Johor Bahru

**Semester I 2023/2024**

**Subject** : System Analysis and Design (SECP2613)
**Section** : 01 & 02
**Task** : Phase 1- Project Proposal and Planning (10%)
**Due** : Week 5 (9/11/2023)

**Phase 1 Guidelines**

| | Task | Deliverables (items in Proposal) |
|---|---|---|
| 1 | Conduct problem background<br>● Organizational background study,<br>● What areas the systems to cover (scope)<br>   ○ What will be included<br>   ○ What will not be included<br>● Benefits from the systems/contribution | ● Methods for Information Gathering (include example of Questions)<br>● Introduction (Overview of the Project)<br>● Organizational Background<br>● The Case Study (AS-IS System)<br>● Problem Statement<br>● Proposed Solutions<br>● Objectives<br>● Scope of the Project<br>● Benefits from the systems/Contribution |
| 2 | Project Plan<br>● Time to produce the systems<br>● Who will produce it<br>● A deadline (expected completion date) | ● WBS (Work Breakdown Structure)<br>● Pert Chart<br>● Gantt Chart |
| 3 | Team working | ● Log Book<br>● <span style="color:red">Self & Peer Review (TEAMMATES)</span> |

Prepare a proposal with the items below:

1.0    Methods for Information Gathering
2.0    Introduction
3.0    Organizational Background
4.0    The Case Study (AS-IS System)
5.0    Problem Statement
6.0    Proposed Solutions
7.0    Objectives
8.0    Scope of the Project
9.0    Project Planning
    9.1    Human Resource
    9.2    Work Breakdown Structure (WBS)
    9.3    PERT Chart (based on WBS)
    9.4    Gantt Chart

10.0    Benefit and Overall Summary of Proposed System

**Phase 1 Mark Allocation**

| | ITEM | % |
|---|---|---|
| **PLO2 (Apply)** | Exercises related to CLO3 | 2 |
| | Technical aspect for CLO3 (Part B) | 2 |
| **PLO3 (Problem Solving)** | Project plan aspect for CLO3 (Part C) | 4 |
| **PLO7 (Teamwork)** | Self/Peer Evaluation | 1 |
| | Instructor Observation (Part A) | 1 |
| | **TOTAL** | **10** |

| PART A (2%) Teamwork | | | | |
|---|---|---|---|---|
| **Criteria** | **High (4)** | **Average (3)** | **Low (2)** | **Unsatisfied (1)** |
| **Teamwork** | The team worked **WELL TOGETHER** to achieve objectives. Each member contributed in a valuable way to the project. | The team worked **WELL TOGETHER MOST OF THE TIME**, with only a few occurrences of communication breakdown. Members were mostly respectful of each other. | The team worked together **most of the time, POSSIBLE FAILURE** to collaborate when appropriate. Some members would work independently, without regard to objectives or priorities. | Team did **NOT COLLABORATE** or communicate well. |
| **PART B (4%) Technical Aspects** | | | | |
| **Criteria** | **High (4)** | **Average (3)** | **Low (2)** | **Unsatisfied (1)** |
| **Explains Issues and Clear Content Organization** The Case Study (AS-IS System) **-** Detail description of current system including all process flow Problem Statement | **CLEARLY** identifies and summarizes main issues and successfully explain why/how they are problems or questions; and identifies embedded or implicit issues, addressing their relationship | **SUCCESSFULLY** identifies and summarizes the main issues, but does not explain why/how they are problems or create questions. | **IDENTIFIES** main issues but does not summarize or explain them clearly or sufficiently | **FAILS** to identify, summarize or explain the main problem or questions. Represents the issues inaccurately or inappropriately. |
| | Method of organization is **WELL-** | Organization **SUPPORTS** | **SOME SIGNS** of logical organization. May | **POORLY** organized OR demonstrates |

| | | | | |
|---|---|---|---|---|
| - Problems or Issues in AS-IS System<br>- Proposed Requirements for TO-BE System (include context diagram)<br>- Constraints Identified for System Development<br>- Benefits gained from the TO-BE Systems | **SUITED** to assignment; clear intro, body, and conclusion with effective transitions. | assignment and purpose; sequence of ideas could be improved | have abrupt or illogical shifts and ineffective flows of ideas | serious problems with progression of ideas; a written form of speech |
| **Content Development & Writing** Introduction and Conclusion<br>- Provide organizational background and related information<br>- Summarize the conclusion and lessons learned | Content is somewhat **ACCURATE AND CLEAR**; offers **SOLID AND ACCURATE** reasoning; contains appropriate details and / or examples | Content is somewhat **ACCURATE AND FAIRLY CLEAR**; offers **SOLID BUT LESS ACCURATE** reasoning; contains some appropriate details and / or examples | Content is somewhat **VAGUE** OR only **LOOSELY RELATED** to the writing task; at times may be **OFF TOPIC** OR **TOO BROAD** with limited support | Content **UNCLEAR; LAPSES IN COHERENCE** OR **NO RELATION** to writing task; offers simplistic, undeveloped support for ideas. |
| | Written works has **NO MAJOR ERRORS** in word selection and use, sentence structure, spelling, punctuation and capitalization. | Written works is **RELATIVELY FREE OF ERRORS** in word selection and use, sentence structure, spelling, punctuation and capitalization | Written work has **SEVERAL MAJOR ERRORS** in word selection and use, sentence structure, spelling, punctuation and capitalization | Written work has **SERIOUS AND PERSISTENT ERRORS** in word selection and use, sentence structure, spelling, punctuation and capitalization |
| **References** | The references are properly cited throughout text (follow IEEE citation guidelines) | Citations are presented with less frequent inconsistencies or errors | Citations are presented with frequent inconsistencies or errors | No citations |
| **Mechanics:** | The paper is free from grammatical or spelling errors | Faily grammar or spelling errors but is acceptable | Some grammar or spelling errors but is acceptable | Very poor or too many grammar and spelling errors |
| **Timeliness:** | Due on time | Due one day late | Due two days late | Due more than two days late |
| **PART C (4%) Project Plan Aspect** | | | | |
| **Criteria** | **High (4)** | **Average (3)** | **Low (2)** | **Unsatisfied (1)** |
| **Complete Project Plan** List all the possible paths & its length | Complete, precise and clear task description. Time allocation for each task is **HIGHLY ACCEPTABLE**. | Task description is **FAIRLY COMPLETE AND CLEAR**. Time allocation for each task is **ACCEPTABLE**. | Task description is vague and unclear. Time allocation for each task is **FAIRLY ACCEPTABLE**. | Unclear and incomplete task description. Time allocation for each task is **UNLOGIC** and **UNACCEPTABLE**. |

| | | | | |
|---|---|---|---|---|
| Identify the critical path Drawn using any available software tool | | | | |
| **Complete Task and Human Resource Planning** Must have suitable but specific tasks and activities for initial stages (project planning & feasibility studies) and development stages (SDLC phases i.e. requirements, analysis, design, implementation and testing) **-** Assign suitable length of durations for every specified activities, the person in-- charge **-** Specify AT LEAST 1 milestone or deliverable for EACH development stages (e.g: requirement stage – System Requirements Specifications (SRS)) **-** Drawn using any available software tool | Human resource for each task is **HIGHLY ACCEPTABLE**. | Human resource in task allocation is **ACCEPTABLE**. | Human resource in task allocation is **FAIRLY ACCEPTABLE**. | Unclear and incomplete task description. Time allocation for each task is **UNLOGIC** and **UNACCEPTABLE**. |