**Milestone 1: Project Initiation.** (5 Points) **Group: #1**

**Elsa Freudenthal, Nawaf Alharbi, Tom Wanous, Folly Quevi-Attakpla, Alec Waters**

**Organization/System: The Fan Zone/N/A**

1-1. Hand in this checklist with your binder, initialed by each group member. Each member is signing off on the final documents.

1-2. Include copies of group meeting agendas and summary notes – in agenda tab of workbook.

1-3. Select group name **Husky Business & Technology Solutions**. Incorporate the group name into everything you do, including the cover and binding of the workbook, heading or footer on documents submitted for the project.

1-4. Create a graphic logo if you wish. Establish documentation standards (font, paper, letterhead, graphics, software to use, etc.). Create corporate letterhead if desired. Use a common font that all members can produce.

1-5. Create project workbooks. One three-ring binder will be submitted to me to accumulate your work and should display the team’s name, project, logo (if available), class and semester on both the front and the binder.

***Keep your repository (including full copy of the workbooks) on website.***

1-6. Create workbook tabs for each numbered milestone, plus additional tabs for "Revised" and any other categories that may be useful.

1-7. Provide the company/organization’s name, address and phone number and the name of the person you have contacted to conduct the analysis.

1-8. Create a skills matrix spreadsheet (available on website). Use the matrix to define the role or specialties for each group member based on their existing strengths and willingness to take on specialized roles within the group. Examples may include coordinator, editor, writer, researcher, PowerPoint specialist, Microsoft Project developer, Data Analyst, Visio (graphics) developer or some combination. You may choose to have two or more members work together on some aspects of the project. You must determine how to best delegate responsibility and balance the workload. Although you will be assigning specialized roles within the group, the entire group must review all work done by individual group members before it is submitted.

Each group member must sign the skills matrix to indicate they have reviewed the roles played by each member.

1-9. Include resume for each group member.

1-10. Create a letter to the case study organization, expressing interest in performing an analysis of their system. This is to be submitted to me, it is not a requirement that you actually mail it to the organization! Outline in general what services you can provide. This letter should be short and professional. Indicate why the organization should use your services. Make specific reference to the issues that such a project would entail.

1-11. **Post appropriate information from this Milestone on your group website**. Email a link to your group website to Instructor with a copy to Class Webmaster

1-12. Any other materials/information that the group feels is relevant to this project milestone. Explain in a brief note:

Each member - Fill in your skills below by Tuesday’s class

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Skills/Roles Matrix** | |  |  |  |  |
| **IS 356 Systems Analysis and Design** | | |  |  |  |
| **Saint Cloud State University** | |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Group number and name: | **Group 1: Husky Business and Technology Solutions** | | | |  |
|  |  |  |  |  |  |
| Organization: | **The Fan Zone** | | | |  |
|  |  |  |  |  |  |
| System: | **N/A** | | | |  |
|  |  |  |  |  |  |
| *Members: Activities/Roles:* | **Folly** | **Tom** | **Alec** | **Elsa** | **Noaf** |
| Existing knowledge of organization/system |  |  | **x** |  |  |
| Correspondence |  | **x** |  | **x** |  |
| Draft Questions | **x** | **x** | **x** | **x** | **x** |
| Interviews |  | **x** | **x** | **x** | **x** |
| Gather forms, docs, etc. | **x** |  |  | **x** | **x** |
| Documentation/Writing | **x** |  | **x** | **x** |  |
| Editor | **x** |  |  | **x** | **x** |
| Followup Questions | **x** | **x** | **x** |  |  |
| Spreadsheet | **x** |  |  | **x** | **x** |
| PowerPoint | **x** |  | **x** | **x** | **x** |
| Schedule Meetings | **x** |  |  | **x** | **x** |
| Thank you letter |  |  | **x** | **x** |  |
| Database development |  | **x** |  |  |  |
| SQL Programming |  | **x** |  |  |  |
| VB.Net |  | **x** |  |  |  |
| Web Design |  | **x** |  |  |  |
| System Flow |  |  |  |  |  |



Hello,

My name is Alec Waters, represented with Elsa Freudenthal, Tom Wanous, Folly Quevi and Nawaf Alharbi, as Information Systems students from St. Cloud State. We are working on a for-credit project that involves looking for local businesses and giving value back by providing free IT services. Our work is fully intended for benefit; free labor on your part, and it gives us a great learning experience.

Things we refer to as adding “value” could include website functionality, response time (how quickly your website responds to the viewer’s “clicks”), and other items that may or may not be evident. We all have varying levels of experience in different fields, which optimizes our effectiveness to any items that could be addressed – it all comes down to problems you have and features you want.

We were curious if someone representing your cafe would be willing to meet with us to discuss things further – Fan Zone is pretty popular among us, and we’d love to make a difference for you! Feel free to respond via email, or call me at my phone number above.

Sincerely,

Alec Waters

Husky Business and Technology Solutions

ajwaters@stcloudstate.edu