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Assignment 1

a)

The goal of our project is to implement a dedicated software usable by employees to ease the access of internal documents and specifications needed for their work by providing summaries or accessing specific parts of documentation to prevent that they have to spend time searching themselves. Additionally, it will simplify scheduling meetings between employees by creating meeting agendas depending on workers availabilities.

The stakeholders include:

- **End users** such as regular employees → They will use the AI Assistant for their usual tasks
- **Project managers** → Ensuring the project stays on track and follows the goals.
- **IT department** with IT Administrators, UI and UX Designers, developers, etc.
→ Design and implement the Assistant and ensure continuously that it provides the features stated
- **Operations management** → Ensuring the Assistant is integrated perfectly into all departments and the processes continue efficiently without problems
- **Investors** → Provide financial help for project expenses during the development.
- **Marketing department** → Promoting the project
- **Secretaries, Advertisement**

The standard used for our project will be Hermes V and **the agile practice** used is Scrum.

b)

i)

Tasks	
	Scheduling meeting agendas based on user's availability.
	Allocate and prepare resources for meeting such as meeting rooms, relevant documents, etc...
	Sending reminders to warn users of upcoming meetings or tasks, their modifications, or even deletions.
	Summarizing or/and recording meetings for participants who were unable to attend them.
	Storing and organizing documents into categories to access it efficiently
	Retrieve and deliver internal documents using queries.
	Retrieve specific parts of documents of precise information using queries.
	Retrieve relevant information about clients such as contact details, order history, preferences, previous experiences with the company, ...
	Provide relevant information for new employees about how the company works.
	Managing inventory and notifying when equipment/materials is low out of stock.
	Notifying users about important company communications.
	Notifying important information about IT updates and/or downtimes
	Providing help about IT problems the users may face of

ii)

FOR our client **WHO** needs for an AI Assistant application, the **Innovative Pro** is a specialized AI Assistant that offers easy-to-use functionalities for creating meeting agendas, summarizing meetings, retrieving and summarizing documents or specific parts of information, and also finding quick answers to company-related questions **UNLIKE** traditional AI Assistant, our **Innovative Pro** is a cross-platform with an intuitive design that focuses on simplicity and user-friendly interactions, ensuring employees spend less time managing tasks and more time focusing on work and is available company-wide instead of only for a specific department.

c)

i)

Tasks	Description
Design a system concept	Document overall ideas and features of the system and chose what will remain in the concept
Realize the prototype (Concept phase)	Conceptualize and evaluate what kind of prototype we want to implement
Design an integration concept	Choose what kind of integration we want to use to transfer software and data from a platform to another
Decide on system architecture	Choose an architecture that complies with IT systems that will be used.
Realize the prototype (Implementation phase)	Develop the prototype in order to evaluate it
Realize the system	Produce an aggregation of the different parts that has to be ready for integration
Prepare the system integration	Get the detailed specifications ready to integrate the system into the operating environment.
Activate the system	Effectively and officially deploy the final system , making It available for the end users

ii)

Organizational challenges	Technological challenges
Communication issues between employees in the same team	Lack of security concerning company information (i.e., employees accessing documents they shouldn't be able to, problems related to access rights management)
Lack of training or skills	AI Assistant can't handle efficiently enough number of queries at the same time.
Poor risk analysis	AI Assistant can't deal with all the data of the company.
Modification of objectives because of unexpected events during the process	AI Assistant's not user-friendly enough (i.e., Interface not easy-to-use, queries with too much latency, etc...)
Delays due to mismanagement of deadlines.	Cost of various systems too high (i.e., licensed software, subscriptions, etc..)
Costs related to stakeholders' withdrawal	AI Assistant provide incorrect or irrelevant answers due to poor quality data
AI Assistant skills below expectations (i.e., goals are overestimated, ...)	Lack of regular updates of the system (i.e., risk to provide information outdated)
Ensuring AI Assistant is properly integrated into all departments	AI Assistant should always be usable even during updates, maintenances, etc...