1. Important notes

The presentation

- All team members must present at the studio class.
- All teams should be prepared for questions and feedback from the staff and fellow students when presenting in class, and the client. You should take note of all feedback.
- Take minutes of agreement obtained from the client or their representative , document changes. You must share this documentation with the client,by emailing minutes.

The systems overview/business vision report (so do this first) should…

- form the basis of your presentation to your clients of your understanding of their business and their requirements and how you will add value.
- be completed before any development begins
- be presented to the client (in the formal presentation) and sent with any noes added about changes and feedback gained from the presentation
- be designed appropriately for your most important audience, your client.

2. Aims (of this deliverable)

Students **successful** with this assessment will…

- Document the background to a project proposal;
- Provide the justification for undertaking a project;
- Identify and document the client's business description, offerings, goals, operations and nuances of conduct;
- Interview, interact and negotiate with real-world external stakeholders;
- Design a project plan suitable for an iterative system development project;
- Understand the value of using a range of models and tools to help identify, document and understand user requirements;
- Understand the value of the review process and feedback to improve the quality of a deliverable.
- Develop and practise presentation skills;
- Practise summarising, reporting and use of feedback skills;

- Present to a variety of audiences including real world external stakeholders; and
- Show understanding of various designed problem spaces and solutions.

The project aims of this deliverable are to:
- Negotiate with stakeholders to get agreement on the scope of the business;
- Identify and describe general problems and needs;
- Provide a basis for the incremental development of the system;
- Obtain feedback to ensure that the client's business is accurately understood.
- To prepare for the client presentation the 'System Overview' for acceptance and sign-off;
- To gain feedback in order to improve the Systems Overview Report
- To gain feedback in order to improve the problem space and solution.

3. Due dates / Weight

(see assessment guide on Moodle for any changes)

Systems Overview 10%		When	Requirements
1. Presentation and Report	1. Systems Overview/Business Vision Report Presentation and improved report	Moodle week 2 (Sunday) for review in Week 2 Monday studio (studio 1) Week 2 studio 2 (in to project governance portfolio)	see system overview report guidelines

4.Stakeholders for this deliverable

4.1. Client

The client will use the deliverable to …
- understand the way in which the project will be conducted (changes are allowed at any time)
- ensure that their business has been understood
- prioritizing needs in order that an agile approach to development can be used appropriately.
- to provide feedback via the formal presentation

4.2. Academic supervisors

The academic supervisors will...

- Check the work performed is of appropriate quality.
- Check the work has incorporated appropriate feedback.

- Check assessment and understanding of business, business operations and value propositions are sound and explicit.
- Assess the final version of the deliverable.

4.3. Development team

The development team will use the deliverable as the basis for**...**

- changing their understanding of the requirements of the client
- the management of the continuing project.
- the development of the first iteration
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5. Submission and assessment

Submission requirements:

- Presentation, presented to clients in studio
- Report should only be submitted once (by any member of the team)
- Report must be submitted in Moodle by the due date, and after feedback given a changed report submitted to project governance portfolio.

The submission will take the form of

5.1.

What to submit	Details	Where to submit
Draft Report Powerpoint presentation and fixed report	Moodle week 2 (Sunday) for review in Week 2 Monday studio (studio 1) Week studio 2 (report into project governance portfolio), presentation slides to PHP and presented to client.	Moodle Project Governance portfolio

5.2. Client interaction Documented (PGP) and shared with client as an email.

Details from presentation with feedback

- Any agreement obtained
- All changes documented

5.3. Extensions and late submissions

- Organise extensions through the [in-semester special consideration process]
- Late penalty: 10% per day (inc. weekends) of marks received.

6. Guidelines/template

6.1. Organization System Overview/Business Vision (written report)

LENGTH: 3 pages, plus a cover page

A brief overview of the client and their business, the background and rationale for the project..
Use what you know to get this.(models, interview questions, PACT, but most of these artefacts will go in your project Governance [portfolio.)
System intent, not problem: what the client would like to do, needs to do, is trying to do rather than what the client cannot do. This is the problem you are helping to solve. What could you do to solve this problem, do you have any good ideas?

In your report for your client

1 the client's business, and what they wish to achieve here. (1 page)

1a Who, what, why, where, when and how?
1b. Problem to solve or goal to obtain (an overview of requirements as seen at this time)
1c. An elevator pitch agreed between your team and the client

2. Priority 1 expectations (.5 page)
for this iteration Priority 1 will be the most important of those and therefore in the first iteration and will be worked on in the iteration report and then built in the iteration build. These top priority items will be presented in your presentation as content for iteration 1.

3. Personas (.5 page)
of who be expected to use the system (clients/customers)

4. A high-level timeline (.25 page)
It will not have much detail beyond the tasks such as iteration 1, analysis of needs, testing/acceptance date, delivery date. Remember your audience.

5. Any considerations or risks (.25 page)
There may be no risks that you see at that time and that is fine.

6. Project team (with photos) (.25 page)

7. Detail the iterative nature of the process (.5 page)
highlighting the incremental nature of each iteration and the vital role played by the client in providing detailed information and feedback for each iteration, allowing for changing priorities and changing of requirements as the system unfolds.

THis will be presented and your client will agree (or otherwise) at the presentation.

6.2. Organization System Overview/Business Vision (Project Governance Portfolio)

1. A logical business ER model. (conceptual data model).

Draw a Conceptual data model (Logical Business Entity relationship model) to show business rules into project gov. portfolio

This will show your understanding of the domain of the client's business. Its purpose is to make sure everyone on the project understands the problem space. Business rules are depicted by relationships and cardinality. Attributes are not normally required at this stage but may be defined if it makes your modelling easier and makes understanding by your client easier. You will explain each relationship face to face so that your client can see that you understand the business.

2. Backlog on Trello Board (*link to Trello)*

Defined requirements that can be see now, a list of things that will help your client, as ideas/Epics/general needs, **USE THE TERMS YOUR CLIENT UNDERSTANDS** with priorities (1-3) (these may and can change, as the client sees the system being produced). Use MOSCOW. This is the list for Backlog on your Kanban board (Trello).

It is assumed that non-functional requirements –such as usability, reliability, performance, security will automatically be provided, together with mobile device responsiveness.

3. Client Interactions (minutes of meetings with clients) for mentor use
Include any documents that you have used to help achieve this deliverable such as meeting minutes, client interaction notes, client weekly updates, etc

4. Development artefacts (if used)
Interface mock-ups, rough sketches, user stories, etc. used to facilitate understanding of client's requirements and achieve this deliverable: what you used to get to this document.

6.3. Powerpoint presentation for the client (10 min max.)

MAXIMUM LENGTH: 6-7 slides, 10 minute presentation, 10 minutes for feedback

This is used by the client to acknowledge agreement that the IE team understands the client's business and their requirements at that time. Changes made by the client are expected to occur as the system is developed.

FORMAT: face to face presentation via zoom

AUDIENCE: Client

OVERVIEW:

- a short presentation to be given after you have updated your overview report that you submitted to Moodle, and now have submitted to the project governance portfolio .
- All normal rules of presentations must be followed.
- Your mentor will be present and the presentation will be recorded.

CONTENTS (suggested):

1. Introduction – all the usual aspects of an introduction, including who you are and why you are here
2. A brief (very brief - they know who they are) overview of your client and their business and circumstances leading to the project,
3. Elevator Pitch -(your understanding of what you are doing)
4. Major ideas/business processes for iteration 1 (in client language)
5. Named (short) description of expected users
6. High level timeline (expectations of the team and the client) of the complete semester
7. Conclusion and questions/feedback

Presentation style considerations:

- Collaboration is essential to ensuring that your presentation is well structured and professional
- Know your material well, and <u>practise enough times as a team</u> so that your presentation is smooth and confident.
- Remember your audience is your client and prepare the presentation accordingly
- Clear, concise description of each area, in a form suitable for a business audience
- No jargon, not too detailed, only necessary information
- Clear-high level description of the items in your report focussing on the proposed solution
- Length of presentation matches time constraints (15 minutes)
- Be prepared to handle questions and get feedback, which you will need to note
- Beware of using too many or too few slides (different presentation styles warrant different slide decks)
- You will be stopped after 10 minutes.