**cs4473B/cs9551B**

**INDIVIDUAL TEMPLATE**

**Reading Summary and Questions and Answers**

**Rules – please note these carefully:**

* Submission filename MUST be: “**Last-name First-name” “Group”<id>\_”Chapter” (or reading) <id> (e.g., Blogs Joe\_Group 3\_Chapter 2)**
* This template must be used for ONLY ONE chapter (or reading) at a time. For the second item of reading, if any, please use another copy of this template.
* **PLEASE compress multiple files (one file/chapter) using standard (e.g., Windows) compression that can be uncompressed on a Windows machine with simple clicks. Please do not use unusual/fancy compression tool; your template won’t be graded and you will be penalised.**
* **Submission to be done on OWL as per the deadline set.**
* **EMAIL SUBMISSION WILL NOT BE ACCEPTED AND WILL INCUR PENALTY.**
* **Use of template is mandatory**: submission of text made outside the template will result in a zero mark.
* **Altering this template (meta-items) will incur a penalty.**
* Submission format is **MS WORD only** **(not PDF)**. PDF files will incur a penalty.
* The source of the answer captured from the chapter must be accurate or closest to the context (e.g., Chapter #, Section or sub-section #, page number, etc.).
* The question must be properly and fully specified, and easily understandable. Cryptic text or grammatical errors will be penalised – no appeals accepted.
* The question must not be so general or non-specific to apply to non-specific answers.
* The answer (text identified from chapter) must be an important point, not something trivial or highly specific to a context.
* Answer from the book must be copied “as-is” from the text (**reference** to chart/table/figure/etc., in the reading is permitted and encouraged). Cryptic text or grammatical errors will be penalised – no appeals accepted.
  + *If in doubt about the quality or acceptability of your text, you will have one chance to have it reviewed by the instructor for “live” feedback. No emails please.*
* Assessment of your submitted template will be done sometime before the end of the term. Please do not expect marks of your submission every week!
* There will be no “remake” of the summaries (e.g., for improving the mark). It is a one-time submission and assessment. Late submissions will not be accepted.

**Part 1: Summary**

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| **Group member’s name**: Yulun Feng **Group No**: 2 |
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| Please write the **full reference** of the reading in the WHITE box below.   * + Chapter #, Chapter title (or article title if appropriate).   + Book title   + Author(s)   + Publisher   + Book edition, Year of publication   (Example shown below; overwrite on that space.) |
| Chapter 5: Establishing the business requirements  *Software Requirements, 3rd ed.*  Weigers and Beatty  Microsoft, 2013 |
| Please write in the WHITE box below an abstract of the reading in **50-75 words**. |
| Chapter 5 describes the process of creating business requirements in software development, emphasizing the alignment of user and functional needs with corporate objectives. It addresses how to create vision and scope documents to outline project needs, as well as how to depict scope using techniques such as context diagrams and feature trees. This emphasis on defining business objectives helps with decision-making and prioritization, emphasizing the need of adaptive scope management in attaining business results. |

**Part 2: Questions, Answers and Comments**

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| Please create **THREE** important **Question-Answer-Comment sets** from the given reading:   * State your question succinctly. Add more lines as needed. * State <LOCATION of answer in the book (e.g., section #>: <as-is answer EXACTLY from the book> ; please indicate whether a hardcopy or ebook ‘cause the page numbers are not the same. * State your Comment related to the answer; this is mandatory.   **NOTE: The following will be penalised: a cryptic question; inaccurate copying of the answer; a trivial point; “too specific or small detail”; missing or trivial comment; etc.. Informative, insightful, or key concept/idea, question, answer, and comment are expected.**   * + Actual chart/table/figure/etc. must NOT be given in the text below, but you may site its location in the reading by giving precise specification. |
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| For staff use only:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **(1)**  **QUESTION: How does vision and scope document improves working efficiency?**  **ANSWER:**  **<ebook><P81 – Vision and scope document> “The vision and scope document collects the business requirements into a single deliverable that sets the stage for the subsequent development work.”**  **<ebook><P82 – Vision and scope document> “Each iteration, release, or enhancement project for an evolving product can include its own scope statement in that project’s requirements documentation, rather than creating a separate vision and scope document.”**  **COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment).**  **Discussing the influence of the vision and scope document on working productivity is beneficial since it emphasizes the document's function in unifying company needs into a comprehensive, easily accessible manner. This consolidation helps project stakeholders understand and align more clearly, laying the groundwork for future development efforts. Furthermore, the ability to include scope statements for iterative upgrades inside project documentation, rather than creating separate papers, simplifies the process. This technique not only simplifies documentation management but also improves project iteration efficiency, making it an important topic of discussion while learning about project management and documentation standards.** |
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| **(2)**  **QUESTION: Why should we have the scope and limitation section?**  **ANSWER:**  **<ebook><P89 – scope and limitation> “The first step to controlling scope creep is to define the project’s scope.”**  **<ebook><P90 – scope of initial release> “Version 1 didn’t have to be fast, pretty, or easy to use, but it had to be reliable; this focus drove everything the team did. The initial release accomplished the basic objectives of the system.”**  **COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment):**  **A scope and limitation section is essential because it serves as the primary means of limiting scope creep by explicitly establishing the project's boundaries from the start. This precise definition ensures that all stakeholders have a common idea of what the project will provide, allowing for concentrated efforts to achieve the set goals. Prioritizing dependability over aesthetics in the initial release, for example, highlights how defining scope and restrictions may drive decision-making and resource allocation, ensuring that the project achieves its most important objectives successfully.** |
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| **3)**  **QUESTION: What should we be careful about when facing a change in scope?**  **ANSWER:**  **<ebook><P97 – Keeping the scope in focus>”** **You can modify the scope for a future iteration or for an entire project if it’s done consciously, by the right people, for the right business reasons, and with understanding and acceptance of the tradeoffs.”**  **<ebook><P98 – Assessing the impact of scope changing> “When the project’s scope increases, the project manager usually will have to renegotiate the planned budget, resources, schedule, and/or staff. Ideally, the original schedule and resources will accommodate a certain amount of change because of thoughtfully included contingency buffers (Wiegers 2007). Otherwise, you’ll need to re-plan after requirements changes are approved.”**  **COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment):**  **Discussing safeguards for scope changes is crucial because it emphasizes the importance of strategic decision-making in project management. The emphasis on intentional decision-making by suitable stakeholders for good reasons, as well as comprehending trade-offs, demonstrates the dynamic character of project management. Although further information from the given papers were not directly acknowledged, the concept of incorporating contingency buffers for scope flexibility emphasizes the necessity of adaptability in project planning. This conversation is critical for ensuring that projects remain aligned with company objectives while optimizing resources and meeting deliverables within established constraints.** |