Semester II 2023/2024

Subject : System Analysis and Design (SECD2613)
Section :
Task : Phase 1- Project Proposal and Planning (12%)
Due : Week 5

Phase 1 Guidelines

	Task	Deliverables (items in Proposal)
1	Conduct problem background ● Organizational background study, ● What areas the systems to cover (scope) o What will be included o What will not be included ● Benefits from the systems/contribution	● Introduction (Overview of the Project) ● Problem Statement ● Proposed Solutions ● Objectives ● Scope of the Project
2	Propose feasibility study (technical, operational, economical)	● Findings from feasibility study (background study) ● CBA
3	Project Plan ● Time to produce the systems ● Who will produce it ● A deadline (expected completion date)	● WBS ● Pert Chart ● Gantt Chart
4	Project Management	**Please refers to the explanation in second page.*

Prepare a proposal with the items below:

1.0 Introduction
2.0 Background Study
3.0 Problem Statement
4.0 Proposed Solutions (include feasibility study – technical, operational, economical - CBA)
5.0 Objectives
6.0 Scope of the Project
7.0 Project Planning
  7.1 Human Resource
  7.2 Work Breakdown Structure (WBS)
  7.3 PERT Chart (based on WBS)
  7.4 Gantt Chart
8.0 Benefit and Overall Summary of Proposed System

Project Management Explanation

- **GitHub Account Requirement**: All students must have a GitHub account to participate in the project. This ensures that each team member can contribute to the repository and participate in the version control and project management processes.
- **Repository Creation and Team Setup**:
    - The group leader is responsible for creating a repository named "GroupName_Project1_SAD_20232024". This will be the central repository where all project work is stored and managed.
    - The group leader must invite all team members to join the repository, ensuring everyone can contribute to the project. This collaborative environment is where the bulk of your project development will take place.
    - Share the repository ID with the lecturer, enabling them to join the repository and monitor the project's progress. This allows for real-time feedback and guidance throughout the project lifecycle.
- **Understanding Forking:**
    - A "fork" is essentially a personal copy of someone else's project, allowing you to experiment with changes without affecting the original project. Although your main project work will happen in the shared repository, understanding forking is crucial for several reasons:
        - **Experimentation**: You might want to fork the project repository to experiment with new features or changes independently. This allows for innovation without risking the integrity of the main project.
        - **Contribution Workflow**: Understanding forking is essential for contributing to open-source projects or any project outside your direct control in the future. You can fork a project, make your improvements, and then propose these changes to the original project through a pull request.
        - **Learning Version Control**: Forking introduces you to advanced version control practices, enhancing your GitHub skills and preparing you for collaborative software development.

Inside the report, please include the following:

- **URL of the GitHub Repository**: Provide the URL of the GitHub repository where the project code, documentation, and management artifacts are stored.
- **Repository Snapshot**: Submit a snapshot or screenshot of the repository to demonstrate the current state of the project.
- **Kanban Board Integration**: Create a Kanban board within GitHub Projects for task management and workflow visualization.
    - Task Creation: Break down the project into manageable tasks and create a card for each task on the Kanban board. Ensure tasks are clearly defined and assigned to team members.
    - Columns Setup: Organize the Kanban board into columns that represent the workflow stages, such as To Do, In Progress, Review, and Done.
    - Progress Tracking: Regularly update the Kanban board to reflect the current status of each task. Move cards across columns as work progresses.
    - Meeting Milestones: Use the board to help the team meet milestones by visually tracking progress and identifying bottlenecks early.
- **Version Control Practice**s: Emphasize the importance of using version control best practices, including feature branching, pull requests, and code reviews.

Phase 1 Mark Allocation

	ITEM	%
PLO2 (Apply)	Exercises related to CLO3	2
	Technical aspect for CLO3 (Part B)	3
PLO3 (Problem Solving)	Project plan aspect for CLO3 (Part C)	5
PLO7 (Teamwork)	Self/Peer Evaluation	1
	Instructor Observation (Part A)	1
	TOTAL	**12**

PART A (1%) 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 (3%) Technical Aspects				
Criteria	**High (4)**	**Average (3)**	**Low (2)**	**Unsatisfied (1)**
Explains Issues and Clear Content Organization	**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-SUITED** to assignment; clear intro, body, and	Organization **SUPPORTS** assignment and purpose; sequence of ideas could be improved	**SOME SIGNS** of logical organization. May have abrupt or illogical shifts and ineffective flows of ideas	**POORLY** organized OR demonstrates serious problems with progression of ideas; a written form of speech

	conclusion with effective transitions.			
Content Development & Writing	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
PART C (5%) Project Plan Aspect				
Criteria	**High (4)**	**Average (3)**	**Low (2)**	**Unsatisfied (1)**
Complete Project Plan	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**.
Complete Budget Planning	Complete and clear budget allocation. Budget allocation is **HIGHLY ACCEPTABLE**.	Budget description is **FAIRLY COMPLETE AND CLEAR**. Budget allocation is **ACCEPTABLE**.	Budget description is vague and unclear. Budget allocation is **FAIRLY ACCEPTABLE**.	Unclear and incomplete budget description. Budget allocation for each task is **UNLOGIC** and **UNACCEPTABLE**.
Complete Task and Human Resource Planning	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**.