

Supplier Deliverable S0—Review of Related Products and Projects

Length

Two pages

Description

Now that you are linked to a customer who is interested in a specific product, it is time to do some home work before the customer provides you with a detailed specification.

This orientation assignment is to familiarize you with products and projects developed by other companies related to your selected RFP. Conduct some research on the web on the topic at hand and what related products are out there. How can you set your product apart from what is out there? You know that your customer will issue a detailed RFP shortly. You need to be able to respond to this RFP effectively and thus need to understand the topic at hand, the competition out there, and the technologies involved. How can you argue to your own company executives that you will be able to execute and deliver on this RFP?

It is imperative that every group member immerses himself or herself in the topic of your project.

Talk about preliminary project member roles and preliminary work assignments in the lab. Each project member must contribute significantly to the project. Try to understand each others' expertise and skills. Take advantage and leverage individual skills in your project.

Marking

See course website for details.

Due date

See course website for details.

Submission

Submit to course account.

Customer Deliverable C0—Detailed Request for Proposals (RFP2)

Length

The starting point is your existing RFP from the project selection phase, which uses the template provided on the lab website. No more than eight pages, including a polished *Executive Summary*.

Description

This document should detail the *informal customer requirements*. This document should state the scope of the project, everything that the customer expects the system to do. Make sure the project is suitable for completion in one term. Remember that this is not a competition; do not aim to make life difficult for the supplier but provide a sound and reasonable RFP. Marks will be deducted for a project is considered too easy or too difficult. Include a stellar *Executive Summary*, 0.5-1.0 page long, listing project objectives, needs, and requirements in point form. Use the original RFP template provided on the lab website.

Marking

See course website for details.

Due date

See course website for details.

Submission

Submit to course account.

Supplier Deliverable S1—Functional Specification and Management Plan

Length

No more than fifteen pages, including *Executive Summary*.

Description

- S1 must address the client RFP2 (C0).
 - This should explain what you are going to do for your project as opposed to how you will accomplish it.
 - When writing this, do not assume that your customer has any deep knowledge of computer science.
 - Cost estimation is not required.
- Functional specifications
 - The functional specification should include a title page having the title of your project; the name of your group or company (which you can invent); the people who contributed to the document, including authors of individual sections and editor of the whole paper (e.g., outside consultants); and the date.
 - In about two pages you should summarize the project you are working on.
 - Give your system a name and describe what it does and who will use it.
 - What needs and objectives will the project satisfy?
 - How will it help the users?
 - Outline the most important features of your system.
 - Describe the hardware your system will use, and any important performance goals that it should satisfy (e.g., time or space efficiency, security, or reliability).
- User interaction
 - The next section of about seven or eight pages concerns the user interaction and will form the basis of your user manual to be delivered towards the end of the course.
 - It should describe the function that the system will perform from the point of view of the user. Cover the kinds of inputs your system expects, the actions it will take on both expected and unexpected input data; the types of outputs the user will see in those cases. Marks will be deducted for a poor user interface regardless of the opinion of the customers.
 - Include several sample transcripts of the interaction with your system in the form of a dialogue.
 - Include a glossary of all specialized terms used in the document, either computer science terms that the programmer may not know, or terms from the field in which you are working.
 - Context and situation awareness.
- Management plan
 - The management plan of about five pages should include a breakdown of the different features of the project, the major classes of functions and the relationship between them.
 - It should also include a page or so discussing possible implementations.
 - Make sure that you do not give the impression that you are promising more than you intend to deliver.
 - Cover yourself by including a page on a minimal system that you think you can complete by the end of term, and the enhancements you could include if all goes well.
 - Finish with a summary restating the main points you want the customer to remember, then include a page on the structure of your team and who will be responsible for which parts of the project.

Website

Post the S0 and S1 deliverables on your supplier website.

Marking

See course website for details.

Due date

See course website for details.

Submission

Submit to course account.

Note

Supplier's development websites will be "copied" to a frozen site at that time. Please respect the deadline – the customer team depends on having your S1 ready on time for evaluation.

Customer Deliverable C1—Evaluation of Functional Specification and Management Plan

This is to be assessed and evaluated against actual objectives, needs, and requirements. Make sure that you are satisfied at this stage that your supplier is aiming to meet your specification outlined in the request for proposal. Mark clearly, in italic or bold type on the supplier's document, any comments or amendments on the document. Ideally use Acrobat PDF annotation technology.

You may add up to two additional pages. Do not add any new requirements at this stage, or make the project larger.

Website

Post the C0 and C1 deliverables on your customer website.

Marking

See course website for details.

Due date

See course website for details.

Submission

Submit to course account.

Note

Customers' websites will be "copied" to a frozen site at that time. Please respect the deadline – developer teams depend on having your C1 in order that they may proceed with design.

Group Website

Each group maintains a website with two components:

- (1) supplier/developer
- (2) client/customer.

Supplier/developer website component

This should be a (start-up) company website including company name, company logo, employees, and materials to attract customers. The website must be attractive (e.g., a page on each employee including interests and skills; goals of the company; ...). The website can evolve over time. All group members must contribute contents to the website.

<http://www.onextrapixel.com/2014/08/07/16-great-startups-with-stunning-website-designs/>

<https://onpagelove.com/gallery/startup>

<http://www.inc.com/drew-hendricks/50-websites-your-startup-needs-to-succeed-in-2015.html>

All the S* deliverables must be posted on this site.

Client/customer website component

This website does not have to be attractive and simply hosts the C* deliverables.