 Outcome of session:
- Get to know other students in your studio session
- Agree on a set of shared values for the group
- Ensure you are in the correct studio
- Complete your SWOT analysis
- Research the contents of the Systems Requirements Specification

Assessment:
There are no assessable components in this studio session.

Preparation required:
Nil.

Activity 1: Studio Registration Process [-20 mins]
- Check with your tutor to register your presence – they will check your name against the Allocate Studio lists, and advise you of and record any discrepancies – these will be attended to as soon as possible. You will also be requested to provide us with your email and phone contact details. We will use this if we need to follow up any unit related matters with you.
- If you need to move to another Studio session (different time and/or day), it is important that you let your Studio academic and tutor know to check if this can be arranged.
- We may not be able to accommodate all requests to change classes but in the event of clashes it may be necessary to swap students around rather than having to deal with overloading some classes and under loading others.
- Please notify your studio academic if you have issues relating to clashes of IMS1502 with other units– they will obtain your details and where possible these issues will be resolved as quickly as possible – it may take a day or two to fix these but we will attempt to minimize any inconvenience.

Activity 2: Getting to know each other - Ice breaker [-30 mins]
Take some time to get to know the students in your studio. Complete the ice breaker activity detailed by your Studio Academic. As you get to know your classmates keep in mind that an IMS1502 Studio Representative will be selected later in the studio, so please give some thought to who this person should be as you spend this time getting to know each other. If you have any ‘new to studio’ classmates, please take them on a quick tour of the studio.
Activity 3: Sharing and setting the values of the group [~45 mins]
Values are strong beliefs. They help direct the behaviour of the group.
We would like to develop a set of shared values for the studio group which will help all of us positively this semester.
Get into groups of 4 or 5, and discuss what values you believe are appropriate for the group, and develop a list of behaviours which would display these values.
Some examples of values are: acceptance – appreciation of people as individuals, commitment – dedication to the job at hand, teamwork – a willingness to unite towards a common goal, etc.
We will share these and decide on a shared group set of values and associated behaviours.

Activity 4: Select Studio Representative [~5 mins]
Students will be asked to nominate a female and male studio representative. After all nominations have been received two studio representatives will be selected. Details of the studio representatives will be collected by your studio academics and then posted up on the IMS1502 Website so that students in this studio can email the representatives with any comments and concerns regarding the operation of the studio.

Activity 5: Check studio access and access to IMS1502 website [~10 mins]
Check you studio swipe card access. If you do not have it, please complete the access form available from your Studio Academic.
Login into your account and visit the IMS1502 Website:
Ensure that you can do the following:
• Download and view the seminar notes and the studio notes.
• If this is your first time in the studios, please download the Studio Induction Manual and make yourself familiar with the contents.
• Send an email to your tutor and studio leader with the Subject Header: IMS1502 and your name

Activity 6: Reflection and SWOT Analysis [~30 mins]
This material has been taken from Manktelow, James “Understanding Strengths, Weaknesses, Opportunities and Threats”. Web site: http://www.mindtools.com/swot.html
We would like you to start the unit again with reflecting on where you are at with your strengths, weaknesses, opportunities and threats. In most cases this should be different (at least a little bit) to what most of you did at the start of IMS1501. This SWOT analysis will then be used as the basis for your reflections during the semester.

Why do a SWOT Analysis?
SWOT Analysis is a very effective way of identifying your Strengths and Weaknesses, and of examining the Opportunities and Threats you face. Carrying out an analysis using the SWOT framework helps you to focus your activities into areas where you are strong and where the greatest opportunities lie, and work on your weaknesses and threats. It is an important step in finding life and career direction.
How do you do a SWOT Analysis?

To carry out a SWOT Analysis, write down answers to the following questions.

**Strengths:**

- What advantages do you have?
- What do you do well?
- What relevant resources do you have access to?
- What do other people see as your strengths?

Consider this from your own point of view and from the point of view of the people you deal with. Don't be modest. Be realistic. If you are having any difficulty with this, try writing down a list of your characteristics. Some of these will hopefully be strengths!

In looking at your strengths, think about them in relation to other people/students you know.

**Weaknesses:**

- What could you improve?
- What do you do badly?
- What should you avoid?

Again, consider this from an internal and external basis. Do other people seem to perceive weaknesses that you do not see? It is best to be realistic now, and face any unpleasant truths as soon as possible.

**Opportunities:**

- Where are the good opportunities facing you?
- What are the interesting trends you are aware of?

Useful opportunities can come from such things as:

- Changes in social patterns, population profiles, lifestyle changes, etc.
- Social or University Events

A useful approach to looking at opportunities is to look at your strengths and ask yourself whether these open up any opportunities. Alternatively, look at your weaknesses and ask yourself whether you could open up opportunities by eliminating them.

**Threats:**

- What obstacles do you face?
- Is your environment changing dramatically?
- Do you have financial issues?
- Do you have time management issues?
- Could any of your weaknesses seriously threaten your success in this unit or course?

Carrying out this analysis will often be illuminating - both in terms of pointing out what needs to be done, and in putting problems into perspective.
Activity 7: System Requirements Specification [the remaining time]

In the seminar you were introduced to a possible contents for the System Requirements Specification:

- Front matter
- Introduction
- System overview
- Functional requirements
- Data requirements
- Quality requirements
- Constraints – physical, business, technical, legal
- Appendices


In groups of 2, without looking up any references, try to ascertain what the contents of each of these sections would be.

Then, go to the website and go through the detail of the various sections. Search the web and Analysis and Design texts for Systems Requirement Specification templates. Based on your research, create a template for a Systems Requirements Specification, with a summary for each section. This template can then be used throughout your course as a reference when required.

Next week (if time does not permit in the studio session today)

Refine your template (if required) based on the shared information. Share your template with the rest of the group.