Aims:
The aims of this assignment are to:
- provide the opportunity to integrate and further develop your analytical and communication skills;
- develop your team and project management skills.

Value:
This assignment is worth 20% of the total assessment for the subject, made up of individual and team components.
- Functional Specification document – 15 %
- Functional Specification presentation – 5 %

Assignment Outline:
Your team has been given the task of automating the conference system for the International Conference on Heuristic Interfaces (ICHI) hosted by the University of Callithumpia.

This assignment requires you to:
- understand and document the conference system functional requirements by preparing a functional specification;
- present your findings to the client by means of an oral presentation.

Due Date:
Week 5: beginning 4 Apr, 2005, at the end of your studio session.

Assignment, Team and Project Management:
This assignment has both individual and team components. The team components of this assignment will be carried out in teams of 3, or 4 if studio numbers don’t work out. The individual components will help you develop your system develop skills, while the team components will focus on developing your integration, teamwork and project management skills.

For assistance in managing your team and project please refer to Sections 5, 6.3.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, and 9.9 of your IMS2501 Student Guide.
Each team must maintain the project management documentation specified in Section 6.3.2 of the Student Guide. All project documentation must be handed in with the Functional Specification.

Inadequate team participation will result in a fail for all team components of the assignment.

Peer Review / Project Team Contributions:
Each student in the team must fill out a Peer Review / Project Contribution form (see Section 9.10 of the Student Guide for the template). This will be done individually and will be collected by the studio staff during the studio session of Week 5.

Assessment Notes:
Please refer to Section 11 - Appendix C in the Student Guide for details about Standards for presentation, Assignment cover sheets, Extensions and Submission and Return of assignments.
Task 1 – Understand and document the system’s functional requirements

Your task is to accurately document your understanding of the requirements for the new automated conference system. The conference organisers have provided you with some information about the current manual system. You must interview the conference organisers (studio staff) to clarify any issues and obtain further detailed information. You will do this by interviewing the conferences organisers. After gathering all the required data you will prepare the Functional Specification.

Task Deliverable:

Functional Specification
(one document which includes all the team and individual components)

Note: Each individual component must be labelled with the student’s name and ID

Functional Specification – report sections:

Letter of Transmittal

This is a covering letter to be addressed to the Head of the organizing committee. This letter should be attached to the outside of the report and should explain who has produced the report, the reason for the report, why it was written, for whom it is intended and even the main finding/outcome if it is appropriate or significant. This letter should be a maximum of one page.

Title Page

The title page is for the Head of the organizing committee’s benefit. Please DON’T mention assignment names, tutors or lecturers on this page.

Executive Summary

This is a summary of the report. It is to be a maximum of one page. The Head will read this section first to determine what parts of the report they need to read thoroughly. Any significant findings or contentious issues should be mentioned to direct them to the relevant sections.

Table of Contents Page

This section must accurately identify all major sections and headings with page numbers.

Introduction

This section details the system problems and why this report has been commissioned in relation to the system’s objective(s). The introduction should include the following subsections:

Scope
Outline the boundary of the new system.

Problems/Opportunities
A brief outline of the problems in the current system, and the opportunities that may exist to improve the new system’s operations.
Limitations
A discussion of the constraints that will be applicable to the new system.

System Description
A narrative overview of the main functions of the automated conference paper system. Each individual in the team prepares the Event analysis, Use Case narrative for their own event/s. This is then integrated with the models for the other event/s in the team.

A description of the user requirements using the following models:
- Event analysis: Event diagram, and event table) (team)
  System as a whole
  All major functions
  All sub-functions

- Use Case narrative: (individual)
  All identified events

- Object models: (individual)
  Paper
  Author
  Reviewer
  Other system objects

- Domain model (with associations) (team)

Conclusions
The summary will contain any conclusions and recommendations, such as which aspects of your system are most critical and why.

Functional Specification Assessment Guide:

General sections
- Format, presentation standard and completeness of report
- Clarity of writing
- Appropriateness of each report section
- Problem/solution identification descriptions

System Models
- completeness with respect to business functionality
- conformance to standard diagramming conventions and rules
- consistency between event and object models
Task 2 – Present the Functional Specification

Your task is to present the changes you have proposed to the ICHI Conference system. You will achieve this by oral presentation made by your team to the staff of the organising committee who will be represented by your studio group. You will detail the problems with the current ICHI Conference system, together with how your proposed changes will address these problems. The duration of the presentation will be approximately 10 minutes.

Task Deliverable:
Presentation

Presentation Assessment Guide:

- adherence to the allotted time;
- presentation style – speed of delivery, eye contact with audience, etc..
- logical structure of presentation;
- quality and appropriateness of presentation aids (e.g. slides) used to support the presentation;
- appropriateness of content for intended audience (conference organising committee)

The team will be assessed on the content, structure and suitability of the presentation for the audience. The individual team members will be assessed on their individual presentation style.