Guideline for Final Report and Team Presentation

PART 1. SYSTEM ANALYSIS REPORT

This deliverable should include the updated system models (based on Phase-I and Phase-II reports) and any additional work you have done in the system requirement and design. This is the final report, so make sure it represents your best effort in organizing and presenting your work.

Format

- Word-processed and computer generated. It should be professional in appearance and content
- Flexible in length but highly desirable from 20 to 25 pages
- Comprehensive and self-contained. Assume that the reader of this report has no prior knowledge about the organization and the proposed system
- The report should start with an executive summary and follow it by the main context. Use appropriate appendices to convey more technical details

Content

- A cover page with project title and team members’ names
- An executive summary
- A table of contents
- An introduction (based on prior deliverables) of
  - Organizational background
  - Known business issues and problems
  - System objective (i.e. potential benefits)
  - Scope of the project (i.e. what is in and what is left out)
- Include requirement gathering schedule, procedure, and result
- Brief description of the new system (i.e., precise functional requirements)
- Also include (either as main content or as part of the appendix):
  - Data models (ERD and RSD)
    - storage estimate
  - Functional models
    - use case diagram and 5 detailed use case descriptions
    - activity diagrams (one for overall business process, one for a use case)
  - Structural Models
    - class diagram and 5 CRC cards
    - object diagrams (optional)
  - Behavioral Models
    - sequence diagrams (for two use cases)
    - behavioral state machine (for two classes)
– communication diagrams (optional)
– List of user interfaces (forms, dialogs, etc.) with selected snapshots
– Feasibility assessment: cost/benefit analysis, other dimensions on feasibility
– Use case points
– Any additional system analysis/design/implementation deliverables

• Put page number in each page

**Additional Requirements**

• Each team will submit **two** hard copies of the final report. One to be graded and returned to the team, and one for future IS 460 classes’ reference
• Each team will submit an electronic package, including the final report, powerpoint presentation file, database file, and system implementation source code

**PART 2. TEAM PRESENTATION**

This presentation wraps up the project. Your audience will be your classmates, the instructor and his colleague(s).

**Format**

• Ten-minute presentation involving all team members. A question-and-answer session of two minutes follows
• Try to cover the items in the final project report
• Think of this presentation as a formal meeting for your product’s release. Be professional in preparation, conduct, and content
• Contact the instructor ahead of time if you need special hardware and software

**Content**

• Assume that your audience is a mixture of end-users, managers, and IS professionals. Set the tone for your presentation accordingly
• Make sure to cover analysis and design issues in a sensible manner
• Provide a hard copy of the presentation material to the instructor prior to the scheduled presentation date

**Suggestions**

• Rehearse, rehearse, rehearse
• Be precise in allocating presentation time