

Systems Design



Milestone Planning Packet

“There is no ‘I’ in ‘Team’ ”

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Milestone Policies

1. All milestones must be reworked until they are mastered (signed off by the instructor). When resubmitting work, you must submit all the previously submitted drafts of that milestone.
2. If your instructor does not sign off on a milestone, you do not get an extension on the next milestone--it is due on schedule. It is to your advantage to make your first draft as close to perfect as possible since milestones can quickly begin to overlap each other.
3. Milestones must be completed (signed off) in sequence. Of course, you can, and should, work ahead whenever possible.
4. You will submit your documentation in a 3-ring, loose-leaf project binder. All previously signed off milestones must be included in the binder and must be separated by tab dividers--most recent milestones **first**. Failure to include previous milestones will result in the material being returned ungraded. The material will be assumed never to have been handed in and, therefore, will probably be considered late when resubmitted.
5. All milestones must be of professional quality. Hand-written material or materials printed on a dot-matrix printer are not acceptable. Incomplete, sloppy, disorganized, or unprofessional work will be returned ungraded.
6. Team proof reading is recommended since it is more efficient with quicker turnaround than can possibly be provided by your instructor. All team members must sign off on a milestone (signifying member approval) before it is handed in. A coversheet must be provided for each milestone that contains:
 - the milestone's title and number
 - the team members' signatures
 - a place for the instructor's sign-offSee the example coversheet on the following page. Be creative, but consistent, in designing your coversheets.
7. A milestone submitted after its due date will result in a 0 for that check off assessed against each member of the team. Weekends and vacation days do not count. Partial team submissions are considered late for all team members. You can use 1 NQA coupon per team member per class day if submitting late work.
8. There is no penalty for resubmissions: however, recall that there is an absolute deadline (one week after due date) by which each milestone must be signed off.

Sample Cover Page

Tarheel Toys, Inc.

Manufacturing Control System
Systems Development

Milestone 1 Team Creation Proposal

Submitted by **SAPS**

Team Member Sign Off

SAP1 _____	SAP2 _____
SAP3 _____	SAP4 _____

Owner/Instructor Approval

Signature _____	Date _____
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Team Leader Information

Schedule:

Each person within the team must act as team leader once. Your schedule is up to you.

Responsibilities:

- 1) The leader should have an agenda of what items need to be discussed at each meeting. This agenda should be copied and provided to other team members before the meeting begins. If possible, provide other team members with the agenda one or two days in advance.
- 2) The leader must be certain that each member of the team knows what he or she is expected to prepare for the next meeting before the meeting (in progress) is completed.
- 3) The leader must be sure that the next meeting is scheduled (including date, time, place, and estimated length) before the meeting (in progress) is completed.
- 4) When discussing a new milestone, the leader should prepare a rough outline of the end-product so that the team has something to start with. This prevents the “what should be in it?”...”I don’t know, what do you think?”... time wasters.

Milestone 0

Team Creation Proposal

Purpose: To present to your instructor a proposal for team creation.

When: Begin after “Team Building” week

Duration: One week

Length: Approximately 1-2 pages.

Outline:

- A. Team Name
- B. Team Vision Statement
- C. Team Mission Statement
- D. Team Goals
- E. Team Values
- F. Individual Goals
- G. Expectations
- H. Consequences

Due Date: _____

Milestone 1

Scope Definition

Purpose: The purpose of the Scope Definition phase is to answer the question, "Is this project worth looking at?"

Trigger: Request for system services.

Tasks: Task1.1 - Identify Problems, Opportunities and Directives
(Request for System Services, Problem Statement Matrix)
Task1.2 - Negotiate Baseline Scope
(List of Agents and Dataflow, Scope Context Diagram)
Task1.4 - Develop Baseline Schedule and Budget
(Gantt Charts, Statement of Work)
Task1.5 - Communicate the Project Plan
(Scope Definition Report)

Deliverable: Scope Definition Report

Due Date: _____

Milestone 2

Problem Analysis

Purpose: The purpose of the Problem Analysis phase is to answer the question, "Are the problems really worth solving?"

Trigger: Scope Definition Report.

Tasks:

- Task2.1 - Understand the problem domain
(List Knowledge & Processes; and Current Context Diagram)
- Task2.2 - Analyze Problems and Opportunities
(Cause and Effect Analysis)
- Task2.4 - Establish System Improvement Objectives
(System Improvement Objectives)
- Task2.5 - Update or Refine the Project Plan
(Gantt Charts)
- Task2.6 - Communicate Findings and Recommendations
(Problem Analysis Report)

Deliverable: Problem Analysis Report

Due Date: _____

Milestone 3

Requirements Analysis

Purpose: do The purpose of the Requirements Analysis phase is to answer the question, "What the users need and want from a new system?"

Trigger: Problem Analysis Report.

Tasks: Task3.1 - Identify Business Actors
(Actor glossary)
Task3.2 - Identify Business Requirements
(Business Requirements, Required Context Diagram)

Deliverable: Actor glossary, Business Requirements and Required Context Diagram

Due Date: _____

Milestone 4

Logical Design

Purpose: The purpose of the Logical Design phase is to answer the question, "Is this project worth looking at?"

Trigger: Actor Glossary and Context Diagram of Required System.

Tasks: Task4.1 - Structure Functional Requirements
(Data Models, Data Flow Diagrams)
Task4.2 - Update or Refine the Project Plan
(Gantt Charts)
Task4.3 - Communicate the Business Requirements Statement
(Business Requirements Statements)

Deliverable: Business Requirements Statement

Due Date: _____

Milestone 5

Physical Design

Purpose: The purpose of the Physical Design phase is to create the specifications of a detailed computer based solution.

Trigger: Business Requirement Statement.

Tasks: Task5.1 - Design the System Processes
(Data Dictionary, Physical Data Flow Diagram)
Task5.2 - Design the System Databases
(Schema, Event Analysis)
Task5.3 - Design the System Interfaces
(Access Database, Test data, Menu, Forms & Reports)

Deliverable: Process, Database, Input and Output Specifications

Due Date: _____

Systems Design: Leadership Evaluation

Date: _____ Team: _____

Leader: _____

Evaluation Factor	Never	Seldom	Sometimes	Usually	Always
Solicited input from quiet members					
Discouraged (without threatening) disruptive behavior					
Showed respect and acceptance for all ideas					
Encourage compromise/consensus					
Praised the group for good work completed					
Able to sense and deal with group tension					
Modeled attentive listening					
Satisfactorily closed the meeting					
Delegate tasks and follow-up					
Kept project on schedule					

Place an X or check in the appropriate column.

Provide ways to improve if never or seldom are checked.

