The project report must have the all following DELIVERABLES:

INTRODUCTION - UNDERSTANDING OF THE ORGANIZATION.

This includes a general description of the chosen organization and description of the organisation's environment.

- Organization information
  - Name
  - Explain the nature of operation of the organization, the product or services that the organization produces.
  - Location
- Describe the Organizational Environment.
  - Community environment
    - Geographical (e.g. place, population)
    - Demographics (e.g. education, income)
  - Economic environment
    - Market factors and competition
  - Political environment
    - Internally, state or/and local government

PHASE 1 – PROJECT MANAGEMENT

This phase involves identifying current and potential information system problems, and description of the purpose and scope of the study.

Project Initiation

- Problem identification
  - How did you identify your problem? How reliable is your source?
- Problem definition.
  - Produce a detail business case by providing the following:
    - Problem definition
    - Issues
    - Objectives
    - Requirements
    - Constraints
- Opportunities, if any:
  - Explain in detail how your system will improve the work of the organization.
  - Why the enhancement will occur?
Feasibility Study

Define process and corporate objectives

- Activity Planning And Control
  - Estimating time required to complete each task. Make sure that the project must be completed before the date of submission of report.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Activity</th>
<th>Detailed Activity</th>
<th>Weeks required</th>
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<tbody>
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- Schedule the project activities by drawing the Gantt chart.

PHASE 2 - DETERMINING THE INFORMATION REQUIREMENTS

This phase describes the method of information gathering used to determine the information requirement for the project.

Interactive Methods

- Interviews. For each one:
  - State the name and the position of the interviewee.
  - Write down how you approach the interviewee to set up for interview.
  - Explain the reasons you choose him/her for the interview.
  - State questions structure you use for the interview. Why?
  - List all the questions that you use during the interview and state the type for each one (closed or open).
    - Provide the answers by the interviewee
    - Provide interview report by explaining your opinion about interview

- Questionnaires. For each one:
  - List the unfilled questionnaire
    - Give the type of each question (closed or open).
  - Provide the copies of all filled questionnaire.
  - Explain how you choose the people who filled the questionnaire.
  - Explain how you administer the questionnaires.

PHASE 3 – ANALYSING SYSTEM NEED

This phase involves analysing the project’s system needs using special tools and techniques based on the organization activities that you have analyze.

Data Flow Diagram

- Based on the findings from the previous phases, write a summary the list of the business activities for the proposed
system.

- Create the Context Diagram representing an overview of the entire system.
- Explode the Context Diagram showing all the major processes, i.e. draw the Diagram 0. It should be a logical data flow diagram.
- Create the logical child diagrams for the necessary processes in Diagram 0.
- Draw a physical DFD corresponds to the logical diagram 0.

**Data Dictionary**

Develop data dictionary entries for the data flows, data stores and entities, based on the logical data flow diagrams that you have created for the proposed system.

- For each data flow, create
  - the data flow description
  - the data structure description
  - the data elements description
- For each data stores, create the data store description.
- For each entity, create the entity description.

**System proposal**

- Ascertaining hardware and software needs for the proposed system.
- Identify the tangible and intangible costs and benefits of the proposed system.
- Provide a brief explanation of the various systems alternatives that should be investigated if development continues.
- Based on the above, suggest your recommendations.