

Phase One: Project Initiating

The purpose of this section is to orientate your reader with the whole project. You should include the following sections:

- a. Problem definition(Problem Statement)
State the domain your project falls into. Also, describe the problems or opportunities of improvement that made you choose this project.
- b. Current and Existing systems
 - i. Current System
Describe the system currently available (mostly within your chosen market segment). Discuss its short comes or problems.
 - ii. Existing Systems
Describe systems that exists (not necessarily within your chosen market segment) which is similar to your intended project. Discuss its feature, advantages and short comings.
- c. Literature review
Describe, classify and evaluate what other researchers have written on issues related to your domain area and project. Structure your writing from broad topics related to the project domain to more specific topics related to your project.

Don't forget to follow proper technical writing rules. Use Harvard "author-date" style in-text citations, as shown below:
(Redman, 2006)

- d. Project Objectives
This is a short, measurable statement of what the project is intended to do. Make sure that the objectives can be measured.
Example 1:
Objective 1: *To assist parents to follow up educational and behavioral performance of their children.*

Example 2:
Objective 1: *Increase the students' employability within the first year of graduation.*
- e. Stakeholder List
Stakeholders include anyone with an interest in, or an effect on, the outcome of the product. For example, you are a stakeholder because you have an interest in the requirements. The users of the product are stakeholders because they have an interest in having a product that does their work correctly.
The importance attached to stakeholders comes from the fact that they are the source of all your requirements.
The following table should be used in this section to list the stakeholders:

Stakeholder	Interest	Importance

- f. Proposed scope and Process model
 - The project scope is the work that needs to be accomplished to deliver the system. It should also describe the "big picture" of what the project is going to deliver.
 - Also, specify the system process model suitable to develop this system.

Example 1:

The project will design, develop and deliver a new website which will allow parents to access and view the educational and behavioral performance of their children. This requires integration with the school registration system which contains students' information. Security issues will be ensured by using predefined security network protocol. The unified process model development approach will be used to develop the system.

Example 2:

Upon project kick off the Consultant will start Requirements Specification and Elicitation to understand the company needs from the system. Upon end of Requirements Specification phase, the project team will start developing, testing, stabilizing, and deploying the system through an iterative development approach. The iterative development approach was selected carefully to cater for the company needs by providing the system functionalities gradually in sequential iterations, rather than waiting for the whole project lifecycle until the full system functionalities are available in one release. The project will be concluded with a Training, Documentation and Data Migration phase, to ensure adoption of the system. Upon acceptance of the system, a 6-month support period will be kicked off.

- g. Scope excluded and project constraints
 - List the expected project constraints including: Time constraints, financial constraints, and technical constraints.
 - Specify the scope that will not be covered in the project due to project constraints.

Example:

The integration with the school registration system which contains students' information will not be delivered by the end of this project due to security issues and time limitation.

References- Harvard Style

When writing you must acknowledge the source of your ideas and quotes in sufficient detail so that those reading can locate the item. Referencing is important to **avoid plagiarism**, to verify quotations and to enable readers to follow up what you have written and locate the cited author's work.

The "Harvard style" is a generic author-date style for citing and referencing information used.

Keep in mind the following points:

- Write down all the citation details of a source as you use it.
- Place quotation marks “ “ around a direct quote and include page number(s) when quoting directly.
- Insert brief citations at the appropriate places in the text of your document.
- Compile a reference list at the end of the document that includes full details of all references cited.

In-text citations:

In an author-date style, in-text citations usually require the name of the author(s) and the year of publication. (Redman, 2006)

How to create a reference list/bibliography

A reference list contains only the books, articles, and web pages etc that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading.

A reference list is arranged alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.

Book with one author

The required elements for a book reference are:

Author, Initials., Year. Title of book. Edition. Place of publication: Publisher.

Example:

Redman, P., 2006. Good essay writing: a social sciences guide. 3rd ed. London: Open University in assoc. with Sage.

Books with two, three or four authors

For books with two, three or four authors of equal status the names should all be included in the order they appear in the document. Use **and** to link the last two multiple authors.

The required elements for a reference are:

Author, Initials., Year. *Title of book*. Edition. Place: Publisher.

Example:

Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.

An in-text reference for the above examples would read:

Leading organizations concerned with health (Weiss and Coatie, 2010) have proved that.....

E-Books and PDFs

The required elements for a reference are:

Authorship, Year, *Title of book*. [type of medium] Place of publication: Publisher. Followed by **Available at:** include web address or URL for the actual pdf, where available [Accessed date].

Example:

Bank of England, 2008. *Inflation Report* [pdf] Available at: <<http://www.bankofengland.co.uk/publications/inflationreport/ir08nov.pdf>> [Accessed 20 April 2009].

An in-text reference for the above example would read:

Recent evidence (Bank of England, 2008, pp.32-33) show the trends ...

Journal articles

For journal articles the required elements for a reference are:

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

Example:

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), p.564.

Course material / lecture notes

The required elements for a reference are:

Lecturer/Author, initial. Year. Title of item, *Module Code Module title*. HE Institution, unpublished.

Example:

Williams, B., 2008. Guide to project management, *BD45001S Management*. Anglia Ruskin University, unpublished.

An in-text reference for the above example would read:

(Williams, 2008)

Websites

For websites found on the worldwide web the required elements for a reference are:

Authorship or Source, Year. *Title of web document or web page*. [type of medium] (date of update if available) Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

Example:

NHS Evidence, 2003. *National Library of Guidelines*. [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009].

For more information about Harvard referencing system visit the following link:

Harvard System
