

Agenda

- | | | |
|------|---|--------------------|
| 3:00 | Introductions and overview of meetings <ul style="list-style-type: none">• Software Requirements & Specification, ESOF 328• Icebreaker• Requirements and their importance | Matthew Gallagher |
| 3:15 | Current Conflict of Interest System <ul style="list-style-type: none">• Discuss initial overview email• Users/Customers | Nathan Blankenship |
| 3:25 | Business Objectives <ul style="list-style-type: none">• Organize outcomes/goals• Define business objectives | Brandon Mitchell |
| 3:35 | Vision and Product Name <ul style="list-style-type: none">• Vision statement | Tucker Kane |
| 3:50 | Next Meeting – scope, environment, users, features – Feb. 25 | Matthew Gallagher |

Meetings Overview

Requirements and Specifications, ESOF 328

Junior level course, Software Engineering

6 client meetings plus final presentation:

2nd meeting – Friday Feb. 25

3rd meeting – Wednesday March 9

4th meeting – Friday April 1

5th meeting – Wednesday April 13

6th meeting, final presentation – Friday April 29

Ice Breaker

Everyone answer each of the following:

- Name
- How long you've been associated with Montana Tech
- If you were able to choose your own superpower, what would it be? Why?

Requirements

Requirements:

- Determine “what” a system should do before “how”
- Accurate, stable requirements contribute to project success, while requirements which are in flux hinder projects
- User involvement is essential for developing accurate requirements

Requests

1. Please attend each meeting (helps maintain consistency and avoid “churn”)
2. Help us stay within the agenda and agenda times (we need a lot of information, we may limit worthwhile discussion and save it for a future meeting). Feel free to send email between meetings to clarify points
3. May we record the meetings?

Overview Email

Problem 1:

I am able to filter people showing they have not started the form. I had several complaints that either:

- A. Their signature section name did not match their listed legal name. (which they could not do even when it was typed in as banner had it)
- B. That they filled out but were still showing not started. (Which I received screen shots to show the filled out but the data base did not mark them as In Progress or Completed)

Problem 2:

When the employees filled out and checked that they had a potential conflict and they clicked on upload explanation document the uploaded document was not received in the Research Office E-mail box for most of them. Out of 30+ potential conflicts I only received 5.

Problem 3:

Trevor in IT was also working on a Metrics page that would estimate the numbers so we could submit a letter to the Board of Regents (sample letter supplied to IT and is attached above) by the December 26th deadline. When I select the Metrics tab in the Admin Display screen it states this:

Previous Conflict of Interest System

- Describe previous COI system before the electronic system:
 - Hard copy put in filing cabinets
 - Sticky note used to give information about conflict
 - No longer need department head signature
 - Wild west (no sorting)

Who signs COI forms?

- ❑ Anyone who receives a paycheck from Montana Tech (full-time, part-time, student employees, unpaid student research, student clubs)
- ❑ Anything that interacts with an outside source through Montana Tech

Who signs COI forms?

- Compliance with this policy is required by all full-time and part-time Montana Tech employees, including students who receive compensation from Montana Tech and students or others who design, conduct, or report research, educational, or public service activities of Montana Tech.

Business Objective

Business objective – is an organizational outcome/goal that a company wants to achieve that is either financial or not financial.

Sample Business Objectives

Example of Business Objectives

Financial

- Capture a market share of X% within Y months.
- Reach a sales volume of X units or revenue of \$Y within Z months.
- Reduce monthly support costs from \$X to \$Y within Z months.

Nonfinancial

- Achieve a customer satisfaction measure of at least X within Y months of release.
- Develop an extensible platform for a family of related products.
- Reduce turnaround time to X hours on Y% of support calls.

Business Objectives for Proposed Project.

What are the business objective for the proposed project?

- ❑ Staff input of less than 40 hours per year
- ❑ Greater than 95% completion rate of all faculty and staff, and state them accurately
- ❑ Generate the annual report in less than 2 seconds
 - ❑ Completion rate
 - ❑ Total number of conflicts in each category
- ❑ Everyone should spend no more than one hour to complete COI form
- ❑ Verify user understands the definition of a conflict
- ❑ Providing improved usability/accessibility.

Vision Statement

The vision of the product needs to solve the business objectives. It describes what the product is about and what it ultimately could become.

Creating a Vision Statement

- **For** [target customer]
- **Who** [statement of the need or opportunity]
- **The** [product name]
- **Is** [product category]
- **That** [major capabilities, key benefit, compelling reason to buy or use]
- **Unlike** [primary competitive alternative, current system, current business process]
- **Our product** [statement of primary differentiation and advantages of new product]

Sample Vision Statement

***For** scientists **who** need to request containers of chemicals, **the** Chemical Tracking System **is** an information system **that** will provide a single point of access to the chemical stockroom and to vendors. The system will store the location of every chemical container within the company, the quantity of material remaining in it, and the complete history of each container's locations and usage. This system will save the company 25 percent on chemical costs in the first year of use by allowing the company to fully exploit chemicals that are already available within the company, dispose of fewer partially used or expired containers, and use a standard chemical purchasing process. **Unlike** the current manual ordering processes, **our product** will generate all reports required to comply with federal and state government regulations that require the reporting of chemical usage, storage, and disposal.*

Vision Statement

For Montana Tech affiliated members who fall under the COI policy, the COI system is an interactive user interface, storage, and reporting system that will reduce user and staff input of less than 40 hours per year

Greater than 95% completion rate of all faculty and staff, and state them accurately

Generate the annual report in less than 2 seconds

Unlike the previous systems used by the research office, our product accurately collect statistics, choose correct recipients, save time, educate user on COI, and generate reports.

Next Meeting Time

Our next meeting will be on:

February 25, 2022 from 3:00-3:50 pm