

Systems Development: Needs Assessment Assignment

Background

This is the first of three related assignments for the requirements phase of developing a student registration database. We will engage in a practical exercise for assessing the project needs.

Due Date

Each group will turn in a written report of the completed assignment before the end of school on March 13, 2007.

General Requirements

Your group will interview two people: Narine Petrosyan and Zabel Vassellian. Interview Narine at GITC to simulate an on-site interview. Interview Zabel via Skype to simulate a conference interview.

In addition, your group will develop and execute a survey instrument with GITC instructors and staff. The instrument will solicit answers to specific questions based on the interview results.

Find out sufficient information about GITC's needs to formally specify a registration database. Remember that the output of this assignment will be used as the input to the next assignment.

Specific Requirements

Please make sure your group completes **all** of the assigned tasks for the entire assignment.

Schedule Work

Plan the group's tasks for the entire assignment. Make appointments with the interviewees. Schedule appointments early enough before the due date to account for any contingencies that may arise during the actual interview.

In addition, plan time for performing the other assignment tasks. Include time to write the final report.

Question List

Develop a list of questions to ask during the interview. Provide this list to interviewees in advance. You may ask the same question to both participants, or you may ask a different set of questions to each.

Conduct Interview

Interview the participants. Take notes and document the interview following the techniques mentioned in our readings and study guide.

Follow Up

Write an agreement letter for follow-up with each interviewee. Send the letter to participants. Provide a way to respond with agreement or changes.

Survey Instrument

Identify information best obtained by a survey. Develop the instrument and circulate it to participants under guidance.

Survey Results

Tabulate the findings from the survey. For each possible response, include the raw number of responses and the percentage of the total sample.

Final Report

Submit a report including all of the written material generated during the assignment and an executive summary highlighting the key findings. The group must submit a report in English and may also submit a report in another language.

Grading of the final report will be done for technical content only. Spelling and grammar errors will not reduce the grade, unless these errors are so severe they interfere with the communication of the report's ideas.