

A2: Project Requirements Documentation

REPORT STRUCTURE

Your group is to write a **professional report** outlining your plans for development of your system. **This report must be created as a document for your client and/or supervisor. The report needs to be created with an understanding of the system development methodology that you are following.**

At this stage of the project you group should be starting to think of your branding: group name, logo, colours, potentially a product name. This should be used consistently from this assessment.

The subject outline states:

“This document is to be submitted for review to obtain an estimate of the level of difficulty and appropriateness of the project. Groups may be advised to revise and resubmit their requirements. Should the requirements change significantly after submission of this document it is the responsibility of the group to advise the subject coordinator (and their client/supervisor).”

A professional report *typically* has the following structure:

- Letter to client/supervisor outlining the content of the report.
- Title page (including the names of the producer[s] and recipient[s], and date)
- Executive Summary
- Table of Contents
- Introduction
- *{Body Text}* this is split up under different headings depending on the nature and content of the report
- Conclusion
- References
- Glossary
- Appendices

*For your report in the **{body text}** section, I would be expected that you have headings like: target market (revised from A1 if required), design methodology, development environment, deployment environments, tools, **requirements analysis**.*

