Software development - major project - Initional interview plan

Date: Friday 17th July

Time: 15:30

Place:

# Questions

1. What is the current system you use for the Students at Risk System
   1. What did you like about the system
   2. What problems did you have with it
   3. Will we need to import existing data
2. What is the definition of a "Student at Risk"
   1. Attendance (How is it recorded)
   2. Grades
   3. Teacher Feedback
3. Does the system need to automatically identify "Students at Risk".
   1. Would you also require manual entry
4. Do you prefer a web based or software solution
5. Do you need support for legacy OS/Browsers
   1. Pre-XP
   2. FF2, IE6, etc
6. Do you want the system to run on existing hardware or do you need new hardware
   1. If existing what are the specs
   2. If new what is the budget
   3. Dedicated?
7. Who will be the users of the system
   1. Teachers
   2. Admins Students
   3. Students?
   4. What abilities will these need

Attendees:

Apologies:

# Answers

# Questions

1. How will be using the system
   1. Engineering department
   2. Hawthorn campus
   3. Multiple campuses
   4. Will you require a centralised database
2. Do you know approximately what the current size of the existing data is and future predictions?
3. Will you need the system to work with existing Swinburne (login) systems
4. Will you require an automated backup system, or will this be done by the current IT staff
5. What system documentation will you require
   1. Users manuals, quick start guides, etc
   2. Online, Printed or Both
6. Do you require user training
   1. What form would you like
7. Any extra features you would like if time allows
8. What are the preferred methods to contact you

# Answers

Written by: Signed off: Date: