# Task 3 – IS Design Document - Part 1 ASSESSMENT

The following information should assist you completing Part 1 of the IS Design Document. Using the skills you have built in weeks 1-4 and following the structure of the Research Analysis Report Template (provided in Digital Resources) complete your Introduction and Requirements Brief. Using your research skills and the Illustration tools in word 2007, complete the Organisation Structure Analysis section.

The Research Analysis Report Template provides an example of the type of information and the structure of the document, however the content should be taken from your own research including the information that you would have found by answering the questions below. Additionally, some information will have to de created/designed by you using other software tools such as Word, Excel and Access 2007. Additional information in your report could include images, charts tables, links and webpages/design drafts, where you feel these are necessary to provide required information to your client organisation.

1. **Introduction[[1]](#footnote-1)**
	* 1. Purpose of the document
		2. Scope of the document - What will the reader find out by reading this document (sell the proposal)?
		3. Sources and methods used to collect this information
		4. Limitations and assumptions
		5. Background – What situation has caused a re-evaluation of the organisations requirement for a re-assessment of their information systems?
		6. Where can support documentation be found (your website)?
2. **Requirements Brief[[2]](#footnote-2)**
	* 1. What were the requirements of the client?
		2. What improvements was the client hoping to achieve by upgrading/installing an information system?
		3. What are the roles of the members of the user group? (i.e., managers, nurses, reception, etc)
		4. What were the requirements of different members of the user group?
		5. What were the problems encountered with the existing information system?
3. **Organizational Structure Analysis[[3]](#footnote-3)**
	* 1. Describe the logical structure of the organization (organization chart) and list any particular communication or information requirements that should be addressed as a consequence.
		2. Describe any special communication or information requirements of particular segments of the organization
		3. Describe the physical structure of the organization (site layout) and any particular communication or information requirements that should be addressed as a consequence
		4. Describe any limitations or advantages that the organizational structure adds to the information system design

## Marking Criteria:

|  |  |  |
| --- | --- | --- |
| Element | Marks | Description of Element |
| Introduction | 30 | * What will the reader find out by reading this document (sell the proposal)? Includes:
	+ Purpose
	+ Scope
	+ Sources and Methods
	+ Limitations and Assumptions
	+ Background
* Summary of the rest of the document
 |
| Requirements Brief | 20 | A clear statement of what the information system that they are designing is needed to do. This should include how a range of different users and organizational roles interact with the system and the tasks that they need to complete. |
| Organizational Structure Analysis | 30 | * Describe the logical structure of the organization (organization chart)
* List any particular communication or information requirements that should be addressed as a consequence. *This should include an incisive analysis of how the organizational structure affects the possibilities for information system design****.***
* Describe the physical structure of the organization (site layout)
* List any particular communication or information requirements that should be addressed as a consequence. *This should include an incisive analysis of how the geographical layout of the organization affects information system design.*
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Total Marks will be divided by 8 to give a mark out of 10.

## Submission:

You are required to submit this document in SafeAsign in the submissions folder. SafeAsign checks that you have not copied (without in-text referencing) any material that you have used.

Once marked and moderated, your results can be viewed by clicking on the ‘My Grades’ link in the blackboard.

1. SA&D CH 1, 2 &3 [↑](#footnote-ref-1)
2. SA&D Ch 2 [↑](#footnote-ref-2)
3. Word Illustration tools, Web Resources (Exercises & Additional Material) [↑](#footnote-ref-3)