Needs Analysis Document

Raw Data from Customer

Phase Zero Needs Inventory (Needs for Speaker Timing Conference System)

- Two identical units. One unit consists of a master station controlled by the moderator and a remote slave station in front of the speaker.
- Robust System (long product life, durable)
- System suited for dual conference sessions
- Economical system
- Simple and user friendly interface
- Wireless communication between master and slave stations
- Synchronized time-of-day clocks on both master stations (synchronized to standard signal such as GPS or WWVB)
- Compact and portable size
- Programmability (session length, warning times, etc)
- Time indicator warnings signals for speaker on remote station
- Powered by 120 VAC
- Communication range up to 50 ft between master and slave stations
- Master station displays the time-of-day to moderator
- 20 year product life
- Usable for any conference (alternate locations)
- Stand alone units

Methods for Data Acquisition

Methods of acquiring data include client and sponsor interviews and focus groups of experienced conference moderators and speakers. The most effective method for
acquiring data is client and sponsor interviews because our project is a custom unit for our client.

**Plan for Data Acquisition**

Step 1: Schedule a meeting with the client/sponsor.

Step 2: Prepare a list of questions based on uncertainties in order to determine customer needs.

Step 3: Prepare an initial project summary that demonstrates our understanding of the project and deliver it to the client/sponsor ahead of time. Ask them to review it and look for error or misunderstandings.

**Data Acquired from Plan**

See final version of Initial Project Summary document.

**Interpret the Raw Data**

**Collected Needs Data**

See Needs List above

**Constraints**

Budget: Maximum of $1000.00 from sponsor. Sponsor would like to build each unit for $300.00, but the budget is larger.

Time: Deadline is the third week of October

6 ft power cord

The remote station should be about half the size of a notebook. (1/2 * 12x8 inches)

The moderator station could be as big as a notebook. (12x8 inches)

**Relative Importance of Needs**

**Needs Categorizes**

Functionality (#1)
***Two identical units. One unit consists of a master station controlled by the moderator and a remote slave station in front of the speaker.

**System suited for dual conference sessions

***Programmability (session length, warning times, etc)

***Time indicator warnings signals for speaker on remote station

*Stand alone units

*Usable for any conference (alternate locations)

Communication (#2)

**Communication range up to 50 ft between master and slave stations

***Wireless communication between master and slave stations

**Synchronized time-of-day clocks on both master stations (synchronized to standard signal such as GPS or WWVB). Master station displays the time-of-day to moderator.

Physical (#3)

**20 year product life

***Economical system

**Robust System (long product life, durable)

*Compact and portable size

***Powered by 120 VAC