1. Read/Review **chapter 5** of the textbook talking about requirements elicitation – The supplementary readings may help you also.
2. Review lecture slides – Use the strategy at the end of the lecture to help you formulate your elicitation plan.
3. Review the case study documents – (found in the PAMS Homework Files folder in the Presentations 3 Module folder on Brightspace)

Deliverables:

1. The library director has reviewed your preliminary schedule for completing the project and has serious concerns about the amount of effort and time you have scheduled for the requirements development process (as a result of stakeholder analysis you discovered the director is a self-taught Java programmer who moonlights “hacking” code for friends and relatives -aka “victims”). Prepare a professional memo addressed to the director that justifies the importance of the requirements activities and the risks of not doing them. As a project manager you need to “sell” your process! Use the format of your choice
2. Based on what you have learned in this module, I want you to prepare a plan (format and content is up to you) about how you are going to “attack” the requirements elicitation process for the library. Assume this plan will be reviewed by your boss. The plan will address the following questions:
   1. What will be your overall strategy? Does it match the lecture?
   2. Perform a stakeholder analysis (refer to the textbook) – are there other stakeholders we should be concerned with that were not mentioned in the RFP?
   3. What stakeholders will you involve and how will you get them to participate?
   4. How will you manage the information you obtained?
   5. What elicitation techniques will you use, with who, how will you use them, and when?
   6. What requirements priorization technique will you use?
   7. What will be your critical success factors? How do you know if you are succeeding?
   8. How will you know when you are done? Or know that you have to move on?

**Make sure your plan addresses all the above questions**