



OUR PROJECT:

**ARTECH
SYSTEMS**



GALLERY ADMINISTRATION AND BOOKING SYSTEM



MEET OUR TEAM



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**SYSTEM
DOCUMENTATION**



This document is our Deliverable 6 System Documentation contains the Artech System final system requirements which includes a CRUD Matrix, validation tables and a conversion plan. This document lastly contains project related issues the group faced during our project creation.



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1. Document Introduction

This document will provide the details and guidelines to requesting updates or changes to the system. This change request process will be explained in the form of detailed steps and a supporting diagram to explain the process. The document also includes the actual change request form to be completed by the client as well as the team with a report.

2. Change Request Procedure

Introduction

This section contains the entire change request procedure that will need to be followed in order for a change to be requested and implemented.

This document has been created in foresight of changes and additions that might ensue as the volatility of the art industry and addition of nuanced pieces of the system needed for Johann van Heerden Art Gallery.

When the client has a change to propose, he/she will do so by completing the change request form with sufficient purpose and motivation and submitting it to the *Binary Brains* developer team. The team will then review the request in a timely manner, considering such aspects as urgency, plausibility, and budget constraints.

2.1 Procedure

2.1.1 Step 1

The Client will need to complete, in full, a change request form as well as motivation for the change that will be submitted to the project team. This document will need to be approved in terms of certain criteria.

2.1.2 Step 2

The client will move forward and submit the fully completed change request form to the project team for evaluation.

2.1.3 Step 3

The project team will have to evaluate the request and discuss and analyze what the changes are and if it will be beneficial to the system. They will also look at whether or not the change request is actually feasible in terms of urgency, budget, and time.



2.1.4 Step 4

Once the project team has completed their analysis and following a discussion will conclude on the change request and will form a voting team. This voting team will then have a vote to see whether the change request should be approved or not.

2.1.5 Step 5

If the change request is approved, the client will be formally informed by the project team notifying them that the change request has been approved and is then signed off by the project team.

2.1.6 Step 6

The project team will send a change request report to the client informing them of the changes and what is required for the changes to happen, this is signed off by the project team. This report is to be signed off by the client and a meeting is to be scheduled with the client in order to discuss the implementation plan of the change request.

2.1.7 Step 7

The approved change request will then lead to an implementation plan being developed in order to understand how they will go about completing the change request. The changes will then be made in accordance with the implementation plan to the system and the system will be audited and re-evaluated in order to ensure the integrity of the entire system. This is to ensure that the system remains fully functional. The system is to be tested and length in order to check for bugs and if any was found they are fixed.

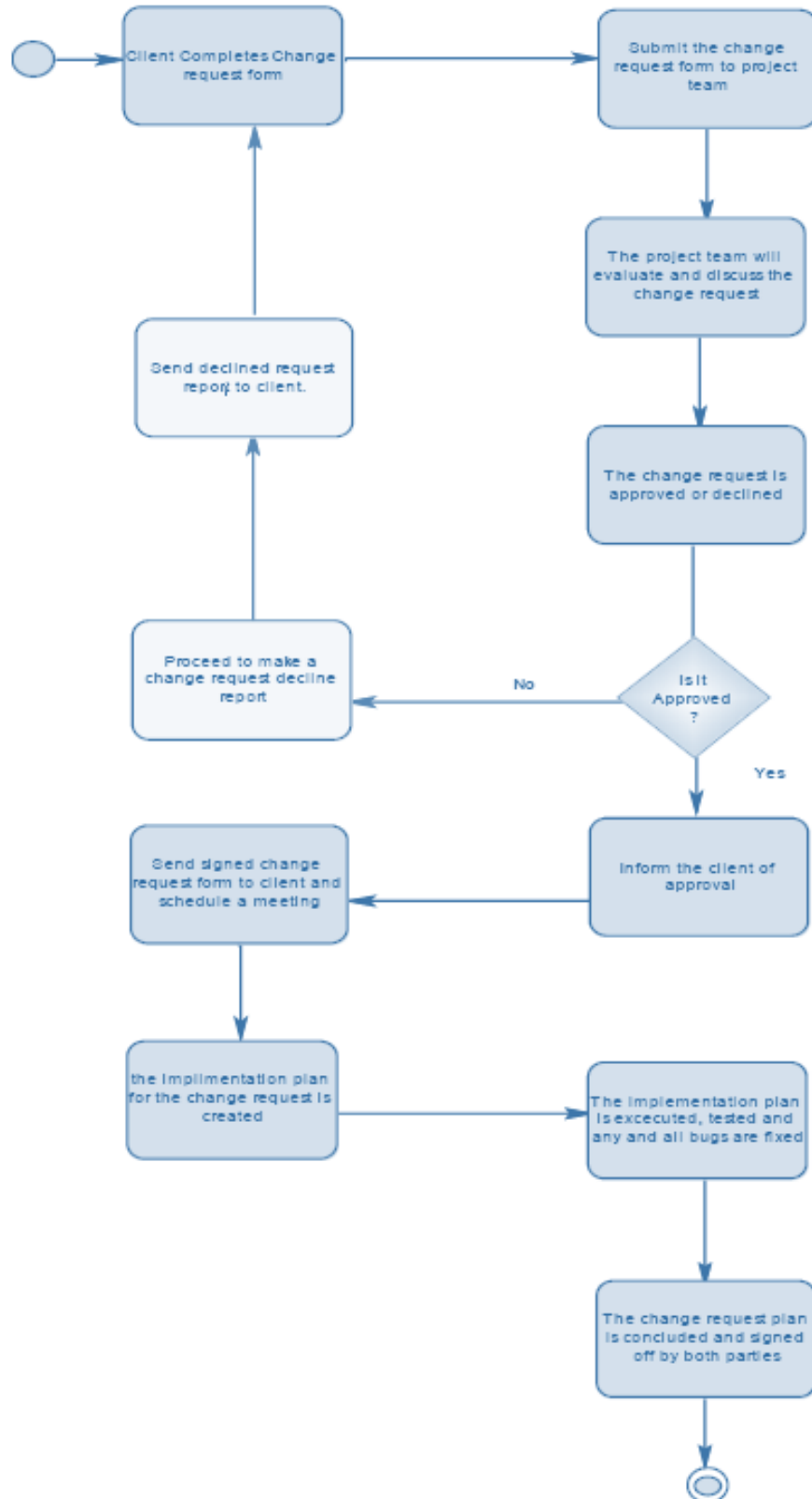
2.1.8 Step 8

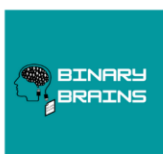
The Final reconstructed system will then be handed over with a summary of all the changes that had been made. This document will be fully signed off by the project team as well as the client. This will signify that the change request process was a success and that the specific change request has now concluded, any further changes will need to be done in a new change request.

2.1.9 Alternative Step

If the change request was rejected by the project team because it did not meet any of the requirements or was not feasible, the team will draw up an in-depth report as to why the change request was not accepted and that would be shared to the client. If the client feels like they still want the change request to commence they are to submit new motivation and evidence in order to emphasize the need for the change.

2.2 Change Request Procedure Flow





Conclusion

In conclusion the above section contains the full set of steps for requesting change in the system. Accompanied is the flow diagram of how the steps connect.

3. Change Request Form & Report

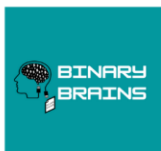
Introduction

The following section will show our Change Request form in detail to request change in the Artech system. This document has to be completed by the client and a report (which is also shown) has to be filled in by the Binary Brains team to asses the weight and value of the change.

3.1 Change Request Form

Change Request Form			
This form is to be completed by the client upon demand for a change to the system. Contact the Binary Brains team for assistance			
Artech System		Date Created:	2021/10/17
Coding Manager:	Reinhardt Smit	Version Date:	
Organization:	Binary Brains	Version Number:	

Case For Change	
Change Type	<input type="checkbox"/> Software
	<input type="checkbox"/> Technology
	<input type="checkbox"/> Platform
	<input type="checkbox"/> Error and Feedback Management
	<input type="checkbox"/> Improvements
	<input type="checkbox"/> Other (Please Indicate Change): _____



Proposed Change	
Priority	<input type="checkbox"/> Very High <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Very Low

Motivation For Change		
Intended Outcome		
Estimated Time Frame		
Additional Factors To Be Considered		
Subsystems Being Affected By The Change	Identify the subsystems that will be affected by the proposed change and give the potential benefits of the change and the potential adverse effects of the change.	
	Potential Benefits	Potential Adverse Effects
<input type="checkbox"/> Administration		
<input type="checkbox"/> Art Class		

<input type="checkbox"/> Reporting		
<input type="checkbox"/> User		
<input type="checkbox"/> Artist		

Staff and Operations Impacted	Identify areas that will be impacted by the change and the benefits and adverse effects of each.	
	Potential Benefits	Potential Adverse Effects
Process		
Technology Required		
Costs		
Other		
Additional Comments		
Approval		
Party Proposing Change		Signature

Consulting Party		Signature	
Endorsed By		Signature	

Figure 2: Change Request Form

3.2 Change Request Report

Change Request Report			
This report must be completed by the Coding Manager			
Name:		Date:	
Surname:		Request Number:	
Phone Number:			
Email:			

Change Request Report Details	
Urgency of Change	<input type="checkbox"/> Urgent <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Very Low
Impacts of Change	<input type="checkbox"/> Scope <input type="checkbox"/> Cost <input type="checkbox"/> Resources <input type="checkbox"/> Time <input type="checkbox"/> Network

Impacts of Change Description	Scope	
	Cost	
	Resources	
	Time	

	Network				
Other Direct Impacts on the System	Software				
	Hardware				
	Other				
Change Report Risks, Recommended Actions and Conclusions					
Risks Involved					
Recommended Actions					
Conclusion:					
Approved With Conditions					
Sign Off and Additional Comments					
Additional Comments					
Signature of Members					



GROUP 23 DELIVERABLE 09



	Date: _____
Signature of Client	
	Date: _____

Conclusion

This concludes the layout of the Binary Brains Change request and Change Request Report. This will be used in all cases where a change or update to the system is needed and requested by the client.

4. Configuration Management Principles

Introduction

The following section contains the extent of our Configuration Management and how we plan to approach this part of the system implementation.

4.1 Planning of Configuration Management

Focus groups will be designated to develop the change request. This will be done while ensuring all change requests meet the organizational requirements and templates and standards before the configuration control board.

The planning of configuration management includes the reviewing and potential approval or rejection of change requests which ensures that all changes that are approved are added successfully to the configuration database. This assists to seek clarification on any configuration item when it is required and provides approval for issues required in terms of additional scope, time, and costs. This also provides configuration standards and templates to the team.

4.2 Identification of Configuration Management

Identification of configuration managements provides a description of the systems features at a time that is allocated & specified.

4.3 Controlled Storage of Configuration Management

Controlled storage of configuration management is the process of monitoring and managing every step of configuration from the initiation to the conclusion of the project in an analytic manner.

4.4 Status Report of Configuration Management

Status reporting of configuration management means that data will be collected, processed, and reported on at any point in time. This includes the management stored information in the database.

Conclusion

The above section describes the Configuration Management process in detail and the sections to management of Planning, Identification, Controlled Storage and Status report of configuration management



5. Sign off by Client

Deliverable Name: System Requirements

Deliverable Number: 9

Delivered on Date: 2021/10/19

Client name: Johann van Heerden Art Gallery

Approving Client Representative: Miekie Lourens

Project Leader: Dean Botha

Deliverable Approval

Signing off this document signifies that the client is satisfied with the deliverables listed above. The client acknowledges the accuracy of all aspects related to the Gallery. The client is also satisfied in the way we approached the proposed system and how we have worked together with the client in a respectful and efficient manner.

Client Signature

A handwritten signature in blue ink, appearing to be "Miekie Lourens", written over a horizontal line.

Project Leader Signature

A handwritten signature in blue ink, appearing to be "Dean Botha", written over a horizontal line.

Signed on: 16 October 2021


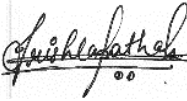



6. Team Sign Off

Introduction

This section proves that the team members stated below has read and agrees with the information stated within this document. By signing, each member gives proof that he/she is satisfied with the contents of this document and that he/she has contributed a fair share of content to this document.

6.1 Team Sign-Off

I,

Full name	Student number	Date	Signature
Dean Botha	u18002197	16/10/2021	
Trishla Pathak	u18198644	16/10/2021	
Reagile Matloga	u18201696	16/10/2021	
Gamuchirai Dambanjera	u17272522	16/10/2021	
Reinhardt Smit	u18131451	16/10/2021	

, declare and agree that I am satisfied and contributed to the content of this deliverable and produced work of a professional matter and high standards.

Conclusion

In conclusion, this section consists of the signatures of each team member as a sign of their recognition and approval regarding the content of this deliverable.

7. Document Conclusion

This document concludes the Change Request process and all of the documentation that is included in the following sections: Change Request form, change request process flow and diagram, change request reporting and the configuration Management Principles.