



Diverse Makers

Product Delivery Check-off

12-13-2024

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Overview

In this document, we outline the formal delivery process and client check-off requirements for the Diverse Makers mobile application, which connects individuals with disabilities to accessible STEM learning resources through makerspaces.

Project Name: Diverse Makers

Team Name: Diverse Makers

Client Name: Dr. Jared Duval

To the Client:

Congratulations, you've made it to the end of the Capstone software development process! The Computer Science Program at NAU is very proud of the quality of our Capstone program and we are committed to making it a satisfying and profitable investment of time for our Capstone clients. Although students are still learning to be professional developers and there were undoubtedly some rough spots, your overall experience should be very close to what you would get (at vastly higher expense!) from a professional software consultant.

The purpose of this Product Delivery Check-Off sheet is simply to ensure that, in the middle the excitement and exhaustion at the end of a tough year, the process doesn't break down in the last step: making sure your product is installed, accessible to you, and that you know how to operate and maintain it.

The team will walk through the following topics with you; please initial each item as you cover it, and then sign-off on the completed delivery document at the end. Your signature documents that you have received the product in good working order, and are confident that you'll be able to operate it going forward.

1: Daily Operation of the Product

The team will walk you through the product in a live demo, showing you all key features of the product. Items covered should include:

- How to connect or log into the product
- How to configure the product for deployment, e.g., setting up your administrator profile, or changing preferences/setting on the product.
- How to operate the product on a daily basis. This should focus on walking through each of the main "use cases" for the product step by step, e.g., daily operations as the administrator, daily usage as an end-user, etc.

The team should show you corresponding sections in the user manual they are delivering as they go through key daily operations with you, so that you know where to look if you need a reminder later on.

Please initial: The team has gone over each of the above points to my satisfaction. I feel confident that I can operate the product to satisfy targeted business needs. _____

2. Installation of the Product

The team should have installed the product for you on a machine/platform of your choosing so that it is up and running for you to use. You may later want to re-install or change platforms later, however, so the team will explain briefly how you would go about this. Items covered should include:

- Verify that the team has, indeed installed the product on my chosen platform, that this platform is accessible to me (I can log in, etc), and it is up and running well.
- Covered what platforms are suitable for installing the product. Is it Windows-only? What versions of supporting software (like operating systems) are required? If the product is a website, what would the chosen web server have to support?
- What is the basic (re-)installation process? This should skip technical detail, and simply outline the key steps that you would need to undertake to move or re-install the product.

You are not expected to understand every detail of the explanation, but the team should refer to appropriate sections in their user manual to convince you that this information exists, should you ever need to hire IT support to reinstall the product for you.

Please initial: The team has gone over the above points to my satisfaction. I feel confident that a necessary technical description to freshly install the product exists. _____

3. Maintenance

Some products may require regular maintenance activities to keep them up and running efficiently. Some key points for the team to cover here are:

- Are there any regular maintenance requirements at all, e.g., checking if memory/storage remains adequate for the product, truncating log files, etc. If so, has the team shown you the maintenance schedule, matched with step-by-step instructions for doing these operations, in their user manual.
- Project Source Code. One key “maintenance” activity you may want to pursue is further development of the project, for which you will need the source code. Ensure that the team has:
 - a) Given you a USB drive with all electronic materials associated with the project, including the source code archive, as well as electronic versions of all deliverables. Make sure an electronic version of the User Manual is included!
 - b) In addition, many clients ask that the team transfer ownership of the online code archive to them, or otherwise make this online archive accessible, to make it maximally simple to continue later software development. You may optionally ask for this.
- User Manual. The team should have presented you with a professionally-bound hardcopy version of the User Manual along with this check-off sheet. Many of the topics covered above should have been covered while showing corresponding sections of the manual.

Please initial: The team has gone over the above points to my satisfaction. I feel confident that I have the information needed to maintain my product over time. _____

4. Trouble-shooting

It is impossible to predict every possible problem that might arise with a product, but the team will have made a strong effort in this direction:

- The team has shown me the “Trouble-shooting” section of the user manual, and has walked through at least some of the most common potential problems with me.

Please initial: The team has gone over the above points to my satisfaction. I feel confident that I understand the most common possible problems and where to find information on how to address them in the User Manual. _____

Acceptance of Product Delivery

The software product called **Diverse Makers** has been formally delivered to Dr. Jared Duval, Director of the Playful Health Technology Lab at Northern Arizona University, to the satisfaction of all parties. The project is thereby considered completed in full, with the possible exception of the minor details listed on the reverse of this page.

For the Client:

Signature: _____

Print name: _____

Date: _____

For the Team:

Signature: _____

Print name: _____

Date: _____

Congratulations on completing your Capstone Project! We wish you many satisfied years using the product. Please contact the NAU Computer Science Capstone Coordinator if you ever have another idea for a software project!

Last minute check-off items: The space below provides room to list *small* finishing details that may have been discovered in the check-off process. If no such details exist, please write “None”. For any details listed, the team commits to completing them by the end of May; failure to complete promised details may result in sanctions, including changing of grade to “incomplete”.