ANNEX A · PRACTICAL 7.1 — SOFTWARE FOR A REAL WORKPLACE

Name: _____ **Group:** _____ **Date:** _____

Groups of three. One workplace per group: ☐ A ☐ B ☐ C Hand in: `practical-7.1-surname.md` on Classroom, today before 23:59.

A · Tramuntana Apps
App studio in Palma, 12 people: 6 developers, 3 designers, 3 in administration. They build mobile apps for clients. They already have the office server you built.

B · Our school
Teachers, students who are minors, families, office staff. Classroom PCs are shared by many students. Marks and attendance go in the platform of the Conselleria.

C · Hotel Sa Punta
60 rooms in Calvià, open April–October, 25 staff: reception 24 h, restaurant and bar, cleaning, a manager. The law: guest data must reach the authorities within 24 h.

1 The needs list

In your report, a table with **at least 8 needs**. Start from people and tasks, never from a product.

Who	Task (a verb)	Must/Should	Software category	Purpose
Reception	Check a guest in and out	Must	Hotel management	A

DONE WHEN 8 rows or more · every group of people in the card appears · at least one need comes from a law or another limit.

2 Three candidates for one need

Choose **one** need (not the operating system). Find three real programs that cover it: at least one free software, at least one proprietary or SaaS. Fill this in and copy it to the report.

	Candidate 1	Candidate 2	Candidate 3
Name			
Licence family			
Runs on: our PCs / provider			
Price per user per month			
Address of the price + date			

DONE WHEN every price comes from the vendor's own page, with the address and today's date. "Price not public" is a valid answer if you write where you looked.

3 The selection matrix

Four or five criteria. Weight 1–5 (what matters most to **this** workplace gets the highest). Score each candidate 1–5. Total = sum of weight × score.

Criterion	Weight	Candidate 1	Candidate 2	Candidate 3
Weighted total				

DONE WHEN a teammate has checked the three totals with a calculator · not all weights are equal.

4 Cost over three years

For each candidate, with the calculation visible in the report:

```
price per user per month × users × 36  +  one-off hours × 40 €
(one-off hours: installation, migration, training)
```

Candidate 1: _____ Candidate 2: _____ Candidate 3: _____

DONE WHEN three figures in euros, each with its multiplication written out.

5 Recommendation to the manager

Five lines in the report: what you recommend · the two reasons that decided · what it costs in three years · one risk · which weight would have to change for another candidate to win.

DONE WHEN someone who has not seen your matrix understands the decision.

Marking (10): needs list 3 · candidates with sourced prices 2 · matrix 2 · three-year cost 2 · recommendation 1.

EXIT Exit ticket — alone

1. Which line is a need?

☐ a) “Microsoft Word” ☐ b) “An office suite, the cheapest”
☐ c) “Admin writes contracts and sends them as PDF” ☐ d) “Everybody uses Google”

2. 8 € per user per month, 20 users, three years. Licences cost…

☐ a) 480 € ☐ b) 5,760 €
☐ c) 1,920 € ☐ d) 160 €

3. In a selection matrix, the weights…

☐ a) say what matters most to this workplace ☐ b) are the prices of the candidates
☐ c) must all be the same to be fair ☐ d) are given by the vendor

4. The hotel must send guest data to the authorities within 24 h. For choosing software this is…

☐ a) a “should” ☐ b) a criterion with weight 1
☐ c) not our problem ☐ d) a constraint: candidates that cannot do it are out