

CS461 Plan Document Evaluation

Project _____

Presentation:

Clarity: were the prepared materials adequate to communicate the plan to the review audience?

Questions handling: were questions answered satisfactorily?

Plan draft documentation:

- Cover Page (**title, project, team members, date**)?
- **Overview:**
 - Purpose – is the intended purpose, capability, and/or functionality of the system clearly stated in one paragraph?
 - Deliverables – are the customer deliverables specified?
- **Organization**
 - External –
 - what external individuals/organizations will you interact with? What is the nature of the interaction (e.g. – X.X. will be the customer’s technical liaison and will provide test data)
 - Who are the team members responsible for external interactions, and what interactions are they responsible for?
 - Internal – What are the internal project roles of team members?
- **Management Process**
 - What are your priorities (e.g., functionality vs deadline vs quality)
 - What are the risks and how do you plan to mitigate them?
 - How will you know if things are going well or not?
 - How will you manage integration with customer systems / delivery to customer (esp. for server apps)?
- **Technical Process**
 - What development software methods will you use (e.g., GUI layout tools? IDEs? Source code control? Configuration management? QA? Unit testing methods? System testing methods? Programming in pairs?)
 - What platforms will you use for development (e.g., windows 2k, linux?, Your own systems at home, CS Lab facilities, customer facilities?)
- **Tasks and Schedule**
 - What are the specific tasks you need to accomplish? These should be broken down to the level that one person can accomplish one task in about two weeks elapsed time(15-30 hours). Tasks should have objective completion criteria (e.g. – completion of a testing task could be demonstrated by showing a bug list).**Don’t forget documentation, training, and delivery tasks!**
 - What are the dependencies among these tasks (which ones need to happen first?)

- Who will do which tasks?
- What resources do you need (ie – what do I need to find for you – equipment, more team members, ...)?
- Schedule – when will tasks be completed? We will review progress against the schedule each week, so try your best here – even though we all know the project won't progress as expected.

Team participation:

Did all team members participate?