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?