

Delivery Process Summary

Overview

This document summarizes the three-week delivery sprint process (Weeks 10-12) for the Moral Decisions LandingSite project, including stakeholder consultation, documentation development, and final handover.

Delivery Period: October 6 - October 26, 2025 (Weeks 10-12)

Three-Phase Delivery Process

Phase 1: Planning & Draft Development (Week 10)

Timeline: October 6-12, 2025

Key Activities

Monday, October 6 - Kick-off and Planning

- 8-hour team work session at Hive
- **11:00 AM - Tutor Meeting:** Delivery plan discussion and requirements clarification
- Afternoon: Finalize delivery plan and begin documentation development
- **Email to Client:** Sent delivery plan to client for review and approval signature

Tuesday-Saturday, October 7-12 - Draft Development

- Intensive documentation writing and development
- Created all draft versions of deliverables:
 - System Architecture Document
 - API Documentation
 - Deployment Guide
 - Database Documentation
 - Maintenance Manual
 - User Manual
 - Product Demonstration Video

Client Consultation via Email

- Delivery plan sent to client via email for formal approval
- Client reviewed and provided signature approval
- No in-person meeting this week

Deliverables Completed

- ☒ Delivery Plan approved by client (via email signature)
- ☒ Delivery Plan approved by tutor (in-person meeting)
- ☒ All documentation drafts completed
- ☒ Demonstration video recorded

-  Draft package prepared for review
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Phase 2: Review & Refinement (Week 11)

Timeline: October 13-19, 2025

Key Activities

Monday, October 13 - Client Review Session

- 8-hour team work session at Hive
- **12:00 PM - Client Meeting:** Present all draft deliverables for comprehensive review
- Client reviewed all documents and provided detailed feedback
- Afternoon: Document feedback and prioritize revisions
- **Note:** No tutor meeting this week






Client Feedback Collection During the Week 11 Monday client meeting, the client reviewed all draft documents and provided:

- Specific revision requirements for each document
- Additional content requests
- Clarifications on technical details
- Formatting and presentation preferences

Tuesday-Sunday, October 14-19 - Finalization

- Incorporated all client feedback into documents
- Revised and finalized all documentation
- Updated video based on feedback (if required)
- Conducted peer review and quality assurance
- Assembled final delivery package
- Prepared presentation materials for final handover

Deliverables Completed

-  All client feedback incorporated
 -  Final versions of all documents completed
 -  Quality assurance review passed
 -  Handover package assembled
 -  Final presentation prepared
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Phase 3: Final Delivery & Handover (Week 12)

Timeline: October 20-26, 2025

Key Activities

Monday, October 20 - Final Delivery Day

- 8-hour final work session at Hive
- **11:00 AM - Final Tutor Meeting:** Formal delivery and assessment
- **12:00 PM - Final Client Meeting:** Stakeholder presentation and handover
- Afternoon: Knowledge transfer session and Q&A
- End of day: Project closure and team retrospective






Formal Handover Includes

- Complete delivery package with all final documents
- GitHub repository access and navigation guide
- System access credentials and documentation
- Knowledge transfer presentation
- Q&A session for stakeholder questions
- Post-delivery support commitment

Tuesday-Saturday, October 21-26 - Post-Delivery Support

- Response to follow-up questions (within 24 hours)
- Minor documentation updates if requested
- Stakeholder evaluation support
- Final project archival

Deliverables Completed

-  All final documents delivered
-  Formal handover completed
-  Stakeholder sign-off obtained
-  Knowledge transfer completed
-  Project officially closed



Stakeholder Consultation Summary

Consultation Timeline



Week	Date	Stakeholder	Format	Purpose	Outcome
Week 10	Oct 6	Tutor	In-person meeting	Delivery plan discussion	Delivery plan approved
Week 10	Oct 6-12	Client	Email	Delivery plan approval	Client signature received
Week 11	Oct 13	Client	In-person meeting	Draft review, feedback collection	Comprehensive feedback received
Week 12	Oct 20	Tutor	In-person meeting	Final delivery and assessment	Deliverables accepted
Week 12	Oct 20	Client	In-person meeting	Final presentation and handover	Project handover completed

Meeting Schedule Summary



Week 10 (Oct 6-12)

-  Tutor Meeting: Monday 11:00 AM (in-person)
-  Client Consultation: Via email (delivery plan approval)

Week 11 (Oct 13-19)

-  Client Meeting: Monday 12:00 PM (in-person)
-  No tutor meeting this week

Week 12 (Oct 20-26)

-  Tutor Meeting: Monday 11:00 AM (in-person)
-  Client Meeting: Monday 12:00 PM (in-person)

Communication Channels

- **In-Person Meetings:** Specific Mondays as scheduled above
 - **Email Communication:** Used for delivery plan approval and follow-up questions
 - **Team Coordination:** Microsoft Teams / WeChat
 - **Document Sharing:** GitHub + Google Drive
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Deliverables Summary

Documents Delivered

All deliverables are located in: [25S2/Delivery/](#)

Final PDF Versions ([final_pdf_version/](#))

1. System Architecture Document
2. API Documentation
3. Deployment Guide
4. Database Documentation
5. Maintenance Manual
6. Delivery Plan
7. User Manual

Source Files ([source_file/](#))

- Markdown versions of all documents for future editing

Demonstration Materials ([video/](#))

- Product demonstration video (2-3 minutes)

Repository Access

Code Repositories

- Frontend: <https://github.com/24-S1-2-C-Moral-Decisions/moral-front-end>
- Backend: <https://github.com/24-S1-2-C-Moral-Decisions/moral-back-end>
- Survey: <https://github.com/24-S1-2-C-Moral-Decisions/moral-survey>

Documentation Repository

- LandingSite: <https://github.com/24-S1-2-C-Moral-Decisions/LandingSite>
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Quality Assurance Process

Review Stages

Stage 1: Team Review (Week 10)

- Internal peer review
- Technical accuracy verification
- Completeness check
- Format consistency

Stage 2: Draft Review (Week 11 Monday)

- Client feedback collection
- Requirements validation
- Revision priority identification

Stage 3: Final Review (Week 11)







- Feedback incorporation verification
- Final quality assurance check
- Cross-document consistency
- Presentation polish

Stage 4: Delivery Acceptance (Week 12 Monday)

- Tutor assessment
- Client acceptance
- Final sign-off
- Project closure

Quality Criteria

All deliverables met the following criteria:

-  Complete and accurate content
 -  Professional presentation and formatting
 -  Clear and easy to understand
 -  Stakeholder requirements satisfied
 -  Assessment rubric alignment
 -  Peer review passed
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Risk Management

Identified Risks and Mitigation

Risk	Impact	Mitigation Strategy	Result
Delayed client feedback	High	Email approval for plan, early draft submission in Week 11	Mitigated successfully
Time constraints	Medium	Prioritized essential content, intensive work sessions	Managed effectively
Team member availability	Medium	Clear task distribution, cross-training	No issues encountered
Technical documentation accuracy	High	Peer review, testing all procedures	Quality maintained
Client requirement changes	Medium	Flexible revision period in Week 11	Accommodated successfully

Lessons Learned

What Worked Well

- 1. **Structured Timeline:** Three-week phased approach provided clear milestones
- 2. **Email Approval Process:** Week 10 email approval for delivery plan saved time
- 3. **Comprehensive Draft Review:** Week 11 Monday client meeting was crucial for gathering feedback
- 4. **Team Coordination:** 8-hour Monday sessions at Hive facilitated collaboration
- 5. **Documentation Standards:** Consistent formatting across all documents

Challenges Overcome









- 1. **Comprehensive Documentation Scope:** Managed through task distribution and prioritization
- 2. **Stakeholder Coordination:** Addressed through flexible communication (email + in-person)
- 3. **Technical Complexity:** Resolved through team collaboration and peer review
- 4. **Time Management:** Overcome with intensive work sessions and clear deadlines

Recommendations for Future Projects

- 1. Start documentation drafts earlier if possible
- 2. Use email for approvals when in-person meetings are not necessary
- 3. Build in adequate buffer time for feedback incorporation
- 4. Use consistent templates and standards from the beginning
- 5. Schedule dedicated review sessions with stakeholders for comprehensive feedback

Project Closure

Final Handover Checklist

-  All documentation delivered (7 documents in PDF + Markdown)
-  Product demonstration video delivered
-  Source code repositories accessible with documentation
-  Meeting minutes compiled in LandingSite repository
-  Client sign-off obtained (Week 10 via email, Week 12 in-person)
-  Tutor assessment completed (Week 12)
-  Knowledge transfer session conducted
-  Post-delivery support committed (Oct 21-26)

Stakeholder Acceptance

Client Sign-off:

- Delivery Plan approved via email (October 6-12, 2025)
- Final handover completed in-person (October 20, 2025)

Tutor Assessment: Completed on October 20, 2025

Project Status: Successfully Closed

Contact Information

For Questions or Follow-up

- GitHub Issues: <https://github.com/24-S1-2-C-Moral-Decisions/LandingSite/issues>
- Project Client: Ziyu Chen, Computational Media Lab, ANU
- Development Team: Moral Decisions Project Team

Post-Delivery Support Period: October 21-26, 2025 **Response Time Commitment:** Within 24 hours for urgent queries