Delivery Plan

1. Delivery Plan Overview

- **Project Name:** EduKATE Programmable Robot Dog APP Prototype
- **Delivery Phase:** Week 10–12
- **Key Stakeholders:** Project Team, Technical Mentor, EduKATE Product Owner
- **Objectives:**
    - One-time delivery of the complete GitHub repository to the client, including source code, documentation, and release tags.
    - Ensure the delivered version is stable and usable through standardized functional verification.
    - Provide detailed user and maintenance documentation to enable the client and subsequent teams to quickly get started and continue development.

2. Deliverables

GitHub Repository:

- Complete source code and commit history.
- Main branch (`main` or `master`) as the final delivery branch.
- Final version tagged (e.g., `v1.0.0-final-delivery`).

Quick Start Guide (Markdown):

- Environment dependencies and setup instructions.
- Compilation and running procedures.
- Step-by-step guide on using all core functionalities of the APP prototype.

System Architecture Description:

- Module division diagram, data flow, and key dependency explanations.

Development Process Document:

- Branching strategy (delivery is the main branch), commit conventions, code review process.

3. Milestones and Timeline

Week	Main Tasks	Deadline	Status
W10	• Develop delivery plan and confirm delivery scope • Complete documentation template creation	2025-05-12	To be started
W11	• Complete core functional verification • Write and internally review documentation	2025-05-19	To be started

		• Refine documentation based on review feedback	2025-05-20	To be started
W12		• Final functional verification and revisions • User/maintenance training demonstration for the client	2025-05-24	To be started
		• Client acceptance confirmation and delivery of access permissions	2025-05-25	To be started

4. Roles and Responsibilities

Responsible Person	Responsibility Overview
Project Manager: 1. Rifang Zhou	Develop/maintain delivery plan, organize reviews and client training.
Technical Lead: 1. Dong-Jhang Wu	Freeze the delivery version, write system architecture description.

Development Team:
   1. Wenjing Qi
   2. Wenhui Shi
	Write development process documents, collaborate on reviews and revisions.

Documentation Engineer:
   1. Yi Wang
   2. Siyi Liu
	Write a Quick Start Guide, collaborate on reviews and revisions.

5. Communication and Review Process

- **Weekly Meeting:** Every Wednesday, synchronize progress and feedback.
- **Instant Communication:** Teams, critical messages responded to within 4 hours.
- **Mid-term Review (W11):** Focus on documentation and functional verification results.
- **Final Demonstration (W12):** Demonstrate repository structure, startup process, and maintenance guide to the client.

6. Client Acceptance Criteria

- Successful access and cloning of the GitHub repository.
- Quick Start Guide operational examples are reproducible.
- System architecture and development process documents are clear and feasible.
- Client training demonstration completed and signed off.

Client Acceptance Checklist (Separate Document/Appendix - to be signed):

[ ] Received and verified access to GitHub Repository ([link], tag: [e.g., v1.0.0-final-delivery]).

[ ] Received User Manual & Setup Guide; confirmed setup and core functionalities are operational as per the guide.

[ ] Received System Architecture Description; content understood.

[ ] Received Development Process Document; content understood.

[ ] Attended User/Maintenance Training Demonstration; all questions answered.

[ ] The client has reviewed and accepted the poster, which contains the features and outcomes of the project.

Overall Acceptance: The client confirms all listed deliverables have been received and meet the agreed-upon requirements.

Client Signature: _____ Date: _____

Client Name (Printed): _____