

# 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	<ul style="list-style-type: none"><li>• Develop delivery plan and confirm delivery scope</li><li>• Complete documentation template creation</li></ul>	2025-05-12	To be started
W11	<ul style="list-style-type: none"><li>• Complete core functional verification</li><li>• Write and internally review documentation</li></ul>	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.

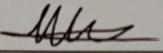
#### 6. Client Acceptance Criteria

- 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: 21/05/25

Client Name (Printed): Tahlia Harris