PE Outline

Given a software project context

Work on below tasks
- Define SMART Goals (20%)
- Prepare RACI Chart (20%)
- Plan project tasks/milestones/deliverables (id, name, predecessors), grouped by phases/iterations/sprints and/or process groups (40%)
- Create Product Backlog (20%)

References

- Task 1 (SMART Goals): ***Course 2 (Week 2),*** Course 4 (Week 2)
- Task 2 (RACI Chart): Course 1 (Week 1), ***Course 2 (Week 3)***
- Task 3 (Tasks/Milestones/Deliverables Plan – Id, Name, Predecessors):
  - Course 1 (W3),
  - Course 2 (W2, W4),
  - ***Course 3 (W1, W2),***
  - Course 5 (W1-3)
- Task 4 (Product Backlog): ***Course 5 (Week 3)***

Some Samples

1. Project Context

You are working on a project to develop Lab Management application. This application is to help students to improve their programming skills. It would include the following capabilities:

- Allow students to register for university-sponsored Lab classes such as C++ programming, Java Programming, Java Desktop Programming, Java Web Programming, .NET Programming, Python programming classes.
- Allow students to submit their work in the Lab class and to track their progress.
- Allow teacher to manage his classes and to evaluate his students submitted work, to approve or to reject the work.
- Allow teacher to generate the final report of his classes at the end of the semester.

Given the fact that the project follows full life-cycle software development process (all software development activities are included). The project team has 4 months to complete the product and get it ready for going live (production)

2. SMART Goals

Project Goals

SMART:

- Increase revenue by 5% by rolling out a new service that provides office plants to top clients by the end of the year.

"To help customers care for their plants, Office Green will create an app that offers care tips and reminders for specific plants. The app will be completed within 18 months and be compatible with 100% of the types of plants Office Green sells."

- **Specific:** The team knows what they're building: an app that helps users care for their plants and reminds them to do so.
- **Measurable:** The app will be complete when it includes 100% of the plant types Office Green sells.
- **Attainable:** The company has the knowledge, time, resources to build the app.
- **Relevant:** Office Green's business model relies on customers caring for their plants successfully.
- **Time-bound:** The goal includes an 18-month timeframe.

3. Deliverables

Deliverables

- Send 1,000 plants to 100 customers
- Launch a new website for orders and customer support

4. Project Tasks

Tasks: Project management, Engineering
Task Dependencies: FS (Finish to Start), SS (Start to Start), SF, FF

ID	TASK	PREDECESSOR
1	**Phase 1**	
1.1	*Milestone: Shipping of Tablet*	
1.1.1	Shipping timeline of tablet	
1.1.2	To integrate the POS systems	1.1.1FS
1.1.3	Send XYZ to customer	
1.2	*Milestone: Completion of Tablet Installation*	
1.2.1	To schedule staff meeting first to introduce the concept of the tablets to the staff	
1.2.2	To install the tablets and to upgrade the POS	1.2.1SS
1.2.3	To wire both locations	
2	**<Phase 2>**	
2.1	*Milestone: Completion of Training*	

2.1.1	To coordinate with Alex about preparing and scheduling the training for the 2 locations.	
2.1.2	Pre-training meeting to introduce tablets	
2.1.3	To train some key staff members at the location, and have them run the training	
2.1.4	Pre-training meeting to introduce tablets	
2.1.5	To train first batch of waitstaff on how to use the tablets	
2.1.6	Pre-training meeting to introduce tablets	
2.1.7	To train second batch of waitstaff on how to use the tablets	
2.2	***Milestone: Completion of Test Run***	
2.2.1	To schedule staff meeting to inform of test run	
2.2.2	To plan for the Test Run	
2.2.3	To invite friends and family, and mimic a full service	
2.2.4	To address issues if any	
2.2.5	To schedule staff meeting to inform of the launch	
2.3	***Milestone: Tablet rollout at 2 locations***	
2.3.1	Launch Day	

5. Product Backlog

As a <<user role>>, I want <<something>> so that <reasons behind>

Epic	User Story Title	Story	Acceptance Criteria
Plant Care Initiatives	Low-maintenance options	As a potential customer, I want to find out which plants are easiest to care for so that I can purchase low-maintenance options.	1) Ability to sort plants by "beginner," "intermediate," and "advanced" 2) Ability to search for plants with similar care needs
Plant Care Initiatives	Plant care tips	As a plant owner, I want to access care instructions easily so that I can keep my plant alive longer.	1) Receive plant care leaflet with each order 2) Option to sign up for monthly emails with seasonal care tips
Plant Care Initiatives	Plant care tools	As a plant owner, I want to have the right tools to care for my plant so that I can keep it healthy and beautiful.	1) Can purchase plant care starter kits (for ferns, succulents, vines, etc.) 2) Option to buy partial kits or single tools
XYZ	Watering reminders	As a plant owner, I want to remember when to water my plants so that I don't under- or overwater them.	1) Option to sign up for reminder texts or emails 2) Option to add reminder stickers for use with calendars to each order

6. RACI Chart

RACI chart

		I	I	C	I	R
		A	R	I	C	I
		A	R	I	I	I
		A	C	R	I	C

Project Roles

Project Sponsor = Director of Product

Team Members = Marketing Team

Team Members = Website designers, landscape designers

Project Manager = You

Customers = Buyers

Users = Employees

Project Manager
Solution Architect
Designer (Tech, UI)
BA (Business Analyst)
Developer
Tester
QA
IT
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