Practice 1

Study of technical specifications and proposal
technical project

Planning and Management of Information Technology Projects

Professional Master in Computer Engineering

University of Granada

2019/2020 academic year

AND Ntrega PRACTICE

(Identified through access DECSAI)

https://decsai.ugr.es/

Project document include:

- Summary of real proposal
- Technical proposal
- Manual coordination

Study of technical specifications and technical project proposal

> **P LAN P RAFT P PRACTICE**
>
> 1. Technical Proposal and Coordination Manual
>
> 2. Planning.
> 3. Estimation.
> 4. Budget.
> 5. Recruitment.
> 6. Risk Management Plan.
> 7. Quality Plan.
> 8. Tools.
> 9. Retrospective.
>
> A. Deployment of the network.

Duration

1 session

goals

- Knowing the characteristics of a technical and administrative specifications sheet
- Learning to make a technical proposal from detailed technical specifications and customer requirements.
- Learning a coordination manual or similar document setting out how people work and tools used in development.

documentation required

- Specifications and documentation associated with offers of real projects in the ICT sector (services): consultation tenders and contracts on the Internet. Examples of sites: https://contrataciondelestado.es/wps/port , http://www.juntadeandalucia.es/contratacion
- Specification of a proposed project for practice (see separate document)
- Points to include in a technical proposal and a manual coordination (see Annexes).

Deliverables of this practice

- Page summary of the main features of a concrete offer (bid found in some of the sites mentioned above) related to IT services and with hospitals or health issue and is published (1 page).

- Project document with cover and index that moment must include the following sections:

    or technical proposal summary (5 pages approx)
    or Complete manual coordination (2 pages maximum) This document will be completed with
    each practice, adding new sections and track changes made on the previous ones, if necessary.

Deadline

Until 25 October at 18.30.

Annex 1. Coordination Manual.

The manual should be completed, approved and signed by all those involved in the management and development of the project. Is a statement of intent by the team regarding their way of working and a commitment to conform to it.

LIFECYCLE
METHODOLOGY DEVELOPMENT
SOFTWARE DEVELOPMENT RESOURCES
ORGANIZATION OF WORK EQUIPMENT (structure, standards)
TOOLS FOR COMMUNICATIONS IN THE TEAM
CUSTOMER RELATIONS (interviews, meetings, CHECKS, ...)
Documentation standards
Code standards
Versioning (METHOD AND TOOLS)
QUALITY MANAGEMENT (PROCESS AND TOOLS)

Annex 2. Technical Proposal Format.

- Title

- Summary

- Place of execution

- Objectives (functionality, quality, deadlines, costs, ...): overall objective and specific objectives

- Background (history group)

- Justification (market, information about the project theme, similar work, compare ...)

- Innovation (if there is, where and why)

- Activities to be undertaken in line with the objectives

- Schedule: activities and involvement of the participants. Deliverable each activity

- Tracking channels

- Value added

- [Benefits and beneficiaries]